CHANGE YOUR WORLD

LENOIR COMMUNITY COLLEGE
CATALOG | 2017−2018

LENOIR COMMUNITY COLLEGE

CLASS OF 2017
#LCCgrad17
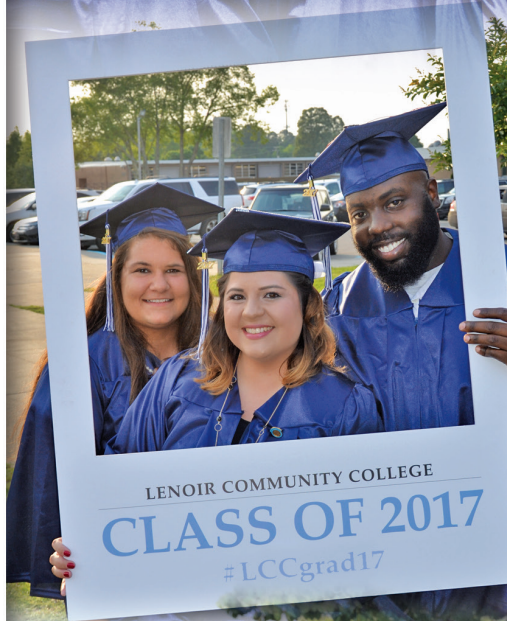
LENOIR COMMUNITY COLLEGE

Dr. Rusty Hunt, President

Telephone 252-527-6223 | www.lenoircc.edu

2017–2018 Catalog

Volume 48–Issue 3

Announcement of Programs and Courses for 2017–2018

Comprehensive Educational Opportunities

VISION STATEMENT

Lenoir Community College aspires to be the community college of choice for a diverse, local, regional, and global community.

MISSION STATEMENT

Lenoir Community College, a member of the North Carolina Community College System, is a comprehensive two-year public institution. The College offers associate degrees, diplomas, or certificates through educational programs in college transfer, business, industry, public services, health sciences, and continuing education for the intellectual, economic, social, and cultural development of students and the community. Programs and support services are accessible through traditional and distance learning options.

VALUES

Through its policies, procedures, and daily operations in the fulfillment of its mission, Lenoir Community College exemplifies the following values:

1. The worth and dignity of all people
2. Honesty, integrity, and excellence
3. Exemplary teaching and effective learning
4. Access and opportunity while maintaining quality
5. Skill preparation to work and live in a global economy
6. Diversity in every aspect of its culture
7. A systematic and inclusive approach to decision making
8. Community partnerships
9. Continuous growth and improvement for personal and professional development.

ACCREDITATION

Lenoir Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lenoir Community College.

OTHER ACCREDITATION

The Lenoir Community College Associate Degree in Applied Science Medical Assisting Program, the Associate Degree in Applied Science Polysomnography Program, and the Diploma in Surgical Technology Program are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 25400 US Hwy 19 North, Suite 158, Clearwater, FL33763; Telephone Number 727-210-2350;www.caahep.org) upon the recommendation of these respective boards: Emergency Medical Services Professions (CoAEMSP) (CAAHEP at 25400 US Hwy 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org.); Medical Assisting Education Review Board (MAERB at 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606; Telephone Number 800-228-2262; www.maerb.org); the Committee on Accreditation for Polysomnographic Technologist Education (CoAPSG at 1711Frank Avenue, New Bern, NC 28560; Telephone Number 252-626-3238; www.coapsg.org); and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA, 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; Telephone Number 303-694-9262; www.arcstsa.org). The Associate Degree in Applied Science Radiography Program is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Telephone Number 312-704-5300). The Computer-Integrated Machining Program is accredited by the National Institute for Metalworking Skills (NIMS, 10565 Fairfax Boulevard, Suite 203 Fairfax, VA 22030). The Associate Degree in Culinary Arts is accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC), 180 Center Place Way, St. Augustine, FL 32095; Telephone Number 904-824-4468. The Cosmetology Program is licensed by the North Carolina State Board of Cosmetic Art Examiners. The Basic Law Enforcement Program (BLET) is accredited by the North Carolina Department of Justice Criminal Justice Standards Division as required under 12 NCAC 9c.0401c for a five-year period.

APPROVAL

The following agencies accredit or approve specific programs: the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the North Carolina State Board of Cosmetic Arts, North Carolina Board of Barbering, and the Federal Aviation Administration. Lenoir Community College is approved by the North Carolina Board of Nursing to offer the Associate Degree Nursing, the Practical Nursing, the LPN Refresher, and RN Refresher programs.

PERSONS WITH DISABILITIES

It is Lenoir Community College's intent to make reasonable accommodations for persons with disabilities. If special assistance is needed, please contact the College's ADA (Americans with Disabilities Act) Counselor at: 252-527-6223, ext.331.

CATALOG CHANGES

The College reserves the right to make changes in the regulations, courses, fees, and matters of procedure announced in this publication. *250 copies of this public document were printed at a cost of $1,163.88 or $4.66 per copy (G.S. 143-170.1)*

Lenoir Community College

Lenoir Community College (LCC) is rich in history and is one of the oldest institutions in the North Carolina Community College System. Chartered April 3, 1958, LCC is one of 58 community colleges in the North Carolina Community College System. The system was established in 1963 under enactment of a general statute by the legislature and it serves nearly 850,000 citizens annually. Located at the intersection of highways US 70 and NC 58, LCC's primary service area is Lenoir, Greene, and Jones counties. The College offers both degree and non-degree programs serving approximately 4,300 curriculum students and 14,000 extension students annually.

Two years after the State Board of Education chartered LCC, it began operations as the Lenoir County Industrial Educational Center (IEC) with Daniel C. Wise as director. Approximately 80 students enrolled in classes that were held at Contentnea High School. The following year in 1961, the vocational and technical curricula were initiated with classes held at Stallings Field, a former air base.

In 1963, the center moved to its 18-acre permanent campus and a new facility, later named the Bullock Building, and held its first graduation in June. In the same year, the IEC was separated administratively from the Lenoir County Board of Education, and the first Board of Trustees was organized.

Soon after, the Board secured the status of technical institute for the center, and in November 1964, the institution attained community college status. The Board of Trustees appointed Daniel C. Wise, who served until the summer of 1965, as acting president. At that time, Dr. Benjamin E. Fountain became president and the College expanded to 58 acres beginning long-range planning of campus development.

The first year of the transfer program was offered in 1966 at Stallings Field. Two years later, the program was moved to the new Administration Building on the permanent campus. LCC was initially accredited by the Southern Association of Colleges and Schools Commission on Colleges and has maintained accreditation ever since.

The '70s saw the expansion of the campus to 90 acres as well as a new president, Dr. Jesse L. McDaniel. He served in that capacity for 18 years. Seven new buildings were constructed, and the Jones County and Greene County Centers were opened. Upon Dr. McDaniel's retirement, Dr. Lonnie H. Blizzard took the reigns as president in 1988. The following year a new building for aviation education was built at the Kinston Regional Jetport, and the Health Sciences Building was completed on the main campus.

The campus continued to grow with the A. Forrest Waller Building completed on the main campus at a cost of $4.5 million in 1998. The building included a 650-seat auditorium. After ten years as president, Dr. Blizzard retired; and in July 1998, Dr. Karin Pettit was named president.

New construction at the Greene County Center provided a 15,000 square foot facility at a cost of $1.6 million. Two more acres were purchased in 1999 on the corner of highways 58 and 70. In 2000, a state community college construction bond referendum was passed with LCC receiving more than $12 million for renovations and new construction.

The following year, Dr. Pettit left and the Board hired longtime LCC employee, Joyce Cherry, to serve as interim president. Mrs. Cherry provided the leadership necessary for the stability of the College during the time of transition. On April 22, 2002, Dr. Stephen Scott, former vice president of the North Carolina Community College System, took over as president. In 2003, Dr. Scott resigned to become president of Wake Technical Community College, and Mrs. Joyce Cherry was again named interim president until a new president was selected.

On May 10, 2004, Dr. Brantley Briley returned to his hometown and home college to become its sixth president. During the year, significant acquisitions and construction began changing the landscape of the campus. Twenty-seven acres of land were purchased on the east boundary and nine acres to the south of the campus. These purchases increased total acreage on the main campus to 128.

In December, a $5.4 million construction project began which included an addition to the Waller Building to house Culinary Arts and a $3.9 million facility to house the Learning Assistance Program, science classrooms, and labs. In 2005, nine acres of land were purchased in Jones County, and plans were initiated to construct a new Jones County Center. The $1.1 million Jones County Center opened in its new location in April 2009. At the Greene County Center, a $2.1 million addition was completed in 2008. In that same year, the College celebrated its 50th anniversary. A 278-page full color coffee table book was produced by the LCC Printing Department marking the College's 50-year history. During the yearlong celebration, LCC experienced record enrollments and a significant increase in its Foundation-endowed scholarships through a special program, "50 for 50", 50 new endowments to celebrate 50 years.

A new facility was built to house the College's maintenance operations in 2009. In that same year, the Greene County Center on Harper Street in Snow Hill, which houses a corrections training facility was remodeled, making it a more versatile community center. The facility was renamed the Workforce Development Center in 2013. In 2010, a facility was secured in downtown La Grange to become the new home of the LCC La Grange Center. The Center opened its doors in May 2011. The College also expanded its offerings in Pink Hill by offering classes at the Pink Hill Wellness and Education Center, the former Pink Hill Elementary School. A new south parking lot was built providing 175 new parking spaces. Phase two of the Jones County Center was completed and included a vocational shop and three additional classrooms, adding an additional 5,100 square feet.

In 2011, several renovation and construction projects were completed. The former Maintenance/Receiving Building was completely remodeled to become the new Construction Trades/Receiving Facility and the Grounds Maintenance Building was also remodeled. The College Bookstore, located in the Student Center, was completely remodeled in December 2011. The Automotive Customizing program received a new home after renovations were completed to the former Massey Body Shop in Kinston, an off campus site. Extensive improvements have been made to the Lancer baseball facilities. The College Foundation purchased a custom-built bus for athletic and tour events. Detailed landscaping projects throughout campus have been completed. During the year, a long-range plan was developed to include the construction of a new facility to house Health Science programs, an estimated $13 to $15 million project.

The College completed the construction and remodeling in 2012 of the former Greene Lamp/Head Start Building, which became home to the Basic Law Enforcement Training (BLET) and Early Childhood programs. The Administration Auditorium renovations were also completed. To assist in traffic flow, a new driveway from N.C. 58 South was completed in 2012 as well as the completion of a campus-wide exterior signage project featuring a three panel digital sign with high-resolution color digital displays. Phase III of the Jones County Center was completed in 2013. The Technical Trades Center was made possible through a Golden LEAF Community Assistance. The completed project added 6,390 square feet to the Jones County Center for a total of 18,890 square feet. The Center houses the Gunsmithing and Welding programs in Jones County. A greenhouse was erected at the Center in 2015 to serve as a lab for the Sustainable Agriculture program.

The On-Site Reaffirmation Committee of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) completed a visit to LCC on October 3, 2013. The College received its official letter of reaffirmation June 2014. The Visiting Committee's report has been forwarded to the Commission's Board of Trustees for action on reaffirmation of accreditation at their next board meeting. This Committee also had the responsibility to evaluate the College's Quality Enhancement Plan (QEP), which is required for reaffirmation. LCC's QEP is a campus-wide collaboration focusing on enhancing student learning in developmental mathematics.

On Oct. 1, 2016, Dr. Rusty Hunt became the seventh president after Dr. Briley retired with 12 years as president and more than 40 years of state service. Under Dr. Hunts leadership, the College launched its 2017-2022 Strategic Plan of "Reimaging the Student Experience," from the initial point of contact with prospective students to completion of their chosen program of study and eventual success in the workforce. As part of the strategic plan, the College, is also undergoing a facilities master plan.

The College is committed to quality education and student success and offers 49 associate degree programs, 35 diploma programs, and 104 certificate/skills certificate programs. Today, LCC serves more than 4,000 curriculum students and more than 10,000 continuing education students annually. LCC experienced record enrollment in its history during fall 2010 with 3,793 curriculum students. The College is ranked 16th in enrollment among the 58 community colleges in the state. As a world-class community college, LCC continues to expand its programs and services to meet the needs of the citizens it serves.

PRESIDENT'S MESSAGE
Dr. Rusty Hunt

Welcome to Lenoir Community College, a comprehensive North Carolina community college that has been providing accessible educational, cultural, and social opportunities since 1958. It is a great time to be part of Lenoir Community College. We offer excellent educational opportunities delivered by a well-qualified, professional faculty using state-of-the-art equipment. Our student-oriented support staff is committed to providing high quality support services to assist you in achieving your educational goals. Lenoir Community College is truly committed to providing you with a quality education at a very reasonable price.

To assist you in meeting your education and career goals, Lenoir Community College offers six degrees: The Associate in Arts Degree, the Associate in Engineering, the Associate in Applied Science Degree with more than 40 programs, the Associate in Fine Arts Degree, the Associate in Science Degree, and the Associate in General Education Degree. In addition, the College offers many certificate and diploma options requiring less than two years for completion. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

If your goal is to earn a four-year degree, our strong articulation agreement with the University of North Carolina System allows a seamless transition into all of the 16 universities in the system. Our college transfer graduates also experience a smooth and successful transition into most private colleges and universities. Upon completion of one of our many two-year programs, our graduates are equally as successful when moving directly into the workforce. Each degree, diploma, and certificate program offers a variety of classes at different times and in distance modes; we offer traditional day, evening, and weekend classes, as well as hybrid and Internet courses. This variety offers a degree of flexibility in establishing your own class schedules by selecting those classes that best suit your needs and learning style. Currently, more than 2,000 students are enrolled in one of 183 courses offered online at LCC. We also offer classes for high school students through Career and College Promise. These classes help teens enhance their study habits and critical thinking skills needed to succeed in college. Tuition is free. Eligible high school students may enroll in college level academic, career and technical education courses not otherwise available to them. These students receive college credit for classes successfully completed. Credits earned become part of their official college transcript.

Lenoir Community College makes significant contributions to economic development efforts in Lenoir, Greene, and Jones Counties. We are a partner in the recruitment of business and industry, and we train and retrain employees for the job market. LCC is involved in many other community economic and workforce development activities. Our Continuing Education Program can offer one class or many to assist in local efforts to support our community business and industry.

At Lenoir Community College, we have something for everyone. We are here to help you achieve your goals, to live your dreams. I hope that you will choose to enroll in Lenoir Community College. We offer you a world of opportunities and the promise that we will assist you in any way with this important decision. For more information, please contact our admissions office or any member of our faculty and staff.

My door is always open to you.

Rusty Hunt, Ed.D.
President

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CALENDAR 2017–2018

FALL SEMESTER 2017

August 11..Professional Development Day (no classes)

August 14...Registration Day (8:00 a.m. - 6:00 p.m.)
Last day to qualify for 100% refund

August 15 ....Courses begin (75% refund period begins) (8:00 a.m.)

August 17.. Add period ends (6:00 p.m.)

August 24.. 10% Point and Last day to drop without a grade;
and Last day you may qualify for 75% refund*

September 4 .... Holiday (College closed)

September 14 ....Last day to apply for Fall graduation

October 10 .... Midterm

October 11 .... 2nd 8 week registration (8:00 a.m. - 5:00 p.m.)

October 11 ....2nd 8 week classes begin (8:00 a.m.)

October 12–13 .... Semester Break
(administration and support staff report)

October 30–November 3 .... Advising Week

November 6–7 .... Early Registration for Spring Semester
(currently enrolled students only)

November 8–10 .... Early Registration for Spring Semester
(open to all students; ends 1:00 p.m. November 10)

November 15 .... Last day to process drop forms

November 22 .... Holiday begin (5:00 p.m.)

November 23–24 .... Holiday (College closed)

December 8... Last day of classes

December 11, 12, 13... Exams

December 13...Semester ends (11:00 p.m.)

December 14... No classes

December 15...Semester break

December 18–January 1 .... Holiday (College closed)

*75% refund is based on the 10% point of the course

SPRING SEMESTER 2018

January 2-3 .... No classes

January 4... Registration Day until (8:00 a.m. - 6:00 p.m.)

No classes

January 5....... Registration Day until 1:00 p.m. and Last day to qualify for 100% refund

January 8.................................... Courses begin (75% refund period begins) (8:00 a.m.)

January 10.. Add period ends (1:00 p.m.)

January 15... Holiday (College closed)

January 18... 10% Point and Last day to drop without a grade;
and Last day to qualify for 75% refund*

February 7.. Last day to apply for Spring graduation

March 5.. Semester break for all students

March 6................. No classes – Professional Development Day (3:00 p.m. – 5:00 p.m.)

March 7.. Midterm

March 8.. 2nd 8 week registration (8:00 a.m. – 5:00 p.m.)

March 8..2nd 8 week classes begin (8:00 a.m.)

April 2.. Holiday (College closed)

April 3–6...Semester Break

(administration and support staff report)

April 9–13... Advising Week

April 13..Last day to process drop forms

April 16–17....................................... Early registration for Summer Semester
(currently enrolled students only)

April 16–17............ Pre-registration for Fall Semester (currently enrolled students only)

April 18–20....................................... Early registration for Summer Semester
(open to all students; ends 1:00 p.m. April 14)

April 18–20... Pre-registration for Fall Semester
(open to all students; ends 1:00 p.m. April 14)

May 9.. Last day of classes

May 9... Semester ends (11:00 p.m.)

May 10... No classes

May 11.. Graduation (7:00 p.m.)

*75% refund is based on the 10% point of the course

SUMMER SEMESTER 2018

Ten-Week Session (40 days) May 16–July 26
Note: Classes are held Monday through Thursday.
The College is closed on Fridays during the summer semester.

May 15.. Last day you may qualify for 100% refund

May 16...Courses begin (8:00 a.m.)

May 16...................................Add period begins (75% refund period begins) (7:30 a.m.)

May 17... Add period ends (6:00 p.m.)

May 22... 10% Point and Last day to drop without a grade;
and Last day to qualify for 75% refund*

May 28.. Holiday (College closed)

June 4...Last day to apply for Summer graduation

June 20.. Midterm

June 21...2nd 5 week registration–ends (6:00 p.m.)

June 21... 2nd 5 week courses begin

July 4 .... Holiday (College closed)

July 11 ....Last day to process drop forms

July 12 ....Lancer Orientation

July 16–17 .... Early registration for Fall Semester
(currently enrolled students only)

July 18–19 .... Early registration for Fall Semester
(open to all students; ends 5:00 p.m. July 19)

July 26 .... Exams given last day of courses

July 26 ....Semester ends (11:00 p.m.)

*75% refund is based on the 10% point of the course

NCCCS PERFORMANCE MEASURES 2017

Performance Measures	System Baseline	System Excellence	System Totals	LCC Achievement
Basic Skills Students Progress 2015-2016	34.5%	68.3%	58.3%	69.8%
Student Success Rate in College Level English Courses **Fall 2014 Cohort**	23.8%	55.9%	52.0%	43.9%
Student Success Rate in College Level Math Courses **Fall 2014 Cohort**	10.1%	32.5%	29.8%	28.6%
First Year Progression – Fall 2015 Cohort	54.1%	75.0%	69.7%	70.2%
Curriculum Completion – Fall 2010 Cohort	35.9%	51.9%	44.0%	43.3%
Licensure & Certification Passing Rate	69.9%	90.9%	84.1%	79.8%
Individual Licensing Boards and Program Exam Passing Rates:				
Basic Law Enforcement 2016			80%	53%
Cosmetic Arts				
Apprentice 2016			97%	85%
Cosmetology 2016			91%	79%
Esthetician 2016			89%	*
Manicurist 2016			82%	67%
Emergency Medical Technician				
EMT 2016			77%	78%
EMT-I 2016			72%	81%
EMT-P 2016			80%	82%
Nursing				
Practical 2016			92%	100%
Registered 2016			92%	100%
Massage Therapy 2015-2016			83%	100%
Radiography 2015-2016			94%	83%
Real Estate Sales 2015-2016			59%	*
Transfer Performance (2013–2014 Community College students)	65.1%	87.6%	82.8%	84.3%

Source: North Carolina Community College System 2017 Performance Measures for Student Success Report

* Less than 5

PHYSICAL FACILITIES

Greene County Center
818 Highway 91
Snow Hill, NC 28580
Telephone: 252-747-3434

The Greene County Center is housed in a state-of the-art facility that was opened in 2000 with a second wing added in 2009. This 31,000 square-foot facility has 18 classrooms, two shop areas and nine administrative offices.

A variety of curriculum and extension courses are offered each semester at the Center and at other selected sites throughout Greene County. The Center is also an approved High School Equivalency (HSE) testing site. In addition, the Center is host to the Greene County Career Center. The Greene County Career Center is strategically located to deliver education and training services to job seekers and employers with the efficiency and convenience of a one-stop center. The Greene County Career Center is a user-friendly facility that provides job seekers, education and training seekers, and employers access to a variety of employment and training services in a convenient one-stop center.

The Greene Early College High School is also at this location. Greene Early College High School is a collaborative effort between Lenoir Community College and Greene County Schools. The five-year program is designed to give rising freshman the opportunity to complete the requirements for both a high school diploma and an associate's degree.

Jones County Center
509 Hwy 58 North
Trenton, NC 28585
Telephone: 252-448-5021

The Jones County Center is housed in a modern facility that was completed in 2009. The Jones County Campus of Lenoir Community College currently has 18,890 square feet, consisting of three workshops for gunsmithing and construction trades, two state of the art computer labs, two nurse aid labs, five classrooms, and nine offices. The newest building, the Technical Trades Center, opened in 2013. The campus is also the host site for the Jones County Career Center. The Jones County Career Center provides career planning and job placement services to job seekers and provides employers with a variety of employment and training services. A variety of curriculum and continuing education courses are offered at the Center while other courses are offered throughout Jones County. Adult Basic Education (ABE), Adult High School (AHS), and High School Equivalency (HSE) preparation classes are offered each semester. The Center is an approved HSE testing site.

La Grange Center
112 East Railroad Street
La Grange, NC 28551
Telephone: 252-806-0522

The La Grange Center opened for students in 2011. The Center, located in downtown La Grange, is housed in a newly-remodeled building that is owned by the Town of La Grange and leased to Lenoir Community College. Included in the facility are administrative offices, two computer labs, two classrooms, a nurse aide lab, and a general purpose meeting room. A variety of continuing education courses are offered at the Center.

Lenoir Community College Center for Aviation Education
2772 Rouse Road Ext.
Kinston, NC 28504
Telephone: 252-522-1735

Lenoir Community College Center for Aviation Education, located at the Kinston Regional Jetport, is the site for the Aviation Management and Career Pilot Technology curriculum program, which offers degree, diplomas, and certificates. Flight training at LCC is provided by its contract flight training provider. The facility is home to the only Federal Aviation Administration (FAA) approved full motion flight simulator at a community college in eastern North Carolina.

Lenoir Community College—Main Campus
P.O. Box 188
Kinston, NC 28502-0188
Telephone: 252-527-6223
Web Address: www.lenoircc.edu

The main campus of Lenoir Community College is located at the intersection of highways US 70 East and NC 58 South in Kinston, NC. The college, located on 128 acres, has modern buildings housing state-of-the-art equipment, an excellent Learning Resources Center, technologically enhanced classrooms, and a student center gymnasium complex. Kinston is located in central eastern North Carolina, 80 miles east of Raleigh, 30 miles south of Greenville, and 60 miles north of Emerald Isle.

Lenoir Community College Workforce Development Center
602 West Harper Street
Snow Hill, NC 28580
Telephone: 252-747-8800

The Lenoir Community College Workforce Development Center is the site for various community agencies, as well as, the location for several community instructional programs. The Center offers Transitional and Career Studies (TCS), Correctional Officer Training, Local Law Enforcement Training, Health Services classes, Firefighter classes, EMT (all levels) classes and skill Labs, Gunsmithing and a Barber School. The facility is also home to Greene County Head Start, and the state headquarters of the North Carolina Motorcycle Safety Program.

GENERAL INFORMATION

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC), consisting of both the main library and Heritage Place, provides a collection of books, periodicals, audiovisuals, Web-based resources, and other learning materials to support curricular needs as well as to inspire student and faculty interests. The LRC has an open lab of 30 computers available to patrons and students with Internet access and multiple application software packages to support curriculum requirements. The main library collection of an estimated 40,000 titles is housed in open stacks where patrons have the opportunity to browse in areas of interest. The LRC receives more than 55 periodicals plus access to NC LIVE, an online database of hundreds of general periodicals and professional journals. Materials can also be obtained from other libraries via interlibrary loan. A student ID is required for any type of transaction in the LRC. Additionally, from the Ask a Librarian page of the LRC web page, patrons have the ability to sign up for free research consultations, ask the librarians questions online through an instant message chat or from any mobile phone via text message. The LRC email address is lrcinfo@lenoircc.edu. The circulation desk extension is 507. Heritage Place offers a special reserved collection of various genealogical and local/state historical materials including census records, church records, birth and death records, and other items of local interest.

DISTANCE EDUCATION

Distance Education (DE) expands learning opportunities by using nontraditional delivery methods to meet the needs of a growing, diverse population of learners with various learning styles and lifestyles. Distance learning occurs when the interaction of a student and instructor is separated by place and/or time. The mission of Lenoir Community College's (LCC) DE services is to provide accessible, comprehensive instructional programs for students. The purpose of DE is to meet the needs of a diverse student population through flexible, alternative delivery methods such as Internet courses, Hybrid courses, Web-assisted courses, and Information Highway/INSync Learning courses.

INTERNET (IN) courses are college credit or continuing education courses in which 100% of the instruction is delivered through the Internet. Students work independently by utilizing Internet tools to complete course work. Students enrolled in Internet courses are guided by a qualified instructor and have access to the same resources as traditional on-campus students. It is vital that students enrolling in Internet courses have a working knowledge of the Internet with email and word processing skills.

HYBRID (HY) courses are college credit or continuing education courses in which primary delivery is online with a requirement that students also meet in traditional face-to-face sessions. This combines traditional classroom-based instruction with the tools of online distance delivery.

WEB-ASSISTED (WB) courses are college credit or continuing education courses in which primary delivery is via traditional face-to-face sessions with a requirement that students have Internet access as a supplemental part of the course.

INFORMATION HIGHWAY (IH)/INSync LEARNING (INS) courses are college credit or continuing education courses in which instruction is delivered by two-or-more way video. Information Highway/INSync Learning courses feature live video and audio interaction between the instructor and students at different locations. Students may interact with instructors and other students through monitors, microphones, and other technologies. Students are required to meet all schedule times through technology.

Distance Education students abide by the same guidelines for application and registration as traditional students. In addition, identical academic standards, criteria, content, quality, and student support services apply to DE courses as to all other college courses. An online student orientation course, Moodle 101, is available to assist students. Distance Education offers on campus training sessions during early registration and the first 5 days of class at the beginning of each semester providing instruction for LancerLOGIN activation, WebADVISOR, LancerMAIL, and Moodle.

LCC uses the Learning Management System (LMS) Moodle to deliver online course content in DE courses. It is vital that students taking Internet courses follow the Distance Education Course Enrollment Procedure: Students taking Internet (online) courses **MUST SUBMIT** an **ASSIGNMENT** by the 10% date in each Internet course in Moodle to be fully enrolled in the course. Students who do NOT submit an assignment by the 10% date will be marked as **"NEVER ATTEND"** and **WITHDRAWN** from the course. **No Exceptions. No Refunds.**

EVENING AND WEEKEND COURSES

The College offers a schedule of both credit and noncredit courses during the evening and on the weekend. In general, the courses are offered at the main campus in Kinston, Greene County Center in Snow Hill, and the Jones County Center in Trenton. Evening and weekend courses give students the flexibility to take curriculum and continuing education courses during non-traditional hours in a comfortable classroom setting. The availability of evening and weekend courses provides students the opportunity to coordinate employment with college studies.

Students can increase the rate of academic progress by enrolling in day, online, hybrid, and/or evening/weekend courses.

Students enrolled in evening courses are provided the same services as day students including Admissions and the Learning Resources Center, the Student Center, and the Tutorial Lab. Trained security officers provide assistance 24 hours a day. Information about admission, registration, counseling, advising, financial aid, cashier services, and administration services are coordinated by the Director of Evening/Weekend Programs Office.

The Continuing Education Division of the College at the main campus and centers in Lenoir, Greene, and Jones counties offer noncredit community services and occupational extension courses. The division also offers basic skills classes in adult basic education and adult high school diploma, High School Equivalency preparation, as well as new and expanding industry classes. These courses and programs are designed for the adult learner who is seeking knowledge and skills.

WORK-BASED LEARNING AND JOB PLACEMENT SERVICES

Work-Based Learning is designed to enable students to receive college credit for working in jobs that are learning experiences and that are related to the curriculum in which they are enrolled. This practical experience is vital to students' development by supplementing theoretical knowledge acquired in the classroom. Job sites become laboratories where classroom concepts can be utilized and tested.

Work-Based Learning is open to students in identified programs. College personnel will assist the student in identifying a job that meets the criteria for eligibility. A student may also use the job in which presently employed if this job meets the criteria. Numerous advantages accrue from such an approach to learning: career direction and financial assistance for participating students, a skilled workforce for employers, and an avenue to connect the College to the community. A student may earn Work-Based Learning credit according to approved curriculum standards for the student's curriculum. Students should check with their advisors for information regarding those guidelines. Additional information may be secured from the Work-Based Learning Office.

Comprehensive employment services are available through the NCWorks Career Center located on the College's main campus and on the campuses of the Jones and Greene County Centers.

BOOKSTORE

The College Bookstore is located on main campus (Kinston) in the Student Center. Operating hours are posted in the Student Center or can be found at the following link: http://bookstore.lenoircc.edu. Students can purchase books, supplies, and many other items in the Lenoir Community College Bookstore.

LENOIR COMMUNITY COLLEGE FOUNDATION, INC.

The Lenoir Community College Foundation was chartered in 1972 for the purpose of receiving funds for general college support. Gifts in support of the College may be made directly to the Foundation.

INSTITUTIONAL EFFECTIVENESS

Institutional Effectiveness is the systematic comparison of institutional performance with institutional goals. The College collects and analyzes data needed for institutional planning, decision making, policy formation, assessment, and reporting. On occasion, students will be surveyed to ascertain their opinions of courses, academic programs, or student support services. Surveys may be given to students as part of a class meeting or online. Students are highly encouraged to respond to surveys to improve LCC. Student perceptions and opinions are important to the total evaluation process used to monitor and assess programs and services offered by the College.

INCLEMENT WEATHER PLAN

In case of inclement weather, the College will make a decision and post it on the College website at www.lenoircc.edu as early as possible. Information regarding closings or delays will be placed on the College phone system and will be announced using the College's Emergency Notification System. Please visit www.lenoircc.edu to learn more about the College's Emergency Notification System. Local television stations will also be notified. Decisions concerning closing the College are difficult to make based on predictions. Weather conditions can change in a short time. If Jones or Greene Counties are more adversely affected by the weather than Lenoir County, the administrators of those counties are authorized to close their campuses prior to the general announcement. Clinical administrators are authorized to cancel clinicals at their discretion. Students will be notified as early as possible by college officials regarding the status of a particular clinical site.

When classes are missed due to weather conditions, division deans and the Senior Vice President of Instruction and Student Services will determine how much (if any) class time must be made up and will develop make-up plans for each class. Strategies for making up class time may include adding time to each class for the remainder of the term or adding an additional session or sessions at a time acceptable to students. Make-up time must not create conflicts with students' other classes and students must be allowed adequate time to get to subsequent classes on time. When it is impossible to make up time lost due to inclement weather, outside assignments may be required of students in lieu of class time. Make-up plans for each class, approved by the division dean and the Senior Vice President of Instruction and Student Services will be submitted to the Registrar's Office prior to the end of the term.

IDENTIFICATION BADGES

College identification (ID) badges are provided to all students and employees and are available in the LRC. ID badges must be displayed at all times while on College property. ID badges must be displayed to be admitted to athletic events and to check out books from the LRC. Possession, use, or knowingly creating false ID badges is a violation of College rules and regulations. A replacement fee will be charged for lost, stolen, or mutilated ID badges.

Visitors must obtain a pass. Visitor passes are available at designated areas in each building.

TOBACCO-FREE COLLEGE

All property, including vehicles owned or controlled by the College are tobacco free. Tobacco products include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snus, snuff, electronic cigarettes, and other items containing or reasonable resembling tobacco or tobacco products.

EMERGENCY MESSAGES
Call 252-527-6223, ext. 318 (day), ext. 360 (night)

Students will not be allowed to receive telephone messages while at the College unless an emergency situation exists. Messages will normally be screened by the Dean of Student Services or the Director of Evening/Weekend Programs in order to determine the nature of the emergency. If it is apparent that an emergency situation exists, the staff will make every effort to relay the message. Callers must identify themselves and the number from which they are calling. Students should ask relatives and associates not to contact them at the College unless an emergency exists.

If a person on campus requests the location of a student concerning an emergency situation, the person will normally be referred to the Dean of Student Services or the Director of Evening/ Weekend Programs Office to determine the nature of the emergency. If it is apparent that an emergency situation exists, a short message will be delivered to the student stating the name of the person and where the person will be waiting.

If a law enforcement officer asks to see a student, the officer will be referred to the Dean of Student Services or the Director of Evening/Weekend Programs.

SOCIAL SECURITY NUMBERS

Social security numbers are collected to comply with federal and state law and regulations. The College will not disclose a social security number for any purpose not required by law without the consent of the student.

CHANGE OF NAME OR ADDRESS

The obligation of every student is to notify the Office of Admissions of any change in name or address. Failure to do so can cause a serious delay in the processing of student records. Students must present a picture ID to make name and address changes.

CULTURAL ARTS

The College sponsors a variety of cultural arts programs including the performing and visual arts. Concerts and exhibits by local, state, and national artists may be included in the program.

STUDENT HEALTH SERVICES

The College does not provide medical, hospital, or surgical services or assume responsibility for injuries incurred by students when taking part in intramural sports, intercollegiate sports, physical activity courses, class, or student activities. Medical services are available at the Emergency Room of Lenoir Memorial Hospital.

Students are covered by accident insurance through the College while on campus or involved in College functions. This coverage is included in student fees.

HOUSING

The College does not offer dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. The College does not assume responsibility for the supervision of such housing.

LICENSING OF GRADUATES

Lenoir Community College is an educational institution and prepares students for progression and completion of program of studies that lead to licensure. Upon completion of a program requiring licensure, the licensure process is the responsibility of the graduate. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

STUDENT RIGHT TO KNOW

Information regarding the persistence rate to degree completion and other consumer information of students at Lenoir Community College is available in the Office of Admissions and the College's website.

CAMPUS TRAFFIC REGULATIONS

Students, faculty, and staff members who operate a vehicle on campus are subject to traffic regulations. These regulations pertain to everyone and are enforced by campus security officers. In addition, the campus is regularly patrolled by the Kinston Public Safety Officers, who are authorized to issue citations for traffic violations.

VEHICLE REGISTRATION

Each motor vehicle operated on campus by students or employees must be registered and must display a valid official vehicle parking permit. Vehicles may be registered during regular office hours in the Cashier's Office which is located in the Administration Building and at off-campus sites. Vehicle registration permits must be updated each academic year. If a student needs the use of another vehicle while his or her registered vehicle is being repaired or is otherwise unavailable, he or she must secure a temporary registration permit from the Cashier's Office in the Administration Building or from the Campus Police/Security Office in the Student Center. Such vehicle registration permits are issued without charge.

DISPLAY OF VEHICLE REGISTRATION PERMIT

The vehicle registration permit must be placed on the left-hand side of the vehicle's back window. The identification number must be legible at all times. If the vehicle is a convertible, the student may place the permit on the lower left-hand corner of the front windshield.

RESPONSIBILITY

The student, faculty, or staff member in whose name a vehicle is registered will be responsible for any liability or damage (including parking penalties) arising in connection with the possession or operation of the motor vehicle on the college campus. The College will assume no responsibility for any vehicles, including the care of or the protection of the vehicle or its contents at any time while parked in any parking area on campus or on city or private property off campus.

PARKING AREAS

There are sufficient parking facilities on the campus to accommodate all vehicles in their respective legal parking zones. Students may not park in the following areas:
     1. Any parking areas marked staff or faculty
     2. Visitor's parking
     3. Grass areas
     4. Handicap spaces without proper decal

VIOLATIONS—PENALTIES

Citations issued by the City of Kinston—Department of Public Safety must be settled in accordance with the information on the citation. The campus security officers issue traffic tickets for the following violations which will result in a traffic fine to be paid or settled immediately at the Cashier's Office located in the Administration Building. Students may not register for any succeeding semester, nor will any transcripts be released, until traffic fines are cleared.

Fine Per Violation: $25.00

1. Blocking streets, fire hydrants, pedestrian walkways, and handicapped ramps
2. Unauthorized parking in restricted areas (e.g. no parking zones, visitor parking zones, loading and unloading zones, along curbs painted yellow, handicapped parking areas, staff parking areas, automotive and machining compound)
3. Failure to register vehicle
4. Failure to display a vehicle parking permit
5. Failure to park "head-in"
6. Failure to park between lines
7. Parking on the grass
8. Driving across a curb to park
9. Illegal registration of vehicle

Penalty for receiving three or more tickets for parking or traffic violations in any school semester:

1. Loss of privilege for operating a motor vehicle on the Lenoir Community College campus for one month—30 school days.
2. Second notices will not be sent regarding impending fines due. Vehicles may be booted or towed at the discretion of security.
3. Continued violations may result in student not being allowed to drive on campus.

GUEST SPEAKERS

Students and employees have the right to invite speakers by following procedures established by the College. Sponsorship of guest speakers does not imply approval or endorsement of views expressed either by the sponsoring group or the College.

FREEDOM OF EXPRESSION

Students have a right to take reasonable exception to the data or views offered in any course of study, but they are responsible for learning the content of any course for which they are enrolled. Order, direction, and procedure, as well as the scope and treatment of the subject, are primarily the responsibility of the instructor.

ACADEMIC FREEDOM

The College is dedicated to open, rational investigation, instruction, and publication by the faculty in the accomplishment of the mission of the College to provide students with the right of free inquiry and learning. It is recognized that the College has an interest in providing efficient, quality academic programs to the community. Employees must exercise all rights and privileges with discretion and with due consideration of the effect upon the College's interests. Academic freedom does not contain arbitrary or unreasonable provisions and will not be in conflict with statutory provisions. The College protects academic freedom from political and other influences.

OWNERSHIP OF INTELLECTUAL PROPERTY

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment.

College employees and students own all rights to copyrightable or patentable independent works which they create without College support, e.g., equipment, supplies, monetary compensation, or release time. Unless otherwise stated in a signed contractual agreement, the College owns all rights to copyrightable or patentable work created by the employees and students with College support.

PROCEDURE

Communication between the developer of material and the immediate supervisor is required prior to the development of the material(s) to ensure an understanding is reached concerning the ownership of a created work. Contractual agreements are to be entered prior to the development of the work.

LENOIR COMMUNITY COLLEGE'S INDEBTEDNESS POLICY

No degree, diploma, certificate, transcript, or record will be issued to students who have not made satisfactory settlement of all their indebtedness to the College. Students may not be permitted to attend classes, take final exams, nor register for any subsequent semesters if those students have delinquent indebtedness with the College. Students are encouraged to make arrangements with the Business Office to satisfy outstanding debt.

EQUAL OPPORTUNITY

The College is an Equal Opportunity Employer. The College complies with existing federal, state, and local laws and regulations regarding nondiscrimination. The College prohibits discrimination against and/or exclusion from the participation in any benefits or activities by any person, either on the staff and faculty or in the student body, on the grounds of race, color, creed, religion, national origin, gender, age, political affiliation, or disability. The College supports all federal laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Services Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Family and Medical Leave Act, the Fair Labor Standards Act, Drug-Free Workplace Act and Drug Testing, the Americans with Disabilities Act 1990, and Executive Order 11375. The Vice President of Administrative Services should be contacted regarding Equal Opportunity matters.

ONLINE COMMUNITIES
(FACEBOOK, TWITTER, INSTAGRAM, ETC.)

With the freedom and opportunities that online communities offer, come some words of caution:

1. In using online communities, you are posting personal information on the Internet, which leaves you unable to ensure who is able to view that information, even if you make your profile secure.
2. Any information posted can remain available for an extended period of time, which means even something temporarily posted as a joke is traceable.
3. Photos and information that compromise students' or LCC's reputation are not acceptable and can have negative consequences.
4. Potential employers are now using Google and related search engines to perform background checks on interviewees. Information students post may affect their ability to secure employment after graduation.
5. Students are linked to "friends" and the content they publish on their community pages. The people to whom students link also reflect on the students.

WAIVER OF RESPONSIBILITY

Some programs offer students the opportunity for work-based learning experiences in the classroom and lab environments. Anyone receiving services from such College programs are responsible for payment of material costs. The College assumes no responsibility for the quality of work performed or for damages sustained while in the learning environment.

STUDENTS' DISCLOSURE OF CRIMINAL RECORDS

Students entering or who wish to enter programs that require practicums, internships, or clinical experiences are advised that prior criminal records may result in the inability to complete selected programs. Most participating agencies require background checks before students are allowed at their facilities. If prior criminal records exist, students may not be allowed at the participating agencies. Once college officials are aware of criminal records, the information must be shared with those participating agencies at which placement is being sought. If participating agencies will not accept the students because of the records, the students will be unable to fulfill the program requirements. Students are required to disclose and discuss prior criminal records. Programs that require such experience include, but are not limited to, Health Science programs, Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Associate, Emergency Medical Science and Human Services Technology.

National certification of licensing examination boards may not allow felons to sit for national examinations. A student convicted of a felony who completes a health science program may not be eligible for the national examination. For example, effective March 2, 2000, felons will not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). The Certifying Board for AAMA could grant a waiver based on one or more of the mitigating circumstances listed in the Disciplinary Standards published by AAMA (available upon request at 312-899-1500).

The North Carolina Board of Massage and Bodyworks Therapy will not grant a license to a person who has a criminal charge (other than minor traffic violation) or occupational disciplinary action pending or who has not completed all conditions of an imposed sentence. If a graduate has a criminal record involving a charge or conviction beyond a minor traffic offense, and the graduate applies to the Board, the graduate is not guaranteed a license regardless of having obtained a certificate of completion from Lenoir Community College and/or by passing the National Certification Exam. Pursuant to NCGS 90-633 and Rule .0306(a), the Board may deny an applicant a license or refuse to license an applicant for any of the reasons set forth in NCGS 90-633.

CRIMINAL RECORDS AND DRUG TESTING

Clinical sites may require students' criminal background checks and/or drug testing prior to or during participation in the clinical component of a program. Please be aware that progress to graduation will be limited by any inability to complete the clinical portion of the program.

STUDENT RIGHTS, RESPONSIBILITIES, AND APPEALS

DUE PROCESS

The College affords all persons involved in appeals due process. This includes the right to receive written notice the alleged violation(s), the right to present evidence, and the right to be represented by counsel at their own expense.

STANDARDS OF CONDUCT

The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Students are subject to civil authority both on and off campus. The College files criminal charges in appropriate cases and cooperates with public officials in their prosecution.

The following student standards of conduct prescribing unsatisfactory conduct were formulated by the administration. Students are expected to conduct themselves accordingly and to be legally accountable for conduct that is prohibited. Students, employees and guests are protected by Title IX laws and the Violence Against Women Act(VAWA).

PROHIBITED CONDUCT

Prohibited conduct shall include but not be limited to the items listed below:

A. Academic dishonesty including cheating, taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports prepared or written by others as one's own (plagiarism); and failure to abide by any other academic regulation established by the instructor that appears on the individual course syllabus addendum (Note: The syllabus serves as a contract between the instructor and the student.)

B. Theft, misuse, or damage to College property, the property of a member of the College community or the property of a visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion which has been restricted in use and placed off limits; unauthorized presence in a College facility after closing hours.

C. Possession or the use of alcoholic beverages on property owned or controlled by the College or at College sponsored events is prohibited unless approved in writing by the President. Possession of alcohol in College owned vehicles and other places prohibited by law is not allowed at any time. Possession or the use of a substance in an illegal manner is prohibited. Being in a state of intoxication on the College campuses or College-sponsored events is prohibited. Any influence that may be attributed to the use of alcohol or other substances does not limit in any way the responsibility of the individual for the consequences of his/her actions.

D. Mental or physical abuse of any person on College premises or at college-sponsored activities, or at college-supervised functions, including severe and persistent verbal or physical actions which threaten or endanger the health or safety of any persons or which promote hatred or prejudice

E. Comments of a sexual nature, including innuendoes, suggestive statements, jokes, propositions, threats, and degrading/discriminating/ stereotypical words whether directed at the victim or made in the victim's presence. Nonverbal - Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures that are severe, persistent, unreasonably impactful, and outside the scope of academic pursuits.

F. Unwanted physical contact, including touching, pinching, grabbing, and stroking, and when sexual penetration occurs may rise to the level of rape (See College's Sexual Misconduct Policy for complete information).

G. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings, or at other College activities including public service functions, and other duly authorized activities on College premises.

H. Occupation or seizure in any manner of College property, a College facility or any portion thereof, for a use inconsistent with prescribed, customary, or authorized use.

I. Participating in or conducting an assembly, demonstration, or gathering in a manner that threatens or causes injury to persons or property, which interferes with free access to ingress or egress of College facilities, which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College.

J. Possession or use of a firearm, incendiary device, explosive or unauthorized use of any instrument designed to inflict serious bodily injury to any person. Possession of a firearm on campus is classified as a felony, except as allowed by law in House Bill 937.

J. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

K. Gambling.

L. The use of tobacco products is prohibited on all campuses.

M. Littering which includes disposing of paper, bottles, cans, or any other form of litter on campus grounds or in any building.

N. Violation of College regulations regarding the operation and parking of motor vehicles.

O. Forgery, alteration, or misuse of College documents, records, or instruments of identification.

P. Failure to comply with instructions of College officials who are acting in performance of their duties.

Q. Violation of the terms of disciplinary probation or any College regulation during the period of probation.

R. Fiscal irresponsibility such as failure to pay college-levied fines and foundation loans or the passing of worthless checks to college officials.

S. Violation of a local, state, or federal criminal law on college premises.

T. Furnishing false or incomplete information to the College.

U. Beepers and/or cell phones must be turned off or placed on vibrate during classes. This restriction does not apply to emergency personnel, but emergency personnel should notify their instructors in advance.

V. Use of College computers or networking resources to engage in any behavior that violates any federal, state, or local laws, on College regulations including downloading of copyrighted material or any unauthorized software.

W. Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to

X. Failure to properly display College ID and/or update College ID.

PROCEDURES FOR REPORTING VIOLATIONS

When a violation of the student standards of conduct is suspected, the observer should immediately report the individual and the circumstances to the nearest faculty member. The faculty member should notify the Dean of Student Services/Title IX Coordinator for investigation and follow-up action.

DISCIPLINARY ACTION AND APPEAL PROCESS

The following procedures apply when the offender is an LCC student (For cases of reported sexual misconduct, please see the LCC Sexual Misconduct Policy for complete procedures).The Dean of Student Services/Title IX Coordinator will the college will strive to complete the investigative process within 30 days when possible:

- The Dean of Student Services/Title IX Coordinator or a trained designee (the Investigator) will gather information by conducting a thorough investigation, which typically includes documents, interviews with the claimant and/or Respondent, witnesses, and Campus Police as necessary.
- The Dean of Student Services/Title IX Coordinator or a trained designee will compile a summary of the investigation; The Investigator's findings of fact; and the specific policy violations, if any, with which the Respondent should be charged.
- The Respondent will be notified in writing of any punishment associated with a standards of conduct violation. In cases of sexual misconduct, both Respondent and Complainant will receive written notifications of the findings of the investigation and associated punishment, if any (Please see LCC Sexual Misconduct Policy).
- In cases where the Complainant or Respondent do not agree with the punishment assigned by the Dean of Student Services/Title IX Coordinator, either side may request a hearing before a trained committee of LCC personnel to present a formal appeal of the decision. For cases of sexual misconduct, please refer to LCC's sexual misconduct policy.

Hearing Process

Through the process of a hearing, a panel of faculty and staff determines – by a preponderance of the evidence – whether it is more likely than not that the Respondent violated college policy. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have violated LCC's standards of conduct unless a preponderance of the evidence supports a finding that a violation has occurred. For cases of sexual misconduct, please refer to LCC's Sexual Misconduct Policy.

- Hearing panels typically consist of three members, one of whom is designated to serve as chairperson. The hearing chair has general authority over the conduct of the hearing.
- Notice: Both Complainant and Respondent will be notified at least five days in advance of the date and time of the hearing and the name(s) of the hearing panelists.
- Recusal: A Complainant or Respondent may challenge the participation of a hearing panelist who he/she perceives to have a conflict of interest. Such challenges, including their rationale, must be made to the hearing panel chairperson at least four days prior to the commencement of the hearing. In his/her discretion, the hearing panel chairperson will determine whether the challenged panelist should be replaced.
- Hearing Packet: In advance of the hearing, the Dean of Student Services/Title IX Coordinator will prepare a hearing packet with information relevant to the case for the hearing panelists. The hearing packet will typically include the investigator's report. The Dean of Student Services/Title IX Coordinator will make the hearing packet available to both Complainant and Respondent at least three days in advance of the hearing. As discussed above, Complainant and Respondent may review the packet at a designated office but will not be provided with a copy of the packet.
- Additional Information. If Complainant or Respondent wishes to share additional relevant written information or evidence with the hearing panel, it must be submitted to the Dean of Student Services/Title IX Coordinator at least two days in advance of the

hearing. The Dean of Student Services/Title IX Coordinator will share the additional material with the other party at least one day before the hearing.

- Witnesses: Complainants and Respondents may offer relevant material witnesses to provide testimony. Complainants/Respondents must provide (in writing) the names of any witnesses they wish to testify and a description of each witness's relevant information to the Dean of Student Services/Title IX Coordinator at least two days in advance of the hearing. Names of witnesses submitted to the Title IX Coordinator by the Complainant or Respondent will be shared with the other party in advance of the hearing. The hearing panel may exclude witnesses or witness testimony deemed irrelevant or duplicative. Participants are reminded that any information shared during a hearing is confidential.
- Hearing Format: The general format of a hearing is as follows: introductions; statement of Complainant; questions; statement of Respondent; questions; witnesses; closing comments from the Complainant; and closing comments from the Respondent.
- A Complainant or Respondent may not question one another or other witnesses directly, but may submit questions to the hearing panel, which will determine whether the questions will be asked.
- Notice of Decision: Written notification of the hearing panel's decision regarding responsibility and sanction (if any) will be provided to Respondent and Complainant at approximately the same time no later than five business days after the hearing.

Determination of Sanctions

If the hearing panel renders a finding of "Responsible," the panel also will determine appropriate sanctions to be imposed on the Respondent. Consideration will be given to the impact of Respondent's policy violation(s) and the Respondent's disciplinary history. Some behavior is so harmful to the College community or so detrimental to the educational process that it may require removal from specific courses or activities, suspension, or expulsion/termination of employment. Possible sanctions include, but are not limited to:

- A campus restriction, which may include either areas of a given campus or one or more campuses as a whole.
- A change of academic and/or work schedule.
- A no contact order.
- Expulsion: Expulsion strips a student Respondent of his or her status as a student and dismisses him or her from the College for an indefinite period. Expulsion will be recorded in the student Respondent's file. An expelled student Respondent may be readmitted to the College only with the written approval of the Title IX Coordinator.
- General probation: A student Respondent placed on general probation will be given a chance to show his or her capability and willingness to observe LCC's Sexual Misconduct Policy and these Procedures going forward. If he or she does so for the entirety of the time that the general probation is in effect, no further penalty will be imposed; if he or she violates the Sexual Misconduct Policy or these Procedures during the time that the general probation is in effect, further disciplinary action will be taken. A general probation may be imposed for a period of time no longer than two semesters.
- Loss of Technology Privileges: A student Respondent may be excluded from all privileges associated with College technology access, including but not limited to email and network access and storage.
- Mandatory counseling.
- Reprimand: A written or verbal communication that gives official notice to the student Respondent that any subsequent offense against the Sexual Misconduct Policy or these Procedures will carry heavier penalties because of this prior infraction.

- Restrictive probation: Restrictive probation results in loss of the student Respondent's good standing and will be recorded in the student Respondent's file. Restrictive probation limits a student Respondent's activity in the College community, including but not limited to exclusion from class (es), program(s), and/or specific campus locations. Generally, students Respondents on restrictive probation will not be eligible for initiation into any local or national organizations, may not receive any College award or other honorary recognition, and may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. A restrictive probation may be imposed for a period of time no shorter than two semesters. Any violation of restrictive probation may result in immediate suspension.
- Restitution: Student Respondents may be required to pay for damages suffered by the College, College employees, or other students.
- Suspension: Suspension excludes a student Respondent from all College privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Suspension will be recorded in the student Respondent's file. A suspended student Respondent may return to the College only with the written approval of the Title IX Coordinator.

Appeal Process

The hearing panel's determination regarding the Respondent's responsibility and/or sanction for standards of conduct violations may be appealed by either the Respondent or the Complainant but only on the following grounds:

- Procedural error that significantly impacted the outcome of the resolution process and that was prejudicial to the appellant, and/or
- The availability of previously unavailable relevant evidence that would have significantly impacted the outcome of the resolution process and the absence of which was prejudicial to the appellant.

Any appeal must be made in writing to the Dean of Student Services/Title IX Coordinator within seven days of the notice of decision. The Dean of Student Services/Title IX Coordinator will provide the appeal to the opposing party who may submit a response within seven days.   If the Dean of Student Services/Title IX Coordinator deems the appeal to be warranted by the additional evidence, he or she will refer the appeal to the hearing panel to re-issue a determination in light of the new evidence. The hearing panel may re-convene the hearing at its discretion.

If an appeal is made on the basis of procedural error, it will be referred to the Senior VP of Instruction and Student Services. In addition to reviewing the written record, the Senior VP of Instruction and Student Services may choose to interview the parties, the Dean of Student Services/Title IX Coordinator, and/or the hearing panelists for clarification.

In either instance, a written decision on the appeal will be issued within fourteen days of the submission of the appeal. That decision is final and no further appeal is allowed.

INTERIM SUSPENSION

As a general rule, the status of a student accused of violating the standards of conduct will not be changed until appeals have been heard. The student may be permitted, at the discretion of the Dean of Student Services, to continue classes and to participate in College activities pending a review of the disciplinary committee's action by the President of the College.

Prompt and decisive disciplinary action will be taken in extreme cases before there is an opportunity to conduct a hearing, as in cases in which the student's continued presence on campus constitutes an immediate threat to members of the College community, or to the property, or the orderly function of the College.

When cases arise requiring disciplinary action, the Dean of Student Services will inform the appropriate dean and the Senior Vice President of Instruction and Student Services of action taken. In all cases, the rights of the students and the College should be protected.

GRADE APPEAL PROCESS

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the College. The following procedure will enable a student to exercise this right:

1. Any appeal of grades should be initiated prior to the end of the next regular term. Student should not be allowed to return to any lab or clinical area during the appeal process.
2. The student should confer with the instructor to determine that there has been no mistake and to present his or her case.
3. If the case is not resolved by the instructor, the student may make an appointment with the department head who will hear his or her appeal.
4. If the case cannot be resolved at the department level, the student may make an appointment with the dean within whose area the protested grade was awarded.
5. Any case not resolved by the above steps may be appealed to the Senior Vice President of Instruction and Student Services who may convene the Academic Affairs Committee. Appeals to the Academic Affairs Committee must be in writing.
6. Recommendations of this Committee regarding the appeal will be made to the President of the College within five (5) working days. The decision of the President will be final.

STUDENT GRIEVANCE PROCEDURE

The purpose of the student grievance procedure is to provide an avenue for students to express their concerns about faculty and staff. The steps listed below enable students to exercise this right:

1. Students first present the grievance to instructors or staff members involved. An attempt is made to resolve the matter informally at this level. Generally, the conference takes place within ten working days of the incident which generated the complaint.
2. If the grievance is not resolved at the informal conference, students may present a grievance to the division dean or one related to non-academic concerns to the Dean of Student Services.
3. If the course or class involves clinical experiences, students are not allowed to return to any clinical area during the grievance process.
4. If satisfactory resolution is not achieved after meeting with the division dean or Dean of Student Services, concerns are forwarded to the Senior Vice President of Instruction and Student Services.
5. Cases not resolved by the above steps are appealed in writing to the appropriate appeals committee. Academic concerns are directed to the Academic Affairs Committee; nonacademic concerns, to the Student Services Committee.
6. Recommendations of this council/committee regarding an appeal are made to the President of the College within five working days. The decision of the President is final.
7. Individuals having disability grievances follow the steps listed above.

CONTINUING EDUCATION DIVISION

CONTINUING EDUCATION PROGRAMS

Lenoir Community College offers comprehensive programs based on the needs and interests of adults in Lenoir, Greene, and Jones Counties. Programs are designed to provide basic education for Grades 1-8 for adults; to provide high school courses of study opportunities in preparation for a high school equivalency certificate; to provide cultural and community service programs; and to provide upgrading and vocational courses designed to prepare students for new jobs or allow them to perform better in their present job. The Continuing Education Division is committed to providing programs and activities to enhance social, cultural, economic, and leadership growth, as well as enhance the quality of life of the citizens, the community, and the state. This mission is fulfilled in the following ways:

1. Providing education, training, and retraining for the workforce;
2. Maintaining effective and cooperative partnerships with businesses, industries, and various community agencies and organizations; and
3. Utilizing systematic assessment for planning and evaluation.

LOCATION

Classes are held on the main campus of Lenoir Community College, Jones County Center, Greene County Center, Greene County Workforce Development Center, La Grange Center, and at selected locations throughout Lenoir, Greene, and Jones Counties.

ENROLLMENT

Any person 18 years of age and not enrolled in a secondary school may register for classes. A person between the ages of 16 and 18 may be considered a person with special needs and be admitted to appropriate programs provided that he or she is classified as a "dropout" by the secondary school and the Board of Education. Proof of this status must be submitted on the special application, which is available from the program coordinator. A person 16 years of age or older and still enrolled in a secondary school may enroll in selected courses upon written permission by the school principal during the school months and by both the school principal and the superintendent during the summer months.

Some courses have special admission requirements. Also, for some courses, the number of students who may enroll is limited. The program coordinator should be contacted for additional information.

ADMISSION OF MINORS

An applicant who is a minor between the ages of 16 and 18 years may be considered a person with special needs and admitted to appropriate programs or to the learning lab. The applicant must be classified as a dropout by the public schools and must not have been in the public schools for six (6) calendar months preceding the last day of regular registration of the semester. A notarized petition of the minor's parent or legal guardian must accompany the application for admission.

WHEN CLASSES BEGIN

Classes are offered based on student and labor market demand once sufficient interest is expressed. Many classes are scheduled when the regular college semester begins. Every effort is made to arrange courses for the convenience of students.

REGISTRATION FEE

A registration fee is charged for each extension class. Refund of fees is based on the College's refund policy. No registration fee is charged for special extension training programs for volunteer firefighters, fire department personnel, volunteer rescue and life-saving department personnel, local law enforcement officers, and full-time custodial employees of the Department of Corrections. When a course is taught as self-supporting, a registration fee sufficient to cover all direct costs associated with the course is charged to every student.

OTHER COSTS

For a class in which a textbook is to be used, the student is responsible for acquiring a personal copy of the textbook. If a student wishes to construct a project in class, which will become personal property when completed, the student is to supply all materials. Other fees, such as technology fee, liability insurance, or cost of printed materials, may be required for some courses.

TYPES OF PROGRAMS
TRANSITIONAL AND CAREER STUDIES
Adult Basic Education (ABE)

Through Adult Basic Education, adults who lack basic literacy skills can learn the skills necessary to obtain jobs and promotions, help their children with homework, exercise their rights and responsibilities as citizens, manage their finances more effectively, and read notices of danger, invitation, and opportunity. ABE is open to any adult 18 years of age or older who has not completed high school or who functions below the ninth grade level.

This program also serves individuals with disabilities. Educational opportunities are centered on helping individuals become as independent and self-directed as possible through acquiring basic and life skills needed to function successfully in daily living. The ABE curriculum is competency-based and stresses reading, writing, and mathematics. Adults who master the ABE levels may enroll in HSE, AHSD, and other transitional classes to gain skills and certifications for employment in various career fields. Classes are conducted in various locations at times convenient to adult learners.

Adult High School Diploma Program (AHS)

The Adult High School Diploma Program provides adults with an opportunity to earn a high school diploma and consists of core courses required by the public school system along with electives offered by the community college. Students must have 22–23 units of credit to successfully complete the AHS program. Graduates may participate in Lenoir Community College's graduation ceremony. The College awards the diploma in conjunction with the Local Education Agency (LEA).

High School Equivalency (HSE)

Lenoir Community College organizes classes across the service area to prepare individuals to pass the HSE (high school equivalency) tests. The HSE official test covers content that a graduating senior is expected to know in Language Arts-Writing, Social Studies, Science, Language Arts-Reading, and Mathematics. Students attend classes until they demonstrate proficiency and successfully complete the HSE test battery. The HSE official test is offered in a computer-based and paper-based format.

English Language Acquisition (ELA)

The English Language Acquisition Program is designed to serve adult speakers of other languages. Adults study the English language through listening, speaking, reading, and writing. Knowledge necessary to become active and informed parents, workers, and community members is shared through resource toolkits. Additionally, students are offered a course of study to prepare for the establishment of permanent resident status or U.S. citizenship. Students are also given the opportunity to transition into HSE or AHSD classes if they did not complete high school.

Innovations in Transitional and Career Studies

Family Literacy

Family Literacy addresses critical factors that limit a family's ability to rise to a level of economic independence and self-sufficiency by integrating four essential components: adult education, parent and child time (PACT), parenting education, and employability skills. The College and area LEAs work collaboratively to champion the causes of families through partnerships with other community agencies.

OCCUPATIONAL EXTENSION

Selected Occupational Extension Courses

This program consists of single courses designed specifically for the purpose of training individuals for employment, upgrading the skills of persons presently employed, and retraining people for new employment in occupational fields.

Fire Service Training Program

Firefighting techniques, pump operations, and fire control methods are taught by certified instructors in fire service training.

Law Enforcement Program

The Law Enforcement program is designed to upgrade the training of law enforcement departments throughout Lenoir, Greene, and Jones Counties. It consists of single courses selected to meet the needs of law enforcement.

Healthcare Programs

Lenoir Community College offers a variety of medical programs through Occupational Extension: Emergency Medical Services starting with the Emergency Medical Responder through Paramedic in preparation for state certification. The College offers credentialing and recertification courses in EMS for all levels of EMS providers as well as the following specialty courses: Advanced Cardiac Life Support, Basic Life Support, Phlebotomy, and Pediatric Advanced Life Support and many others. In addition, the following health-related classes are available: Nurse Aide I & II, Nurse Aide Refresher, Pharmacy Technician, Health Unit Coordinator, Medical Terminology, Medical Coding and Billing, Geriatric Aide, Home Health Aide, RN Refresher, and Medical Assisting Refresher. The College continues to add offerings as courses become available and strives to keep up with the most updated information and equipment to ensure a quality education in the medical field.

Other Extension Programs

Customized Training Program

Customized Training Programs support the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. The programs were developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The programs are designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary process and information within those businesses. The purpose is to provide customized training assistance in support of full-time production and direct customer service positions created in North Carolina.

Small Business Center

The Small Business Center was established at Lenoir Community College to serve small business owners, prospective owners, and employees of small businesses by providing counseling, a variety of seminars, workshops, and courses specifically geared to small business management. The Center works cooperatively with the Chamber of Commerce, the Small Business Administration, and the many other agencies that provide information and assistance to small businesses.

Microenterprise Loan Program

The Microenterprise Loan Program operates under the umbrella of the Small Business Center at Lenoir Community College. The primary goal of the program is to help entrepreneurs who may have trouble obtaining business loans from traditional lending sources by brokering professional

technical assistance and by providing small loans for start-up and growth capital to small business owners in Lenoir, Jones, and Greene Counties.

Human Resources Development Program (HRD)

The Human Resources Development (HRD) Program is designed to train unemployed, underemployed, or dislocated adults with job seeking skills and assist them in upgrading their vocational skills to secure employment. Training may consist of an introduction to basic computer skills, completing application forms, communication skills, letter writing, resume writing, career goal setting, and interviewing techniques. The ultimate goal of the HRD program is to train those who need help securing employment. Registration fees are waived for those who qualify. Pre-assessments prior to WorkKeys® testing are recommended.

Workforce Innovation and Opportunity Act (WIOA)

WIOA is a federally funded program that provides core, intensive, and training services through the local Lenoir County Career Center for youth, adult, or dislocated workers. WIOA offers a mix of employment, training, and job placement services. Participants may access Individual Training Accounts to assist with tuition, fees, books, supplies, and accident insurance. Job attainment, job retention, and increased earnings for participants are goals of the WIOA program.

Career Readiness Certification (CRC)

The National Career Readiness Certificate is a portable credential that promotes skills and career development for individuals and confirms to employers that they possess basic workplace skills in applied mathematics, reading for information, and locating information. The CRC is based on the ACT WorkKeys® system, a nationally recognized, EEOC-compliant, industry-driven system of job profiling, assessment, and instructional support. The system awards three levels of certification - Bronze, Silver, and Gold. The National Career Readiness Certification is available at the Lenoir, Greene, and Jones Career Centers.

NCWorks Career Center

Lenoir Community College hosts the NCWorks Career Centers located in the Bullock Building on main campus and at the Jones and Greene County locations of Lenoir Community College. The NCWorks Career Center is a user-friendly facility, which provides job seekers, training seekers, and employers access to a variety of employment and training services in one location. The NCWorks Center hosts workforce development professionals working together to provide services for all customers. The workforce team includes representatives from Lenoir Community College, Division of Workforce Solutions, Workforce Innovation and Opportunity Act (WIOA), Vocational Rehabilitation, Greene Lamp, Telamon, Job Corps, Department of Social Services, Coastal Women's Shelter, and Coastal Community Action.

NCWorks Career Centers offer a more convenient, efficient, and effective way for all North Carolinians to look for a new or better job. By offering a wide range of service options from self-service to full-service, NCWorks Career Centers offer comprehensive training and employment services to the community. The following services are offered to job seekers at no charge: career assessment and guidance; access to training and education programs, workshops and job fairs; information on the labor market; assistance with job search, résumé and cover letters; interviewing tips; free computer and access; and help with registering and using NCWorks Online.

CONTINUING EDUCATION UNITS

The Continuing Education Unit (CEU) is used as the basic means for recognizing the College's offering of noncredit classes, courses, workshops, seminars, and other programs. A unit is defined as 10 contact hours of participation in an organized continuing education experience. The two types of continuing education units are individual and institutional.

The following criteria are utilized for the awarding of individual CEUs:

1. The noncredit activity is planned in response to an assessment of educational needs for a specific target population.
2. There is a statement of objectives and rationale.

3. Content is selected and organized in a sequential manner.
4. There is evidence of pre planning, which should include opportunity for input by a representative of the target group, the faculty, and continuing education personnel.
5. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the College best qualified to determine quality and approve the resource personnel.
6. There is a provision for registration for individual participants.
7. Appropriate evaluation procedures are utilized and criteria are established for awarding CEUs to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

Noncredit offerings that do not meet the individual CEU criteria are accounted for only in terms of the institutional CEU. No individual CEUs are awarded. Normally, these noncredit offerings are less structured and more informal in nature. Institutional CEUs must meet the following criteria:

1. The activity is a planned educational experience or a continuing educational experience.
2. The activity is sponsored by an academic or administrative unit of the College best qualified to determine quality and approve the resource personnel.
3. Record of attendance is required by the College and a file of program materials is maintained by the College for special activities. Neither individual nor institutional CEUs normally are used to recognize or account for participation in entertainment, social, or athletic activities.

GRADING SYSTEM

The grading system for extension classes when used is as follows:

P—Pass, satisfactory completion of course work.

F—Fail, unsatisfactory achievement in course work.

I—Incomplete (If the student later completes the required work, the instructor may change the grade within the next semester by completion).

W—Withdrew (The student has not participated in a course sufficiently to establish a position of passing or failing).

AU—Audit (No CEUs earned).

S—Satisfactory, fulfilling course requirements

Certain occupational extension courses may require that students be tested for knowledge and/or competency. In those situations, the grading system for curriculum instruction may be substituted.

ATTENDANCE

Absences disrupt students' progress in a course and diminish the quality of group interaction. Generally, students must attend 80% of the class to attain credit for completion of a continuing education class. However, a more stringent attendance policy may apply for courses given for certification, licensure, or teacher renewal. Students should refer to the course syllabus for the attendance policy.

CURRICULUM PROGRAM ADMISSIONS

OPEN DOOR POLICY

The College operates under the "open door" admissions policy of the State Board of Community Colleges. Individuals 18 years old or older and able to profit from further formal education, or a high school graduate under the age of 18, may be admitted to the College. Individuals under 18 years of age who have not attained graduation from high school can attend the College as stipulated by the policies of the State Board of Community Colleges. Admission to the College, however, does not ensure admission to any individual program or course or continued enrollment in the College. The College is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. The College may refuse admission to an applicant who poses a safety threat.

WHEN TO APPLY

Applicants are encouraged to apply once the decision to enroll has been made. High school seniors should apply early in their senior year. The regular academic year begins with the Fall Semester; however, applicants may enter most programs at the beginning of any semester.

APPLICATIONS

Applications must be submitted electronically at www.lenoircc.edu.

PROCEDURES FOR APPLYING TO CURRICULUM PROGRAMS

1. SUBMIT AN APPLICATION
   a. Applications must be submitted online at www.lenoircc.edu
   b. Computers are available in the Office of Admissions in the Administration Building of the College for students that need assistance.

2. TRANSCRIPTS

Applicants are responsible for having official high school transcripts forwarded directly to the Office of Admissions. Final copies of high school graduating seniors' transcripts must be provided immediately after the work is completed and the graduation date has been posted. Applicants who possess high school equivalency certificates must present either the certificate or the official scores to the Office of Admissions. Applicants who have attended other colleges or universities are responsible for having official transcripts from each institution that was previously attended sent directly to the Office of Admissions. Applicants who attended high school in a country other than the United States are required to have an evaluation of their transcript(s) performed by an outside evaluation service to certify that the applicant has the equivalent of a high school diploma. Applicants should be sure to use an evaluation service not a translation service. Applicants presenting transcripts of a completed bachelor's degree will not be required to submit high school transcripts, except in the Health Science programs where all official transcripts are required. All official documents, such as transcripts (both high school and college), become the property of Lenoir Community College and will not be returned, released, or copied.

3. PLACEMENT ASSESSMENT

All applicants to degree, diploma, and certificate programs must take the placement assessment or qualify for a waiver as indicated below. The purpose of the placement assessment is to provide additional information in planning students' programs and determining appropriate level of placement for classes. It is not an entrance examination and will not deny admission to the College for any student. Students requesting testing accommodations may contact the ADA

counselor. The placement assessment requirement may be waived by Director of Admissions upon receipt of official documentation if the applicant meets one of the following.:

  a. Has satisfactorily completed one college level English and mathematics course at or above the developmental or vocational level at a regionally accredited college or university

  b. Has a recent (within past five years) official transcript grade point average (GPA) of 2.6 or higher from a high school that is legally authorized to operate in North Carolina

  c. Has made the following minimum scores on the SAT or ACT:
  English: ACT Reading 22 OR ACT English 18 OR SAT Writing 500 (prior to March 2016) OR SAT Critical Reading 500 (prior to March 2016) OR SAT Evidence-Based Reading and Writing 480 (beginning March 2016)
  Math: ACT Math 22 OR SAT Math 500 (prior to March 2016) OR Math 530 (beginning March 2016)

  d. Has taken the Accuplacer, Asset, Compass, or North Carolina's Diagnostic Assessment and Placement (NC DAP) test at another regionally accredited college within the past five years

RETESTING POLICY

Students may request a retake of the placement assessment based on the completion of additional study and preparation. An admissions counselor may recommend a single retest based on the student's educational plan. Once a student enrolls in a developmental course, further admissions placement testing is not allowed.

SPECIFIC PROGRAM ADMISSIONS REQUIREMENTS

1. COLLEGE TRANSFER PROGRAMS Applicants must be high school graduates or possess high school equivalency certificates.
2. ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS
   Applicants must be high school graduates or possess high school equivalency certificates.
3. ASSOCIATE IN GENERAL EDUCATION
   Applicants must be high school graduates or possess high school equivalency certificates.
4. DIPLOMA PROGRAMS
   Applicants must be high school graduates or possess high school equivalency certificates.
5. CERTIFICATE PROGRAMS
   a. Technical certificate programs: Applicants must be high school graduates or possess high school equivalency certificates.
   b. Health Sciences certificate programs: See health science admissions section.
   c. Basic Law Enforcement Training (BLET) Certificate program: Applicants must submit an official high school/HSE transcript and official transcripts from any colleges previously attended. Applicants must provide a letter of sponsorship from a law enforcement agency. Applicants will be required to take a placement test specified by the BLET program chair.
6. SKILLS CERTIFICATE PROGRAMS
   Applicants must have a minimum of ten units of secondary school work and demonstrate the ability to succeed in the program. Students who earn certificates of attendance from high schools may be admitted to these programs. The complete list of skills certificates is as follows:

SKILLS CERTIFICATES

Automotive Customizing Technology
Beginner Automotive Customizing Skills Certificate	C60190K1
Intermediate Automotive Customizing Skills Certificate	C60190K2

Automotive Systems Technology
Automotive Skills Certificate	C60160K1

Computer-Integrated Machining

Computer-Integrated Machining Skills Certificate	C50120K
Computer-Integrated Machining Workforce Readiness Certificate	C50210K4
CNC Skills Certificate	C50120K1
Advanced CNC Skills Certificate	C50120K2

Cosmetology

Cosmetology Skills Certificate	C55140K1
Instructor Skills Certificate	C55160K
Esthetics Skills Certificate	C55230K

Culinary Arts

Culinary Arts Skills Certificate	C55150K1
Culinary Arts Essential Skills Certificate	C55150K2

Early Childhood Associate

Administrator Skills Certificate	C55220K2

Graphic Arts & Imaging Technology

Vehicle Outdoor Graphics Skills Certificate	C30180K1

Gunsmithing

Basic Gunsmithing Skills Certificate	C30200K1
Advanced Gunsmithing Skills Certificate	C30200K2

Gunsmithing

Intermediate Gunsmithing Skills Certificate	C30200C1

Information Technology

Small Office Network Skills Certificate	C25590C5
Medical Assisting	C45400C

Supply Chain Management

Trucking Operations Skills Certificate	C25620C4

Welding Technology

SMAW (Stick) Welding Skills Certificate	C50420K1
GTAW (Tig) Welding Skills Certificate	C50420K2
GMAW (Mig) Welding Skills Certificate	C50420K3
Basic Welding Skills Certificate	C50420K4

7. HEALTH SCIENCE PROGRAMS

Students needing developmental work in reading, English, math and/or chemistry must complete these courses prior to the application deadline in order to be considered for Health Science programs. Applicants to the Health Science programs must compete for acceptance because of enrollment restrictions. The point system is used for selecting students for most of the programs. Interested students should contact a counselor in the Office of Admissions to obtain information about the programs and the application and selection process. Each program will have specific published deadlines for receiving applications and related documentation.

The following programs have a specific admissions process:

Associate Degree Nursing	Dental Assisting
Dental Hygiene	Dietetic Technician
LPN to ADN Transition	Medical Assisting
Polysomnography	Polysomnography-Transition
Practical Nursing	Radiography
Surgical Technology	Therapeutic Massage
LPN Refresher	RN Refresher

8. ASSOCIATE IN ENGINEERING PROGRAM

Applicants must be high school graduates or possess high school equivalency certificates and must meet eligibility requirements for MAT 271 by Lenoir Community College's current mathematics placement standards. Students requiring any developmental and/or prerequisite coursework to enroll in MAT 271 will be accepted into the Associate in Engineering program

by submitting a Change of Major Form to the Admissions Office subsequent to the completion of any required coursework.

9. GUNSMITHING PROGRAMS

The College requires students who request admission to programs that possess a firearm to show proof of eligibility to possess the firearms to be enrolled in such program. For the purposes of this Section, "firearms" shall have the same definition as G.S. 14-409.39(2). For the purposes of this Section, proof of eligibility shall include:

(1) Any current, valid State-issued permit to purchase a firearm;

(2) A current, valid State-issued concealed carry permit from North Carolina;

(3) A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;

(4) Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or

(5) A background check that is determined by the college. The sole purpose of the background check shall be to determine whether an applicant can lawfully possess a firearm in North Carolina pursuant to G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, and G.S. 14-415.25.

The College will not admit any individual in the Gunsmithing program until the individual has provided the Director of Admissions a certified criminal record check for local and state records for the time period since the student has become an adult (16 years of age) and from all locations where the student has resided since becoming an adult. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check shall satisfy the requirement. The College will also provide the student with the name of an approved vendor that can provide a background check to the College at the student's expense.

10. CONTINUING EDUCATION PROGRAMS—Refer to the continuing education section.

NOTIFICATION OF ACCEPTANCE

All applicants will receive a letter of acknowledgment upon receipt of application. A letter of acceptance will be sent upon completion of all admissions requirements. Students providing email addresses may receive electronic notification of admissions status.

READMISSION

Students applying for readmission to the College who have not attended for one or more years must submit a new application. Readmitted students will be enrolled under the current College catalog.

SPECIAL/VISITING STUDENTS

Applicants who do not complete all admissions requirements may be admitted as special students. The special student classification is designed for persons who want to enroll in courses without completing admissions requirements or declaring a major. Special students may be permitted to accumulate fifteen (15) semester hours while completing the regular admission requirements. Special students must show evidence through official/ unofficial transcripts or assessment scores that they meet the prerequisites for any courses. Visiting students from other colleges are considered special students.

When a special student selects a major, appropriate credits earned as a special student are accepted toward meeting the requirements for graduation. Special students are not eligible for financial aid.

HIGH SCHOOL STUDENTS

Beginning January 1, 2012, the Career and College Promise program replaced all previous high school programs at Lenoir Community College. Career and College Promise is a partnership between the North Carolina Community College System and the North Carolina Department of

Public Instruction. This program offers three pathways for high school students. A few programs allow freshmen and sophomores to enroll. Refer to the College's website for specifics.

Career and Technical Education (CTE) Pathway
Designed for high school juniors and seniors in selected high school career cluster programs, this pathway allows students to enroll in college level courses that align with their high school career courses.

College Transfer Pathway
Designed for high school juniors and seniors in college-prep programs, this pathway allows students to enroll in college level courses that will transfer to a college or university.

Cooperative Innovative High School (Early College) Pathway
Designed for motivated students looking for a non-traditional high school experience, this pathway allows rising ninth graders the opportunity to earn their high school diploma and two years of college credit within five years.

ADMISSION OF TRANSFER STUDENTS
A student desiring to transfer to Lenoir Community College who has been a student attending another post-secondary institution must be able to meet the admission requirements and provide proof of eligibility to return to the institution last attended. Transfer students who are on academic suspension at their previous college or university must maintain a 2.00 GPA for their first semester of enrollment at LCC or they will be placed on academic probation. A visiting student must meet the transfer student admission requirements if the student decides to attend LCC as a regular student.

INTERNATIONAL STUDENTS
All International Students must meet the General Admission requirements for their program of study. International Student's application packets are available in the Office of Admissions in the Administration Building of the College and are available on the College website at www.lenoircc.edu.

ADVANCED STANDING IN HEALTH SCIENCE PROGRAMS
Advanced Standing may be requested by an individual who has successfully completed a minimum of one semester of a Health Science program at a regionally accredited institution and seeks entry into LCC's comparable program beyond the first semester. Before consideration is granted, the student must:
1. Meet general college admissions' requirements,
2. Meet current prerequisite courses for the desired program,
3. Submit a letter to the Dean of Health Sciences and Nursing requesting placement of advanced standing including:
    a. Detailed syllabi and course outlines of successfully completed program core courses,
    b. Clinical evaluation summaries of all core clinical courses, and
    c. Two letters of recommendation: one from the program chair and one from a full-time faculty member where previously enrolled in the Health Science program.

Decisions for Advanced Standing are made on an individualized basis and provided there is space available in the program. After a careful evaluation of all information provided, the Advanced Standing applicant will be notified in writing by the Dean of Health Sciences and Nursing.

READMISSION TO HEALTH SCIENCE PROGRAMS

1. Any student who withdraws or is dismissed from a specific health science program may be readmitted only once to the same program subject to program faculty recommendation and available space.
2. A student who wishes to re-enter a health science program must submit a written request to the Dean of Health Sciences and Nursing. This request for reentry must be received by the end of the next semester following the interruption of studies. There is no guarantee of readmission to Health Science programs.
3. Students who return after an absence of one semester or more (except summer) (a) must meet current admissions requirements, and (b) submit an updated health evaluation.
4. To assure retention of knowledge and skills, students are urged to return to the program at the earliest feasible time. The amount of time which has lapsed between withdrawal from the program and the readmission request must be considered by the program faculty. Auditing of previously completed program courses may be recommended by the program faculty if the student has been out of the program for an extended period of time.

Any student who after readmission does not receive a grade of "C" or better on all curriculum courses will not be eligible to re-enroll in the respective health science program.

FOREIGN CREDENTIAL EVALUATION

Students who earned their high school or post-secondary degree(s) in a country other than the United States are required to have a "course by course" credential evaluation performed by an external evaluation service. The foreign credential evaluation must be sent from the external evaluation service directly to Lenoir Community College. Please allow four to six weeks for an official credential assessment to be completed and forwarded to the Registrar's Office.

ACCEPTANCE OF TRANSFER CREDIT

Credit is awarded for freshman and sophomore courses completed at regionally accredited community colleges and universities provided they parallel work offered at Lenoir Community College, are applicable towards the student's program of study, and carry adequate credit. No grade less than "C" will be acceptable in any program. The Senior Vice President of Instruction and Student Services must approve any credits from institutions that are not regionally accredited. The maximum transferable credit from another institution and the total allowable credit from all outside sources is 75 percent; 25 percent of the credit hours or 9 credit hours (whichever is greater) required for graduation must be earned through instruction offered by Lenoir Community College. Students are advised that transfer credits and grades accepted by Lenoir Community College do not infer acceptance by other educational institutions. Students will receive evaluations of all official records submitted before the end of the first semester of curriculum enrollment.

WAIVERS AND SUBSTITUTIONS

Waivers and substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause. Normally waivers and substitutions of major hours will not exceed 25% in any curriculum. Exemption from, or substitutions for, requirements established for a program of study must be recommended by the division dean and approved by the Senior Vice President of Instruction and Student Services. These requests must be entered on a waiver and substitution form and submitted to the Registrar.

SCHEDULE OF FEES AND CHARGES

Note: Tuition is set by the North Carolina General Assembly and is subject to change without notice. Please check www.lenoircc.edu for the most up-to-date tuition rates.

RESIDENCY

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina and thereby be eligible for a tuition rate lower than that for nonresidents. The North Carolina General Assembly, by and through its enactment, has determined that lower tuition rates be available **only** to NC **legal** residents. To be eligible for the in-state rate, the applicant must demonstrate each of the following:

1. **Capacity and Presence** — must be physically present in NC and able to make NC a permanent home.
2. **Intent** — must show evidence or actions of a permanent home in NC
3. **Duration** — must show intent for 12 full months **prior** to the date application is submitted

In essence, the controlling North Carolina statute (G.S 116-143.1) requires that "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. Statutory definitions, rules, and special provisions for determining residence status for tuition purposes are also set forth in the statute and include special rules with respect to persons who are minors, married persons, members of the armed forces, aliens, federal personnel, and prisoners. Exceptions are also made for emergency workers, and persons 65 years or older. Copies of the applicable law and of implementing regulations are available for inspection in the Office of Admissions and may be examined upon request.

TUITION FOR CURRICULUM INSTRUCTION

In accordance with the basic concepts of comprehensive community colleges, all fees are nominal and are held to a minimum. Tuition per semester is as follows:

IN-STATE FEE SCHEDULE

Credit Hours	Tuition	Activity Fee	Technology Fee	CAPS Fee	Accident Insurance	Grand Total
1	$76.00	$0	$16.00	$10.00	$1.65	$103.65
2	$152.00	$8.00	$16.00	$10.00	$1.65	$187.65
3	$228.00	$8.00	$16.00	$10.00	$1.65	$263.65
4	$304.00	$8.00	$16.00	$10.00	$1.65	$339.65
5	$380.00	$8.00	$16.00	$10.00	$1.65	$415.65
6	$456.00	$8.00	$16.00	$10.00	$1.65	$491.65
7	$532.00	$19.00	$16.00	$10.00	$1.65	$578.65
8	$608.00	$19.00	$16.00	$10.00	$1.65	$654.65
9	$684.00	$19.00	$16.00	$10.00	$1.65	$730.65
10	$760.00	$19.00	$16.00	$10.00	$1.65	$806.65
11	$836.00	$19.00	$16.00	$10.00	$1.65	$882.65
12	$912.00	$32.00	$16.00	$10.00	$1.65	$971.65
13	$988.00	$32.00	$16.00	$10.00	$1.65	$1,047.65
14	$1,064.00	$32.00	$16.00	$10.00	$1.65	$1,123.65
15	$1,140.00	$32.00	$16.00	$10.00	$1.65	$1,199.65
16	$1,216.00	$32.00	$16.00	$10.00	$1.65	$1,275.65

Credit Hours	Tuition	Activity Fee	Technology Fee	CAPS Fee	Accident Insurance	Grand Total
1	$268.00	$0	$16.00	$10.00	$1.65	$295.65
2	$536.00	$8.00	$16.00	$10.00	$1.65	$571.65
3	$804.00	$8.00	$16.00	$10.00	$1.65	$839.65
4	$1,072.00	$8.00	$16.00	$10.00	$1.65	$1,107.65
5	$1,340.00	$8.00	$16.00	$10.00	$1.65	$1,375.65
6	$1,608.00	$8.00	$16.00	$10.00	$1.65	$1,643.65
7	$1,876.00	$19.00	$16.00	$10.00	$1.65	$1,922.65
8	$2,144.00	$19.00	$16.00	$10.00	$1.65	$2,190.65
9	$2,412.00	$19.00	$16.00	$10.00	$1.65	$2,458.65
10	$2,680.00	$19.00	$16.00	$10.00	$1.65	$2,726.65
11	$2,948.00	$19.00	$16.00	$10.00	$1.65	$2,994.65
12	$3,216.00	$32.00	$16.00	$10.00	$1.65	$3,275.65
13	$3,484.00	$32.00	$16.00	$10.00	$1.65	$3,543.65
14	$3,752.00	$32.00	$16.00	$10.00	$1.65	$3,811.65
15	$4,020.00	$32.00	$16.00	$10.00	$1.65	$4,079.65
16	$4,288.00	$32.00	$16.00	$10.00	$1.65	$4,347.65

OTHER CHARGES: Books and supplies vary for different programs. Students should check with their advisors regarding approximate costs of books and supplies.

Note: No activity, technology, or college access, parking and security (CAPS) fee is charged during the summer semester.

Note: The College reserves the right to charge students additional costs associated with verification of student identity.

*Tuition rates may change pending final legislative approval

ACTIVITY, CAPS, TECHNOLOGY, AND INSURANCE FEES

Each curriculum student is assessed an activity fee for support of student activities. The fee is prorated as follows:

12 credit hours or more $32.00
7–11 credit hours $19.00
2–6 credit hours $8.00

The fees will be deposited each semester as follows:
50% for athletics
50% for all other student activities

Each curriculum student is assessed a college access, parking and security (CAPS) fee of $10.00 per semester (excluding summer). This money will be used for registration stickers and improvement of parking facilities.

Each curriculum student is assessed a technology fee to help fund the computer labs and other technology on campus. The fee is $16.00 per semester (excluding summer).

FEES FOR NON-CURRICULUM EXTENSION INSTRUCTION

Fees for occupational courses are as follows: 0–24 hours: $70.00; 25–50 hours: $125.00; 51+ hours: $180.00. The registration fee for self-supporting courses varies according to the direct costs of the course. The registration fee is waived by the State Board of Community Colleges for specific groups of students. These fees are listed under the Continuing Education section. These fees are subject to change without notice. There are no registration fees for transitional and career studies courses.

*Tuition rates may change pending final legislative approval.

FLIGHT COST

The cost of flight instruction is not included in the schedule of fees and charges. This information is supplied by the Aviation Management and Career Pilot Technology Program Chair upon request. For further information, call the Center for Aviation Education 252-522-1735.

TUITION REFUND PROCEDURE FOR CURRICULUM INSTRUCTION

1. A tuition refund shall be made only under the following circumstances:
   a. A 100% tuition refund will 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.
   b. A 75% tuition refund will be made if the student officially withdraws from a class(es) prior to or on the official 10% point of the semester.
   c. A 100% tuition refund will be made if a student officially withdraws from off-cycle class(es) prior to the first day of class(es).
   d. A 75% tuition refund will be made if a student officially withdraws from off-cycle class(es) prior to or on the official 10% point of the class(es).
2. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations.
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 semester the student was attending) all tuition and fees for that semester may be refunded to the estate of the deceased.
4. The student's activity, technology fee, college access, parking and security (CAPS) fee, and the accident insurance fee will be refunded if the student's class(es) are cancelled or if the student officially withdraws prior to or on the official 10% point of the class(es).

REGISTRATION FEE REFUND PROCEDURE FOR EXTENSION INSTRUCTION

1. The refund policy for continuing education courses, as established by the NC State Board of Community Colleges allows for a 75% refund, upon the request of the student if the student officially withdrawals prior to or on the 10% point of the class.
2. A 100% refund shall be made if the student officially withdraws prior to the first day of the class. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
3. Registration fees for self-supporting classes are non-refundable once the class begins.

STUDENT SERVICES

FINANCIAL AID

Lenoir Community College believes that no person who has ability and motivation should be deprived of the advantages of a college education due to a lack of funds. The College provides limited student financial assistance through grants, scholarships, and student employment. Inquiries concerning student aid should be addressed to the Office of Financial Aid.

Students should complete the application process by the following deadlines:

Fall Semester ....July 1
Spring Semester................................November 1
Summer Semester.............................April 1

The eligibility requirements:

1. To be considered for financial aid at Lenoir Community College students must:
    a. Have a high school diploma (not a certificate of attendance), a high school equivalency (HSE) diploma certificate, or an adult High School diploma.
    b. Be a United States citizen or eligible non-citizen.
    c. Be enrolled or accepted for enrollment in an eligible program working toward a degree, diploma, or certificate.
2. Students who will be attending other accredited colleges/universities must submit consortium agreements to the Office of Financial Aid.

To receive Federal and/or State grants students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed every academic year a student plans to receive Financial Aid.

PROCEDURES FOR APPLYING FOR STUDENT AID
(ALLOW 3 WEEKS TO PROCESS)

1. Before beginning the FAFSA, students are required to create a FSA ID, made up of a username and password. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents. Please note: Each FSA ID user must have a unique e-mail address.
2. Students can create a FSA ID on the web at https://fsaid.ed.gov/. If the student is dependent and providing parental information on the FAFSA, the parent should also create a FSA ID.
3. Students may complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. FAFSA on the Web worksheets are available in the Office of Financial Aid to assist students with this process.
4. For Lenoir Community College to receive the information submitted on the FAFSA, students should include the Title IV code for the College – 002940.
5. After the application is electronically submitted, students should print a Confirmation Page and save it for their records. Students will receive an email from the Department of Education once the application has been processed.
6. After your application is processed if necessary to make corrections you must log into your FAFSA at www.fafsa.ed.gov or contact the Office of Financial Aid.
7. Students may be selected for review in a process called "verification". In this process, the Office of Financial Aid will request documentation to verify information reported on the FAFSA. Documentation may be requested for both the student and parent for dependent students or for both the student and spouse for independent students. Information requested may consist of but is not limited to, proof of income such as tax information obtained from

the IRS Data Retrieval System or an IRS Tax Transcript, W-2's for each source of employment to verify any untaxed income, SNAP benefits, Household Size, and Child Support.
8. Once a student's file has been completed, financial aid is awarded.
9. Award letters are available on WebADVISOR at https://wa.lenoircc.edu.

GRANTS
Federal Pell Grant Program

The Federal Pell Grant is Title IV Federal Student Aid and is considered to be the basic source of aid to students. Eligibility is determined from information received in the FAFSA. For the 2017–2018 school year the Pell Grant ranges from $593.00 to $5,920.00 per year based on full time enrollment (12 credit/ 450 hours each semester). The amounts may be prorated for three-quarter time, half-time, and less than half-time enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant to help students offset their educational expenses after high school. It is for under- graduates only with exceptional financial need (students with a very low Expected Family Contribution on their FAFSA), and it does not have to be paid back. Eligible students will receive an award amount determined by the Office of Financial Aid.

North Carolina Community College Grant

The North Carolina Community College Grant is a need-based grant designed to offset the tuition, fees, and bookstore charges of students receiving less than maximum Pell Grant awards. Applicants must meet all eligibility requirements for federal and state funding. Students must have completed the FAFSA and have an EFC (Expected Family Contribution) that falls within a determined range set by the state of NC. Students must also be NC residents and enroll at least half-time (six credit hours).

Child Care Grant

The Office of Financial Aid administers the Child Care Grant program funded through the North Carolina Community College System. Funds are to be used to assist student-parents with their child care needs. Funds are provided directly to approved child care providers. Child Care Grants are available for students enrolled full-time at Lenoir Community College. Grants are limited and are based on "greatest need". In order to be considered for these grants, students must complete the Free Application for Federal Student Aid (FAFSA), maintain satisfactory academic progress, complete a Child Care Assistance application, and have at least one child enrolled in a licensed center. Priority is given to returning, low income parents who are not receiving aid from another source. The grant is only available during the fall and spring semesters of each school year. Applications are available online under financial aid forms.

North Carolina Education Lottery Scholarship

The North Carolina Education Lottery Scholarship was created to provide financial assistance to needy North Carolina resident students attending college and universities located in North Carolina. Students must have completed the FAFSA and have an EFC (Expected Family Contribution) that falls within a determined range set by the state of NC. Students must also be NC residents and enroll at least half-time (six credit hours).

North Carolina Less than Half-Time Grant

The North Carolina Less than Half-Time Grant is a need-based grant which is available for students who have completed the FAFSA and who are enrolled in one to five credit hours. The student's EFC must fall within the eligible range. Students will be paid based on the number of credits for which they are enrolled.

SCHOLARSHIPS

Scholarships are awarded on a competitive basis by a selection committee. Applicants for scholarships must enroll, demonstrate academic promise, participate in school and community activities, and show some financial need. **The scholarship application deadline is the last Friday in March each year.** These scholarships are funded by the following gifts to the College and the Lenoir Community College Foundation, Incorporated.

Lenoir Community College Foundation Endowed Scholarships

Alpha Kappa Alpha Sorority
BB&T
Eddie (Bug) Morton Banks
Barnes-St. John
Eloise C. and Harvey E. Beech
E. K. Best, Jr. Memorial
W. Robert and Suzanne S. Bizzell Health Sciences
Lonnie H. and Betty B. Blizzard
Mildred Dare Blizzard
Bojangles'/Tands
Jean P. and Peggy Booth Memorial
Bowen Family
John Hood Brewer Memorial
Brantley and Eugenia Casey Briley
Thomas Edward and Mozelle Hodges Briley
Brody Brothers'
Frank and Sandra Brooks
Mildred Quinn Buchan Memorial
Henry H. and Vera F. Bullock Memorial
Bradley Blair (Brad) Burmahl Memorial
Bruce Cannon Memorial
Cannon Family Foundation
William T. and Imogene Sutton Casey
Glenn F. and Joyce Gilbert Cherry
Charles Coward/Al Sutton
Philip H. Crawford, Jr. and Persis Hodges Crawford Memorial
Nell and Ford Dabney Scholars
Robert L. (Bobby) and Annette Daughety
William H. and Clarice P. Davenport
Gretchen and Minerva Davis
Gretchen and Minerva Davis Continuing Education
Davis Wholesale Tire Company
Dr. Shirley L. Dove
Eastern North Carolina Bluegrass Association
E. Merle Edwards
Henry A. and Lucile Reed Edwards
Faculty Memorial
Dexter E. and Dorothy M. Floyd
Gregory E. and Jennifer Floyd
Ben and Norma Fountain Fund
Edward Earle Franck
Robert and Suzanne Gallaher

Albert Lionel Garner Memorial
Gail G. Grant Memorial
Andrew Oscar Greene Memorial
W. Foster and Mary L. Gurley Memorial
Gene Haas Foundation
Jack P. Hankins
Kathryne C. Hankins
Dr. and Mrs. Jack Harrell
C. Felix Harvey, Sr.
Margaret Blount Harvey Early Childhood Education
Harriet Taylor Herring LPN
Harriet Taylor Herring RN
William I. Herring, Sr. Memorial
Russell Curtis Hill Memorial
Fodie H. Hodges Memorial
Hodges Family
James R. and Carol M. Hood
John C. and Scarlett Howard
Irene Smith Howell
Gaines Barrett (Barry) Huneycutt, Jr.
George Dewey and Jessie Heath Jenkins Memorial
Jones County
Kenneth W. and Gracie Taylor Jones
Laura B. Jones
Roland J. and Eleanor L. Jones
Roy E. and Brenda M. Jones
Stephanie M. Jones Memorial
Sue Marcom Jones Memorial
Martha Wooten Kallam/Arc of Lenoir County
Kinston Business and Professional Women's Club
Kinston Exchange Club/Billy C. White Memorial
Kinston Jaycees
Kinston Rotary Club
Clayton G. Koonce Memorial
Bradley Scott Lanier Memorial
Richard Floyd (Rick) Lennon Memorial
Lions Industries for the Blind
Milton M. (Mac) Lovick Memorial
W. W. and Jeanette Lowery
Pat and Jim MacNeill
Graham W. and Jean M. Mallard
Christine Suggs Maroules
Christopher Maroules, Sr.
John Franklin and Lucy Wood Marston
George C. and Mildred Boney Matthis
Helen McDaniel Memorial
Jesse L. and Joyce P. McDaniel
Medical and/or Science Careers
Paula Cogdell Melvin Memorial
John and Mary Nicey Clements and Henry Dail (Dink) Meready
Montgomery's Math & Science
E. Fred and Louise D. Moore

Rena Ritch and Mark Norcross
Drs. James and Elizabeth Odham
Page Family
Frances Carr Parker
Frances Carr Parker Culinary
Joseph C. and Eunice B. Parker
James M. and Erwin W. Parrott
Roland L. Paylor, Jr./Robert (R.L.) L. Joyner
Rickie Allen Pearson, Jr. Memorial
James and Rebecca Perry Foundation
Perry Family
Horace and Agnes Faye Phillips
Pink Hill Medical
Kathryn and Leroy Pittman
Rose Pully Memorial
Poole Family Foundation
Irma J. and Dr. C. B. Randall
Mary Mac Ritch Memorial
Mayor and Mrs. O. A. (Buddy) Ritch
Dr. Frank Rocker, Jr.
Rodriguez Family
Sarah Peedin Rose Memorial
Schechter
James C. and Angeline S. Shell
P. E. and Leta Shoulars
Leona Bryant Smith RN Memorial
Southwest Christian Church Memorial
Southwest Christian Church, Jerry Z. and Effie C. Sutton Memorial
Sparbel
Victor C. Spence Memorial
John (Jake) P. and Eugenia R. Strother Memorial
Ned M. and Elsie Croom Stroud Memorial
Betty and Bill Stump Memorial
Richard Vance Surles Memorial
Robert J. Sutton Family
Leroy and Blanche Taylor
Kenneth and Lou Ann Tetterton
Alice Starr Tingle Entrepreneur/Government Leadership
Dalton B. Tripp
Emily Brown Tripp Memorial
James (Jamie) H. Tripp Memorial
Shirley Jenkins Tripp Memorial
Ronald and Ellen Turnage Memorial
Lynwood C. and Grace J. Turner Memorial
Bobby R. and Ella W. Wade
Anne E. and William B. Wallace, Jr.
A. Forrest and Ruth King Waller Memorial
Charles Albert Waller
Robert Forrest and Marie Buchan Waller
Wells Fargo Bank, N.A.
West Pharmaceutical Services
Richard and Edna Whaley

Lester and Geraldine White-Richardson and Margaret Richardson Memorial
Isaac, Frances, Marietta, and Rachel Whitfield Memorial
G. Herbert Whitfield Memorial
Joseph Keith Williams Memorial
Walter and Marie Williams

Lenoir Community College Foundation
Funds Held for Endowment

Charlie H. and Bille J. Albritton
Young H. Allen
Robert (Rock) Anderson Athletic
Dr. Donald E. Becker Memorial
James E. and Annie J. Blue
Ruby Boone and Vivian Brock
Rita Grady Clark
Violet R. Dawson/Champions Health & Fitness Memorial Athletic
Tharon Harper Deaver Memorial
Heather Richardson Gagnon Memorial
Joe D. and Marilynn Gay Memorial
Angela Whitfield Harper Memorial
Earl and Carol Harper
James R. (Doc) and Frances Petteway Harper Memorial
Maude and Bruce Heath Memorial
Whitford and Gladys Hill
Gloria Hill
Horticulture Club
Rusty and Kim Hunt
Jumping Run Church
Lawrence and Lois King
Forest and Christine McCullen Memorial Psychology
John Wesley Rains/Machining Technology
Sale Auto Mall Fund
Edward T. and Mildred W. Sessoms
Selma Wells Skinner Memorial
Herbert (Herb) Ingram Spear, Sr. Memorial
W. Tyson Stewart Memorial
Dr. Patricia M. Stroud Memorial
Paul and Frances Taylor Memorial
Shirley H. Taylor Memorial
Wilda Robinson Turner Memorial
Gordon and Linda Vermillion
George E. and Betsy P. Vick Memorial
Annie Julia Waller and Otis Clark Tutt Memorial
Dr. Alexis Barwick Welch and Mr. Larry C. Welch

Lenoir Community College will accept third party scholarships that are submitted to the Office of Financial Aid on the student's behalf. Scholarship funds will be divided evenly between the fall and spring semester upon receipt, unless other instructions are given by the awarding agency. For more information on the processing procedures of third party scholarships contact the Office of Financial Aid.

STUDENT EMPLOYMENT

Student Employment offers students education and job experience that help prepare students for the future. In a more competitive job market, employers seek applicants who have both employment and academic experience. Participants can work with staff members on campus performing various duties. On average, students work approximately 15 hours per week at a rate of $7.45 per hour. Students may be paid with funding from the Federal Work-Study Program or as Technical Assistants.

Federal Work Study is a federally supported employment program through which students are offered jobs to help meet college expenses. Eligibility is contingent on financial need that is determined by the U.S. Department of Education. Students must have unmet need to qualify for Federal Work Study. The technical assistant program is a state funded, non-need-based employment opportunity for students who wish to earn money while attending college. Funding availability for Technical Assistants is based on departmental budgets and may fluctuate. For all student employees Time sheets are due the fifth day of each month and pay checks are mailed out on the last day of the following month. Student employees are not allowed to work during any scheduled even if the class is canceled. Vacant Work Study and technical assistant positions are posted online as they become available at https://jobs.lenoircc.edu.

LOANS

Lenoir Community College does not participate in any loan programs. Students may seek alternative loans through entities that provide low-interest, long and short-term loans to students with financial need. It is important to remember that all loans must be repaid. Before borrowing, students should consider carefully how much money is needed and the burden of a loan once repayment begins.

LENOIR COMMUNITY COLLEGE LOANS

There are short-term emergency loans available to students who demonstrate need for loans to cover tuition, fees, or books. The student must have financial aid pending.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

To be eligible to receive financial aid at Lenoir Community College, a student must meet the College's satisfactory progress policy (qualitative measurement). The following regulations also apply to financial aid eligibility:

1. Eligibility for financial aid is not affected by whether or not the student previously received aid. Aid is based on the cumulative academic record of each student.
2. Academic records will be reviewed at the end of each semester. Students will be notified at the end of each semester of their SAP standing.
3. GPA: Students must maintain a required cumulative grade point average of 2.0 in order to be eligible to receive assistance. Financial aid will follow the College's policy for calculating GPA for all courses except remedial courses. Grades of "I" are included in GPA calculations but grades of "W" are not included in GPA.
4. Pace: Students must receive a passing grade in 67% of all coursework attempted. Grades of "F" and "W" are not passing grades. The pace of completion is cumulative and includes all coursework attempted excluding remedial credits. Transfer credits accepted are included as both attempted and completed. Incompletes, grades of "I", are included as attempted but not completed until they are replaced with an accurate grade.
5. Repeated courses will count in both GPA calculations and pace of completion calculations.
6. REMEDIAL COURSEWORK: Students are restricted to 30 hours of Title IV funding for remedial coursework. Remedial courses are not counted in pace of completion calculations. Remedial courses are factored in GPA calculations in a unique way because only three

possible grades can be earned in remedial courses. A grade of "PA" is calculated as 4.00 quality points. A grade of "PB" is calculated as 3.00 quality points. A grade of "R" is calculated as 1.5 quality points.

7. MAXIMUM TIMEFRAME: Students must complete their program of study within the 150% maximum timeframe allowed for that program. Once a student reaches the 150% maximum or it becomes evident that the student will not graduate within the 150% maximum timeframe, the student is no longer eligible to receive Title IV funding. Transfer credits that apply to the student's program of study are included in the 150% timeframe calculation. Credits earned at LCC that apply to the program of study will count toward the 150% maximum timeframe calculation.

8. After one semester of enrollment, financial aid students who fail to meet the College's satisfactory academic progress policy through GPA and/or pace of completion will be placed on Financial Aid Warning. Students in this category may continue to receive financial aid for one additional semester. Students have this one semester period to re-establish satisfactory academic progress. If the student is able to re-establish satisfactory academic progress at the end of the financial aid warning period, the probation is lifted.

9. If the requirements for satisfactory academic progress are not met at the end of the warning period, the student is placed on Financial Aid Suspension and their Title IV funding is terminated. Students who fail to make satisfactory progress during the probation semester will become ineligible for aid until their progress is again satisfactory.

10. Students who are on Financial Aid suspension because of GPA and/or pace of completion standards can regain their eligibility by taking classes and improving their GPA and/or pace. Once their SAP status meets the 2.0 GPA standard and the 67% completion standard, they will be returned to Satisfactory academic progress standing.

11. A student who has become ineligible for financial aid has the opportunity to appeal. Appeals generally given consideration involve students who have experienced: (a) extended illness or hospitalization of the student, (b) an accident which incapacitates the student for an extended period of time, or (c) death or extended illness of an immediate family member which results in greater family responsibilities for the student. The appeal must be in writing and submitted along with supporting documentation to the Financial Aid Appeals Committee. The committee will review all documents and notify students of their decision. The decision from the Financial Aid Appeals Committee is final.

12. If an appeal is approved by the SAP committee, the student is placed on Financial Aid Probation. All students on probation meet with a counselor to develop an academic plan. The plan is designed to return the student to satisfactory academic progress within one, two or three semesters. Students must meet the standards of their academic plan each semester in order to continue to receive Title IV funding.

13. If a student submits a SAP appeal within 3 weeks of or prior to the start date of their first class and the appeal is approved, the academic plan created by the student and counselor will go into effect during the current semester. If the appeal is submitted after the 3 week period the academic plan will begin at the beginning of the subsequent semester.

STUDENT FINANCIAL AID OVERPAYMENTS

A student who withdraws from the College for any reason during a semester may owe the College a prorated overpayment of the student financial aid received for that semester. Student financial aid is not awarded for courses never attended, audited, started after the 10% census date, and/or cancelled. If aid is awarded and it is discovered at a later date that aid was awarded for courses never attended, audited, attended after the 10% census date, and/or cancelled, the student will owe an overpayment. The Director of Financial Aid will compute the amount of overpayment and notify the student of the amount of overpayment. If the student does not reply to the overpayment notice promptly, then the student will be in violation of the Indebtedness Policy of the College.

REFUND POLICY FOR RECIPIENTS OF FINANCIAL AID
WITHDRAWALS

When students withdraw from the College up to the 10% point of the semester, three-quarters of the students' tuition and all of their student activity fee, technology fee, access fee, and accident insurance fee are refunded to the appropriate financial aid sources. Withdrawing prior to the 60% point of the semester will result in having to repay financial aid (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant). The Office of Financial Aid will calculate the overpayment from students who withdraw either officially or unofficially (dropped out or are dismissed). Once the calculation is made and the student has an overpayment, the student should contact the Cashier's Office to make arrangements to repay the balance.

CANCELLATIONS

When a cancelled course reduces a student's enrollment status, all of the student's tuition is refunded on a prorated basis to the appropriate financial aid sources. In these cases the student's Pell Grant overpayment, if any, is reduced by the amount of the refund to the Pell Grant account. When the enrollment status is not reduced, the refund is made to the student.

SPECIAL NOTE

Financial aid recipients should register each semester during early registration.

APPLICATION

Students wishing to apply for student financial aid or students having questions regarding financial aid can contact the Office of Financial Aid at the following address/telephone:

Office of Financial Aid
Lenoir Community College
PO BOX 188
Kinston NC 28502-0188
Telephone: 252-527-6223 ext. 371

VETERANS EDUCATIONAL ASSISTANCE

Lenoir Community College is providing training under Public Law 358, G.I. Bill effective June 1966; Public Law 634, the children and survivors of deceased or disabled veterans; and Public Law 894, disabled veterans and Public Law 98-525, New G.I. Bill enacted October 1984 and under the Post 9/11 Veterans Education Assistance Act of 2008. HSE and AHS programs are also approved for those receiving benefits under Public Law 634. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment. For more specific information on Satisfactory Academic Progress requirements see the section on satisfactory academic progress (SAP) standards. Applicants interested in any of the VA educational benefits may contact the LCC Veterans Affairs Representative located in the financial aid office. Information is also available online at www.gibill.va.gov or by calling 1-888-GI-BILL (1-888-442-4551).

Procedures for applying for Veterans Academic Benefits

Apply to the U.S. Department of Veterans Affairs for a formal determination of eligibility for GI Bill benefits. You may submit your application on line by visiting the GI Bill website www.gibill.va.gov. Prior to being certified for benefits, you must submit an official transcript of your High School/High School Equivalency Diploma and from all college/universities you've attended to the Admissions Office. It can take up to 12 weeks for the VA to process an initial eligibility determination request and issue your certificate of eligibility. The certificate of eligibility (COE) is required by the school in order to certify a student for benefits. The VA will make no benefit payments until this process is complete.

ACADEMIC ADVISING

To assist students in their academic programs, the College has established a system of academic advising wherein each student is assigned to a faculty member or counselor who serves as the student's advisor. The advisor helps to plan the student's academic program, particularly during early registration and registration periods; keeps a record of academic progress; and is available throughout the year for additional advising.

Advisors make every attempt to give effective guidance to students in academic matters and refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student.

CAREER PLANNING
CAREER COACH
WORK-BASED LEARNING
AND JOB PLACEMENT

Career planning services are provided to students and graduates in their search for rewarding careers. Information and guidance are available to aid in career decisions and in job selection. The services are available to all graduates of Lenoir Community College and current curriculum students.

The computerized guidance systems "CHOICES" and "DISCOVER" are available to help students select occupations that meet their needs. The system requires its users to thoughtfully consider their needs, interests, values, and abilities and enter their choices into the computer. This is a mechanism to empower major choice and career direction. Students receive printouts of possible career choices along with specific career information. These computerized career guidance programs are available to all students through www.cfnc.org. We also utilize various other paper, pencil, and online assessment instruments to match the needs of our students. Educational and career resources are available and include information on educational requirements, personal qualities, job prospects, locations, details on the nature of the work, and salary ranges, as well as area job opportunities listings. In addition, a variety of workshops and events are offered throughout the year to cater to LCC's student needs.

Students may also access career information and guidance in the NCWorks Career Center through printed materials, various software packages, and Internet web sites.

COUNSELING SERVICES

Lenoir Community College offers a variety of counseling services to assist students in making the most of their opportunities for academic and personal development. Counseling and guidance services are offered free of charge to every student from pre-admissions through graduation. Students may schedule an appointment for counseling sessions, or they may be seen on a walk-in basis. Counselors are available during normal operating hours or by appointment. The Counseling Department is located in the Admissions Office in the Administration Building. The telephone number is 252-527-6223. Counseling Services help students develop personal

awareness and skills necessary to grow and develop in ways that will allow them to accomplish their educational goals. When necessary, assessments are used to help students ascertain their interests and abilities, to help select educational programs, or to gain insight into their personal adjustment.

SERVICES FOR STUDENTS WITH DISABILITIES

The ADA counselor assists students and coordinates with instructors to provide equal access to opportunities, services, and facilities to all students with disabilities. Student Services addresses the specialized needs of students with disabilities with the goal of integrating them into the life of the College and helping them participate in and benefit from activities enjoyed by all students.

Services for students with disabilities include comprehensive academic support, accessibility services, and parking. These reasonable accommodations are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students requiring reasonable accommodations services should meet with the College's ADA counselor to provide documentation regarding their disability-related needs. All documentation remains confidential. The most appropriate accommodations are determined after consultation between the ADA counselor and the student.

Students with disabilities may receive accommodations and services beginning with admissions through graduation. Application to the College and application for disability services are separate processes; however, both applications should be completed during the same timeframe. For additional information about accommodations and services provided, contact the ADA Counselor at (252) 527-6223, ext. 331. The College does not discriminate against students, employees, or applicants on the basis of race, color, religion, age, gender, national origin, or disability.

CAMPUS LIFE

A series of programs is provided throughout the year for the cultural, educational, and social enrichment of students. Any student who pays the student activity fee may attend activities sponsored by the College at no additional or reduced cost.

STUDENT ACTIVITIES

The College encourages student participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. Participation in the Student Government Association and on College committees assures students of representation to express their personal views and those of the broader student body related to college affairs. A number of clubs appeal to the special interests of students. Intercollegiate athletics, concerts, lectures, and diversity programs afford students an opportunity for a well-rounded college experience.

Eligibility for Participation—Student Activity
General Participation

a. To be eligible for participation in student activities, a student must be officially registered in classes at the College.
b. Part-time students may participate in student activities and may be voting members of, or hold office in, clubs or organizations as provided for in the Constitution and Bylaws.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is designed to promote the general welfare of students 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.

CLUBS

Student clubs operate and are supported through the Student Government Association. The College encourages student participation in clubs and organizations. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. The following clubs and organizations are historically functioning on campus:

- Biomechancis Club
- Computer Engineering Club
- Cosmetology Club
- CFFA, Sustainable Agriculture Club
- CFFA, Horticulture Club
- Fellowship of Christian Athletes
- Graphic Arts & Imaging Tech
- Human Service Club
- Horticulture Club
- Lamplighters Club
- Medical Assisting Club
- Nightingales
- Night Owls
- Office Professionals Association
- Phi Theta Kappa
- Radiant Beams
- Science Club
- Surgical Technology Club
- Tennis Club
- Transitional & Career Studies
- Veterans Club
- Welding Club
- Youth Excelling in Lifelong Learning

INTERCOLLEGIATE ATHLETICS

The College is committed to providing comprehensive, quality education to adults in its primary service area and strives to provide programs and activities that enhance the social, cultural, economic, and leadership development of the community.

One way the College meets these needs is through intercollegiate athletics. Intercollegiate athletics offer students an opportunity to develop self-discipline, physical and emotional well-being, and leadership skills which are pertinent to academic success.

Lenoir Community College participates in men's baseball, men's basketball, women's basketball, and women's volleyball under National Junior College Athletic Association (NJCAA) Guidelines. Eligibility of athletes to participate in these sports is predicated upon their making satisfactory academic progress. Academic suspension results in ineligibility to participate regardless of reinstatement.

RECRUITMENT OF ATHLETES

Student athletes are recruited based on their athletic ability and academic potential. Recruitment procedures are based on NJCAA guidelines.

ATHLETIC GUIDELINES

Students on suspension may not participate in athletics. In accordance with regulations of the National Junior College Athletic Association and of Lenoir Community College, to take part in varsity baseball, men and women's basketball, and volleyball a student must be fulltime and maintain a cumulative average of 2.0 or better. They must also meet first or second season Academic Requirements of the NJCAA.

ACADEMIC REGULATIONS

CATALOG OF RECORD

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment as long as the student remains continuously enrolled, but students must complete requirements within ten (10) years of the catalog selected.

REGISTRATION

Students are urged to register on the days designated in the College calendar. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. New and returning students should begin the process at the Office of Admissions. Continuing students should see their advisors. WebADVISOR online registration is available for admitted students to select and register for classes for the following semester. All students except special/visiting students are required to speak to their advisor before registering online.

SEMESTER HOURS

The unit of measurement for credit purposes is the semester hour. One semester hour represents the credit earned in a lecture course that is scheduled for one class hour per week for 16 weeks. For laboratory work, two class hours per week in the laboratory are required for a single semester hour of credit. For shop work or clinical hours, three hours in the shop or clinic per week are required for a single hour of credit. For Work-Based Learning and internships, ten hours per week are required for a single hour of credit. Generally, a student should spend two clock hours in preparation for one class hour.

SEMESTER COURSE LOAD

Students taking 12 credit hours or more are considered full-time students; students with 9-11 credit hours are considered 3/4 time, and students with 6-8 credit hours are considered 1/2 time. Students with less than six credit hours are less than half time.

The maximum credit hours for students enrolled in AA, AE, AS, AFA, AGE, AAS, diploma, or certificate programs is 18 hours. Students may enroll for more than the maximum hours with the approval of the division dean.

Special/visiting students normally will not be allowed to take more than 15 credit hours without declaring a major. Exceptions to this must be approved by the Dean of Student Services. Exceptions will be made only with sufficient justification and documentation.

COLLEGE-LEVEL STUDENT COMPETENCIES

Students from Lenoir Community College's certificate programs will be able to:
    a. Perform entry-level technical skills appropriate to their areas of study and
    b. Demonstrate mathematical skills appropriate to their areas of study

In addition to these, students from Lenoir Community College's diploma programs will be able to:
    a. Communicate effectively in reading, writing, speaking, and listening;
    b. Demonstrate critical thinking and Problem-Solving Skills; and
    c. Apply scientific principles within their area of study.

In addition to these, students from Lenoir Community College's associate degree programs will be able to:
    a. Apply knowledge of basic information technologies;
    b. Demonstrate knowledge of the humanities or fine arts to achieve philosophical, literary, and artistic expressions that constitute cultural understanding; and
    c. Demonstrate knowledge of the social sciences to apply basic concepts involving relationships among individuals, groups, and social structures.

Program-level competencies have also been developed for all programs.

COLLEGE SUCCESS

Curriculum students seeking a degree or diploma are required to take ACA 111, College Student Success or ACA 122, College Transfer Success. These courses are designed to eliminate many of the problems normally faced by new students when they first enroll at the College. Students are acquainted with the College's environment, policies, courses, staff and transfer readiness when applicable.

1. Students enrolled in certificate programs are not required to take ACA 111 or ACA 122.
2. Students who have transferred from another post-secondary institution, who have not completed a course equivalent to ACA 111 or ACA 122, are required to take either ACA 111 or ACA 122.

Students are strongly encouraged to enroll in ACA 111 or ACA 122 during their first semester at the College.

TUTORIAL CENTER

The Tutorial Center is located on the first floor of the Science/LAP Building. It provides students with opportunities to (1) increase their knowledge and skills through research and computer-assisted instruction, (2) receive tutorial assistance in mastering required standards of performance in a particular program, and (3) increase their knowledge and skills through use of enrichment activities. Peer tutors and lab assistants are available to support students with the use of equipment and software. Online tutoring at no cost is also available to all LCC curriculum students in many subjects through a link in every Moodle course and also at the bottom of every LCC webpage.

ACADEMIC WRITING SUPPORT SERVICES

Full-time English faculty provide academic support for curriculum students enrolled in LCC courses. Instructors focus on assisting students to reach their academic and personal goals through strengthening their writing skills. The English faculty has a vested interest in student success at LCC. All curriculum students are invited to seek out English faculty for assistance with strengthening their writing skills. Each writing session will be held in English faculty offices by appointment. Students should stop by the Tutoring Center for office and appointment information.

VIRTUAL TRANSFER CENTER

The Virtual Transfer Center is designed to provide current and prospective students with information relevant to college and university transfer. This site is the online hub for college transfer information for LCC students. Students are encouraged to utilize the resources on this site to make sound decisions about selecting a college or university. Understanding the transfer pathway is critical to your success both here at LCC and at the next institution the student attends. The College is committed to student success and to help make the transition to the next level of education seamless.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student grade point averages. Grade point averages are computed by dividing the total number of quality points earned by the total number of semester hours attempted. The letter grades used are as follows:

A	Excellent	4 quality points per semester hour credit attempted
B	Above Average	3 quality points per semester hour credit attempted
C	Average	2 quality points per semester hour credit attempted

D	Below Average	1 quality point per semester hour credit attempted
F	Failed	0 quality points per semester hour credit attempted
SA	Satisfactory	Hours are applied toward graduation but are not used in calculating the student's grade point average. This grade indicates clinical performance in health science courses, solely of a clinical nature, such as MED 113, SUR 123.
UN	Unsatisfactory	Hours are not applied toward graduation and are not used in calculating the student's grade point average. This grade indicates clinical performance in health science courses, solely of a clinical nature, such as MED 113, SUR 123.
AU	Audit	No credit
CR	Credit Accepted	Hours are applied toward graduation but are not used in calculating the student's grade point average.
NC	Non-Course Status	Given when credit is earned from some origin other than actual course work such as placement testing
W	Withdrew	Not considered credit hours attempted
NA	Never Attend	Given when a student registers but does not attend a course.
I	Incomplete	Given when a student has not completed the required course work but has made substantial progress and, in the opinion of the instructor, is able to fulfill the remaining requirements without reenrolling in the course. The "I" counts as credit hours attempted. Course requirements must be completed satisfactorily within the next semester (including the summer semester) or the "I" automatically becomes an "F," unless officially extended for one semester by the instructor.
P	Pass	Satisfactory completion of coursework
R	Re-enroll	Has not met the objectives required for the course
IP	In Progress	Given in developmental courses (courses numbered less than 100) when a student, in the opinion of the instructor, has made progress but has not met the objectives required for the course, and has attended class in accordance with the instructor's attendance policy. The "IP" does not count as credit hours attempted.
LA	Temporarily Late	An emergency symbol to be used by the registrar when grades are not reported on time through no fault of the student.
NF	Forgiveness Policy	The Forgiveness Policy—The grade is not included in the cumulative GPA.
S	Requirement Satisfied	Hours are applied toward graduation but not used in calculating the student's grade point average.

When the grade "F," "R," "W," or "IP" is received in a course, the student must reenroll and satisfactorily complete the course requirements in order to receive credit for the course.

Developmental courses are numbered 0-99, and letter grades are required. Grades awarded include "A," "B," "C," "PA," "PB," "IP," "R," "I," and "W." The hours attempted and grade points accumulated for developmental courses are counted in the semester and cumulative totals but do not count toward graduation requirements.

All grade changes other than "I" and "LA" must be approved by the Senior Vice President of Instruction and Student Services.

SIGNIFICANCE OF COURSE PREFIX AND NUMBERS

Courses with numbers of 0-99 are designed for students who have not demonstrated the necessary skills to enter the first year courses in a subject area. These courses give local credit only and do not count toward graduation.

Courses with numbers of 100-199 are freshman level; 200-299 are sophomore level. Courses are designated by a three-letter prefix which denotes the subject area. These courses are designed to fulfill requirements for all degrees, diplomas, and/or certificates.

DEVELOPMENTAL COURSES

Designated developmental courses should be completed before advancing to certain college level courses and selected other developmental courses (see advisor for specific courses as they appear in the course description section of this catalog). The Learning Assistance Program (LAP) offers developmental courses, and support services to enable students to become proficient in reading, writing, math, and critical thinking skills needed to succeed in college level courses.

COURSE PREREQUISITES

A prerequisite is a course or test score which must be met prior to entering the desired course. Students must comply with state and local requirements that courses may not be taken until all prerequisites have been met.

Exceptions to this requirement must be requested by the division dean and approved by the Senior Vice President of Instruction and Student Services. Students will be required to demonstrate appropriate knowledge and skills for admission to the course by meeting the following criteria: (1) successful completion of credit by exam, (2) successful completion of a higher level or similar course; or (3) possession of a relevant and current licensure or certification.

COURSE COREQUISITES

A corequisite is a course or test score which must be taken simultaneously with the desired course. If a student drops or withdraws from one part of the required corequisite, then both parts must be dropped or withdrawn. For example: CHM 131 and CHM 131A--a student dropping or withdrawing from CHM 131 is required to also drop or withdraw from CHM 131A since the state corequisite for CHM 131 is CHM 131A.

REPETITION OF COURSE WORK

The division dean's approval is required for students to repeat courses audited or passed with a grade of "C" or better. This includes courses taken at other institutions.

Students who repeat courses at Lenoir Community College will have all attempts shown on their official records, and all credit hours attempted will be computed in the cumulative grade point average. In no case will a Lenoir Community College student be allowed to enroll in the same or equivalent course(s) concurrently either here or at another institution. The required Permit to Repeat Course(s) form, available at the Registrar's Office, must be completed and returned to the Registrar's Office at the time of registration.

ACADEMIC FORGIVENESS

A student who has not been enrolled in curriculum courses for 36 consecutive months may request the Registrar to evaluate the student's academic record. Under this policy, the student may request that previous grades of "F" not be used in calculating the cumulative grade point average. Prior to reevaluation, the student must be readmitted to the College and complete at least 12 credit hours of course work. The student must maintain at least a 2.50 GPA on those 12 credit

hours. The Registrar, at the request of the student, will reevaluate the cumulative grade point average as appropriate. A reevaluation is provided only once for each student.

Note: Recipients of financial aid or veteran's benefits may not be eligible for this forgiveness policy based on federal guidelines and regulations. The student should contact the Financial Aid Office for more information.

POSTING OF GRADES

As soon as the grades are recorded for each term, grades will be available through WebADVISOR. Faculty may also post grades in a non-identifiable form in convenient places so that students may view them.

AUDITING COURSES

Students who wish to audit courses must register through an advisor. Although students auditing a course receive no credit, at the discretion of the instructor, they may be required to attend classes regularly, participate in class discussions, and meet other course requirements. Any student auditing a class who does not meet requirements set by the instructor is subject to suspension from that class. Students auditing a course are charged the same fee as students taking courses for credit. Prerequisite and corequisite requirements must be met in order to audit a course.

Students wishing to audit class(es) must notify their advisors at the time of registration and their instructor(s) upon entry into the class(es). **AUDIT CANNOT BE CHANGED TO CREDIT OR CREDIT TO AUDIT AFTER THE DEADLINE FOR ADDING COURSES.**

ADDING COURSES, DROPPING COURSES, AND WITHDRAWING FROM THE COLLEGE

Students who find it necessary to add or drop courses or withdraw from college should confer with their instructors and advisors. Forms are secured from the advisors or the Registrar's Office, and withdrawals must be signed by an advisor or the Dean of Student Services.

Courses may be added during the add period with advisor approval. Adding courses after the add period through the 10% point of the course requires the instructor's approval. However, after the 10% point of the semester, courses may be added with the recommendation of the instructor and the division dean and with the approval of the Senior Vice President of Instruction and Student Services.

For courses dropped or withdrawals from the College prior to or at the 10% point of the semester, no grade is awarded. The course does not appear on the student's permanent record.

After the 10% point, students who officially drop or withdraw receive a grade of a "W."

CEEB ADVANCED PLACEMENT PROGRAM

Lenoir Community College participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB). Students who wish to present Advanced Placement Test Scores should have those scores sent directly to the Registrar from the College Board. Students entering a program who have demonstrated their achievement by meeting minimum scores upon taking the Advanced Placement Examinations may receive semester hour credit in the appropriate college course(s) as follows:

AP Course Title	Minimum Score	LCC Course Equivalent	Semester Credit Hours
Art History	3	ART 114 or 115	3
Art (Studio Art Drawing)	3	ART 131	3
Biology	4	BIO 111	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 and MAT 272	8

AP Course Title	Minimum Score	LCC Course Equivalent	Semester Credit Hours
Chemistry I	3	CHM 151	4
Computer Science A	3	CIS 115	3
Economics (Micro)	3	ECO 251	3
Economics (Macro)	3	ECO 252	3
English Language	3	ENG 111	3
English Literature	3	ENG 111 and ENG 112	6
Government and Politics	3	POL 120	3
History (European)	3	HIS 121 and HIS 122	6
History (United States)	3	HIS 131 and HIS 132	6
Music Listening/Language	3	MUS 110	3
Music Theory	3	MUS 111	3
Physics B	3	PHY 151 and 152	8
Physics C (Part One)	3	PHY 151	4
Physics C (Part Two)	3	PHY 152	4
Psychology	3	PSY 150	3
Science (Environmental)	3	BIO 140 and BIO 140A	4
Spanish Language or Literature	3	SPA 111 and 112	6
Statistical Methods	3	MAT 152	3

CLEP PLACEMENT PROGRAM

Lenoir Community College participates in the College Level Examination Program (CLEP). Contact the Registrar for information on tests accepted, scores, and course credit for CLEP. A CLEP transcript must be forwarded to the Registrar before any credit can be awarded.

CREDIT BY EXAMINATION

A curriculum student may petition the division dean for credit by examination. The dean coordinates with the instructor regarding the administration of the examination, which is administered in a manner appropriate to the course. The grade earned on the examination will be entered into the student's record and credits earned will be applied toward graduation requirements. A student must be currently enrolled at Lenoir Community College for credit by examination.

A student is limited to one attempt at credit by examination per course. No tuition is charged for the examination. A student may not attempt credit by examination if enrolled in the course for which the credit by examination is being attempted. This includes courses which have been dropped or withdrawn from during the current term or during the term in which the student is enrolled for the same course. Credit by examination for developmental courses is not permitted.

Exceptions to this policy may be recommended by the division dean and approved by the Senior Vice President of Instruction and Student Services.

CREDIT BY ARTICULATION

Lenoir Community College participates in the North Carolina High School to Community College Articulation Agreement. This is an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System. The agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education(CTE) programs of study.

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

• Final grade of B or higher in the course and

• A score of 93 or higher on the standardized CTE post assessment

High school students who enroll in a Career and College Promise pathway may earn articulated college credit as described in this agreement while enrolled in high school if the CTE articulated college credit is part of their Career and College Promise pathway.

Community college officials verify eligibility and acceptance of articulated courses listed on the high school transcript. Students may be asked to submit supporting documentation and/or demonstrate proficiency to receive credit. Colleges must follow the criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in awarding credit.

CREDIT FOR MILITARY TRAINING

Lenoir Community College may recognize and grant credit to active military personnel, reservists, and veterans for military training and experience completed in the armed forces and work taken through the United States Armed Forces Institute. Credit granted is in accord with recommendations of the American Council on Education. Persons desiring credit for military training and experience must petition the Registrar for such credit and present authentic training records.

Active military personnel, reservists, and veterans will be awarded two hours of physical education credit for basic training upon presentation of DD-214 or other documentation.

STUDENT CLASSIFICATION

Freshman—A student who has earned fewer than 32 semester hours of credit
Sophomore—A student who has earned 32 or more semester hours of credit
Full-time Student—A student who is registered for 12 or more semester hours
Part-time Student—A student who is registered fewer than 12 semester hours
Special/Visiting Student—A student who is not seeking a degree

ACADEMIC HONORS

President's List—Students who are enrolled for a minimum of 12 semester hours, have achieved a grade point average of 4.00, and are not enrolled in any class numbered below 100
Dean's List-—Students who are enrolled for a minimum of 12 semester hours, have achieved a grade point average from 3.25 through 3.99, are not enrolled in any class numbered below 100, and have no grade lower than a "C"
Graduation with Honors—awarded to students with a major grade point average between 3.50 and 3.749 upon completion of any degree or diploma program
Graduation with High Honors—awarded to students with a major grade point average 3.75 and above upon completion of any degree or diploma program

To be eligible for honors or high honors, students must complete 50 percent of their course work at Lenoir Community College. Students receiving an Incomplete (I) for any course are ineligible for the honors list.

GRADE POINT AVERAGE CALCULATION FOR GRADUATION

Graduation from Lenoir Community College is based on major grade point average, which includes only courses used to meet graduation requirements in a student's major. Whenever courses are repeated, only the highest attempt is counted toward graduation.
Note: Where courses are repeated, all attempts are shown on the permanent student record.

CHANGE OF MAJOR

Students who wish to change majors must have the signature of a counselor/advisor. Applicants who wish to change majors prior to initial registration should contact the Office of Admissions. A change of major that is requested after the 10% point of the semester is not effective until the next term.

SATISFACTORY PROGRESS POLICY

For the purpose of this policy, semester hours attempted are based upon all courses taken at Lenoir Community College including developmental. Grade point average is based only on courses taken at Lenoir Community College.

Standards: If students have earned a minimum GPA of 2.0 (excluding "I" grades) for the most recent semester of enrollment, they are considered for enrollment purposes to be making satisfactory progress. These students remain at this standing unless they fail to achieve a semester 2.0 GPA. At this time, the academic standing reverts to the standing of the semester immediately prior to that of satisfactory progress. To be eligible for financial aid, students must comply with the Satisfactory Academic Progress Standards as defined for financial aid.

Academic Warning: If students fail to maintain a 2.00 GPA, they are notified of "Academic Warning" status and required to attend a counseling session. Referral for learning assistance, reduced course load, and/or change of program may result from the session.

Academic Probation: If students fail to maintain a 2.00 GPA after two semesters of enrollment, they are notified of "Academic Probation" status and required to attend a counseling session. Referral for learning assistance, reduced course load, and/or change of program normally result(s) from this session.

Academic Suspension: If students fail to meet the requirements for satisfactory progress after one semester of academic probation, they are notified of "Academic Suspension" status and directed to a more appropriate program of study or suspended from attending classes for a period of one semester.

Students who wish to appeal their suspension must submit a written appeal to the Dean of Student Services. The dean, after reviewing the appeal, has the right to reinstate students in a probationary status.

Reinstatement: Students readmitted after academic suspension are placed on "Academic Probation" status and must meet the requirements set forth for academic probation.

REQUIREMENTS FOR GRADUATION

General requirements for graduation in any degree, diploma, or certificate program are as follows. Refer to curriculum standard page for specific requirements.

1. All college financial obligations must be met.
2. A minimum of 25% of the credit hours or 9 credit hours (whichever is greater) required for completion of a program must have been earned through instruction offered by Lenoir Community College.
3. Required courses and electives must be completed in accordance with one of the programs listed in the catalog with a major grade point average of at least 2.00.
4. Application for graduation must be made by the deadline shown on the College calendar. Students should obtain a program evaluation (EVAL or PSPR) signed by their advisor. It is to be submitted along with an Application for Graduation to the Registrar.

GRADUATION

Students graduate at the close of any semester that requirements for graduation are fulfilled. Degrees, diplomas, and/or certificates for the spring semester are issued at formal commencement exercises held at the close of spring semester each year. Summer and fall graduates are mailed their degree, diplomas, and/or certificates as soon as possible following the end of the term and are encouraged to participate in the formal commencement exercises held at the close of the following spring semester.

A transcript certifying completion of the degree requirements is furnished upon request at the end of a student's final semester.

Student participation in commencement exercises is encouraged.

DISMISSAL FROM A PROGRAM

If at any time during the semester, it is determined that a student is not a safe and dependable practitioner in the clinic, shop, lab, or similar area, and that the problem cannot be eliminated with reasonable accommodation, the student may be dismissed from the program with the concurrence of the Dean of Student Services. The student is afforded the right of due process.

Any time during the semester, a faculty member determines that a student may be dismissed from the College when the College official determines that a student

A. Expresses an articulable, imminent, and significant threat to the applicant, other individuals, college employees, or the College environment or

B. Demonstrates behavior which conflicts with safety essential to the program's practice, including documented evidence used in assisting the College in making safety determinations.

In addition, if at any time a health science faculty member determines that a student

C. Presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time or

D. Demonstrates behavior which conflicts with safety essential to the nursing practice and other health science programs, the student may be dismissed from the program.

Under no conditions will a student possess or use any illicit substances (drugs), alcohol, or substances illegally obtained while at the college. Any student who is found to possess, or is found to be a user of such substances or alcoholic beverages will be evaluated for dismissal from the Gunsmithing Program.

While in the program or on LCC campus, a student may at any time be required to provide a urine or blood sample for testing to validate or disprove use of illicit/controlled substances/alcoholic beverages. Such testing will be at the student's expense. Failure to submit to such testing or provide body fluid samples will be interpreted as supportive of impairment. Test values indicating use of illicit/controlled substances/alcoholic beverages will be grounds for dismissal from the program.

ATTENDANCE

Absences seriously disrupt students' progress in a course and diminish the quality of group interaction. Students are expected to attend punctually all lecture and laboratory sessions in the courses for which they are registered, beginning with the first session following registration for the courses. Three late arrivals and/or early departures count as one absence, and students must be in attendance for 50% of the class time to be counted for the day's attendance. Students should notify instructors of planned and emergency tardiness, absences, and early departures.

Although occasional absences may be unavoidable, they in no way excuse students from meeting the requirements of the courses. Absences (excused and/or unexcused) are calculated from the first class meeting following enrollment. "Excessive" absences are defined as absences totaling 15% of the scheduled class meetings. Fifteen percent translates into the following formula: for a 5 contact hour class, 15% =12 hours of absences; 4 contact hours = 9; 3 contact hours = 7; 2 contact hours = 4; and 1 contact hour =2.

However, students who miss two consecutive weeks are withdrawn from class on the first day of the third week. Students with prolonged absences should either contact their instructors so that they are not suspended or officially drop the classes so that attendance is not factored into their final grades. Please refer to the course documents for specific attendance requirements.

Attendance/participation in Distance Education (DE) courses directly affects students' success in a course. LCC uses the Learning Management System Moodle to deliver online course content in DE courses. Per federal guidelines, students taking Internet courses must submit an assignment in each Internet course in Moodle by the 10% date to establish an initial enrollment date and to be fully enrolled in the course. Students who do not submit an assignment by the 10% date will be marked as "Never Attend" and withdrawn from the course. No exceptions. No refunds.

In DE courses, attendance is assessed by submitted assignments. Students not participating for two consecutive weeks or missing 15% of the assignments as defined by the course will be dropped from the course. It is important for students in a DE course to promptly inform their instructor of issues that may affect attendance/participation to minimize the chance of being dropped.

Dismissal for excessive or prolonged absences result in a grade of W (Withdrew) on the day of dismissal.

The classification of absences as excused requires verification and allows students to make up missed work, in accordance with the instructor's make-up procedures, but they are still computed as absences in the 15% tabulation. Excused absences are identified as follows:

1. Personal illness or illness of dependents or spouse living in the household, if the illness requires a doctor's supervision
2. Death in the family
3. Participation in authorized college activities
4. Others at the discretion of the instructor

Students may have up to two days of absences excused by the College per academic year for the purpose of observing religious holidays that students are required by their faith to observe. In anticipation of such an event, students must contact the Dean of Student Services in writing at least two weeks prior to the expected absence. The Dean will work with the students and their instructors to ensure timely make up of class requirements missed because of the absence.

All instructors adhere to the established procedure as printed in the LCC Catalog, notify students in writing of their make-up procedures, and when possible, confer with students with excessive absences and/or refer those students to counselors. Students' grades, however, cannot be raised or lowered more than one letter grade based on excessive absences and/or attendance. This does not take into consideration the effects of students' failure to comply with instructors' make-up procedures.

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to attendance for particular courses taken at the College. Students must follow the student grievance procedure outlined in this catalog.

Health Sciences students should refer to the specific Health Sciences Program Handbook. All Health Sciences handbooks are available online in each course or on reserve in the Learning Resources Center.

RECORDS

Information contained in the student's permanent record is determined by the NCCCS office. The student's permanent record is composed of personal information including the student's name, address, student ID number, date of birth, and gender. Academic information included on the Permanent Student Record includes the title and number of courses taken, grades earned, hours attempted, hours earned, quality points, and grade point average by term and cumulatively. Other information includes secondary school attended, college major, graduation information, honors, membership in Phi Theta Kappa, and credits accepted from other colleges.

Student records are maintained in accordance with the *Community College System Public Records Retention and Disposition Schedule and the Students' Educational Records Policy* manual of this institution. Copies are located in the office of the Dean of Student Services. Refer to these publications for specific information regarding the retention, disposition, and security of records.

THE OFFICIAL ACADEMIC RECORD

A report of grades earned is available on WebADVISOR. Any disputes must be appealed through the instructor within two weeks of the official date of the end of the semester. Official records, of all students' courses, credits, and grades earned are kept in the Registrar's Office. Students should maintain a record of their courses, credits, and grades each term and check from time to time to see that their records agree with those of the College. The records may also help students determine their eligibility for any activity that requires them to meet specific scholastic standards. Copies of the official records are available to students upon written request.

TRANSCRIPTS

All student records are held in confidence by the College. A student may request from the Registrar's Office a transcript of his or her academic record. Transcripts shall be made available only upon request by the student. A statement authorizing release must be signed by the student before a transcript will be sent to employers or other agencies. Authorization for release of transcript forms are available in Student Services and online. There is a fee for each transcript requested.

ACCESS TO STUDENT EDUCATION RECORDS
Family Education Rights & Privacy Act (FERPA)

Each student who is in attendance or who has been in attendance at the College, or parents of a dependent student who claim the student as an exemption on their federal income tax return, or anyone designated on the FERPA Release Form have the right to inspect and review the student education records maintained by the College or by any person acting on behalf of the College. The College does comply with a request to review an education record within a reasonable time, but in any event not more than 45 days after the request is made. Any student or parent of a dependent child desiring to review the student education records should make the request directly to the official custodian responsible for maintaining that record. A list of the types, the location, and the names of the official custodians of student education records is maintained in the Registrar's Office and is readily available to the student or parent upon request.

The College makes available on a routine basis certain directory information on currently enrolled students without the prior written consent of the student. This policy is for the convenience of students, parents, other members of the college community, and the general public. However, such information is not to be released by the College if the student is not currently enrolled or if the student notifies the Registrar's Office within seven days after registration day of the current term of enrollment that such directory information should not be released to anyone by the College. Directory information related to a student is limited to the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information as may be designated by the College.

Any student who believes that any right pursuant to the Family Educational Rights and Privacy Act has been violated or that the college policy is not in compliance with the Act, may file a complaint directly with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare (HEW), 330 Independence Avenue S.W., Washington, D.C. 20201. Though it is not required as a condition to filing any complaint with HEW, the student is requested to discuss the grievance with the Dean of Student Services, Administration Building 140C, phone 252-527-6223, prior to filing a complaint with HEW. Strict compliance with the provisions of FERPA is the stated policy of the College. The College, through the Dean of Student Services, takes appropriate action in all cases involving a violation of the Privacy Act.

ARTS AND SCIENCES

COLLEGE TRANSFER PROGRAMS

Lenoir Community College offers five college transfer programs. These programs include two years of courses paralleling the freshman and sophomore years at most senior colleges and universities.

Students desiring to pursue an academic transfer program at Lenoir Community College will, through guidance and program advisement, enroll in courses in which they have an interest. By maintaining a 2.0 GPA and completing two years of a planned program of study, students will be able to transfer as juniors to most senior institutions without loss of creditor time. See the Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina System in this section for further information.

Students who successfully complete a college transfer program are awarded one of five degrees by Lenoir Community College: the Associate in Arts degree, the Associate in Engineering degree, the Associate in Science degree, the Associate in Fine Arts Music degree, or the Associate in Fine Arts Visual Arts degree.

STATE EMPLOYEES CREDIT UNION PARTNERSHIP EAST CONSORTIUM FOR EDUCATION MAJORS

East Carolina University College of Education with the support of State Employees Credit Union has established consortium partnerships with community colleges and public schools within the university's service region. The State Employees Credit Union Partnership East South Central Consortium makes it possible for students throughout eastern North Carolina to obtain a four-year degree in Elementary or Special Education from East Carolina University without traveling to the main campus.

Students graduate with a four-year degree from East Carolina University by completing the first two years of the program at Lenoir Community College followed by taking East Carolina University courses online or through face-to-face instruction at the consortium hub site. For more information, please contact the Dean of Arts and Sciences.

FOREIGN LANGUAGE ELECTIVES FOR TRANSFER DEGREES

Students who graduate from LCC and who plan to transfer to many of the 17 UNC constituent institutions must have two units of a language other than English. These must be two units of the same second language (e.g. Spanish I and Spanish II). If these units have not been completed in high school, students will need to complete six (6) semester hours of the same language other than English at LCC or another institution of higher learning before being admitted to the UNC system. Students whose high school class graduated before 1990, students who are at least 24 years of age, and students already fluent in a second language or in American Sign Language may have these requirements waived by the UNC system. Students who plan to transfer should check the requirements of the receiving institution to determine if an intermediate sequence of a foreign language will be required for a particular major.

ASSOCIATE IN ARTS PROGRAM

The Associate in Arts Program is the first two years of the basic program of most four-year colleges and universities. The program is designed to give students a broad exposure to communications, humanities, sciences, and social sciences.

TRANSFER STUDENT RESPONSIBILITY

Courses should be selected on the basis of the recommended course of study of the senior institution (four-year college or university) to which the student intends to transfer. Students

should review the online catalogs and transfer equivalencies from transfer institutions and work carefully with advisors in designing programs of study. If a senior institution requires additional courses which are not offered at LCC, students should consult with the Dean of Arts and Sciences (general studies/transfer programs) early in their programs of study.

The college staff cooperates with each student in planning a transfer program. However, it is the responsibility of the student to determine what courses and credits transfer to the receiving institution. The acceptance of courses taken at Lenoir Community College is determined solely by the institution to which the student transfers.

Lenoir Community College students have little difficulty in completing their transfer satisfactorily if they follow these steps:

1. Decide early which senior institution to attend. Contact the institution for recommendations concerning appropriate courses.
2. Review online catalog and transfer equivalencies for the prospective institution and study its admissions requirements.
3. Confer with Lenoir Community College academic advisors about transfer plans.
4. Check carefully at least two semesters prior to transferring to be sure that all necessary requirements are being met and all necessary steps have been taken.

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

COLLEGE TRANSFER DEGREE REQUIREMENTS

General Requirements for graduation for the Associate in Arts, Associate in Fine Arts, and Associate in Science degrees are as follows:

1. To qualify for a degree, specific course requirements must be met. However, when a student can demonstrate that specific requirements at a senior institution are in conflict with the associate degree requirements at Lenoir Community College, substitutions may be recommended by the Dean of Arts and Sciences.
2. All College financial obligations must be met.
3. A minimum of 60-61 semester hours with a program grade point average of at least 2.00 is required. Grade point average is computed as outlined in the Academic Regulations. Required courses and electives must be completed in accordance with the programs as listed in the catalog.
4. A minimum of 25% of the credit hours required for completion of a degree must be earned at Lenoir Community College.
5. Application for graduation must be made in accordance with the dates listed in the college catalog.

Transfer Course List Effective Fall 2014

*UGETC - Indicates a Universal General Education Transfer Component Course

Community College Course	**Transfer Designation**
ACA 122 College Transfer Success	AA/AS Required Course
ACC 120 Prin of Financial Accounting	Pre-Major/Elective
ACC 121 Prin of Managerial Accounting	Pre-Major/Elective
*ART 111 Art Appreciation	UGETC: Humanities/Fine Arts – AA/AS
ART 113 Art Methods and Materials	Pre-Major/Elective
*ART 114 Art History Survey I	UGETC: Humanities/Fine Arts – AA/AS
*ART 115 Art History Survey II	UGETC: Humanities/Fine Arts – AA/AS
ART 121 Two-Dimensional Design	Pre-Major/Elective

ART 122	Three-Dimensional Design	Pre-Major/Elective
ART 131	Drawing I	Pre-Major/Elective
ART 132	Drawing II	Pre-Major/Elective
ART 135	Figure Drawing I	Pre-Major/Elective
ART 171	Computer Art I	Pre-Major/Elective
ART 212	Gallery Assistantship I	Pre-Major/Elective
ART 213	Gallery Assistantship II	Pre-Major/Elective
ART 214	Portfolio and Resume	Pre-Major/Elective
ART 222	Wood Design I	Pre-Major/Elective
ART 235	Figure Drawing II	Pre-Major/Elective
ART 240	Painting I	Pre-Major/Elective
ART 241	Painting II	Pre-Major/Elective
ART 260	Photography Appreciation	Pre-Major/Elective
ART 261	Photography I	Pre-Major/Elective
ART 262	Photography II	Pre-Major/Elective
ART 264	Digital Photography I	Pre-Major/Elective
ART 265	Digital Photography II	Pre-Major/Elective
ART 266	Videography I	Pre-Major/Elective
ART 267	Videography II	Pre-Major/Elective
ART 271	Computer Art II	Pre-Major/Elective
ART 283	Ceramics I	Pre-Major/Elective
ART 284	Ceramics II	Pre-Major/Elective
ART 288	Studio	Pre-Major/Elective

*AST 111	Descriptive Astronomy	UGETC: Natural Sciences – AA
*AST 111A	Descriptive Astronomy Lab	UGETC: Natural Sciences – AA
*AST 151	General Astronomy I	UGETC: Natural Sciences – AA/AS
*AST 151A	General Astronomy I Lab	UGETC: Natural Sciences – AA/AS
AST 152	General Astronomy II	GEN ED: Natural Science
AST 152A	General Astronomy II Lab	GEN ED: Natural Science

*BIO 111	General Biology I	UGETC: Natural Sciences – AA/AS
*BIO 112	General Biology II	UGETC: Natural Sciences – AS
BIO 120	Introductory Botany	GEN ED: Natural Science
BIO 140	Environmental Biology	GEN ED: Natural Science
BIO 140A	Environmental Biology Lab	GEN ED: Natural Science
BIO 163	Basic Anat & Physiology	Pre-Major/Elective
BIO 168	Basic Anatomy & PhysiologyI	Pre-Major/Elective
BIO 169	Basic Anatomy & PhysiologyII	Pre-Major/Elective
BIO 250	Genetics	Pre-Major/Elective
BIO 271	Pathophysiology	Pre-Major/Elective
BIO 275	Microbiology	Pre-Major/Elective
BIO 280	Biotechnology	Pre-Major/Elective

BUS 110	Introduction to Business	Pre-Major/Elective
BUS 115	Business Law I	Pre-Major/Elective
BUS 137	Principles of Management	Pre-Major/Elective

CHM 130	Gen, Org, & Biochemistry	Pre-Major/Elective
CHM 130A	Gen, Org, & Biochem Lab	Pre-Major/Elective
CHM 131	Introduction to Chemistry	GEN ED: Natural Science
CHM 131A	Introduction to Chemistry Lab	GEN ED: Natural Science

CHM 132	Organic and Biochemistry	GEN ED: Natural Science
*CHM 151	General Chemistry I	UGETC: Natural Sciences – AA/AS
*CHM 152	General Chemistry II	UGETC: Natural Sciences – AS
CHM 251	Organic Chemistry I	Pre-Major/Elective
CHM 252	Organic Chemistry II	Pre-Major/Elective
CIS 110	Introduction to Computers	GEN ED: Mathematics
CIS 115	Intro to Prog & Logic	GEN ED: Mathematics
CJC 111	Intro to Criminal Justice	Pre-Major/Elective
CJC 121	Law Enforcement Operations	Pre-Major/Elective
CJC 141	Corrections	Pre-Major/Elective
*COM 231	Public Speaking	UGETC: Communications – AA/AS
COM 251	Debate I	Pre-Major/Elective
CSC 134	C++ Programming	Pre-Major/Elective
CSC 139	Visual BASIC Programming	Pre-Major/Elective
CSC 151	JAVA Programming	Pre-Major/Elective
CSC 239	Advanced Visual BASIC Prog	Pre-Major/Elective
CTS 115	Info Sys Business Concepts	Pre-Major/Elective
DFT 170	Engineering Graphics	Pre-Major/Elective
*ECO 251	Prin of Microeconomics	UGETC: Social/Behavioral Sci – AA/AS
*ECO 252	Prin of Macroeconomics	UGETC: Social/Behavioral Sci – AA/AS
EDU 216	Foundation of Education	Pre-Major/Elective
EDU 221	Children with Exceptionalities	Pre-Major/Elective
EGR 150	Intro to Engineering	Pre-Major/Elective
*ENG 111	Writing and Inquiry	UGETC: English Comp - AA & AS
*ENG 112	Writing/Research in the Disc	UGETC: English Comp - AA & AS
ENG 113	Literature-Based Research	GEN ED: English Composition
ENG 114	Prof Research and Reporting	GEN ED: English Composition
ENG 125	Creative Writing I	Pre-Major/Elective
*ENG 231	American Literature I	UGETC: Humanities/Fine Arts – AA/AS
*ENG 232	American Literature II	UGETC: Humanities/Fine Arts – AA/AS
*ENG 241	British Literature I	UGETC: Humanities/Fine Arts – AA/AS
*ENG 242	British Literature II	UGETC: Humanities/Fine Arts – AA/AS
GEO 111	World Regional Geography	GEN ED: Social/Behavioral Science
HEA 110	Personal Health/Wellness	Pre-Major/Elective
HEA 112	First Aid & CPR	Pre-Major/Elective
HEA 120	Community Health	Pre-Major/Elective
*HIS 111	World Civilizations I	UGETC: Social/Behavioral Sci.– AA/AS
*HIS 112	World Civilizations II	UGETC: Social/Behavioral Sci.– AA/AS
HIS 121	Western Civilization I	GEN ED: Social/Behavioral Science

HIS 122	Western Civilization II	GEN ED: Social/Behavioral Science
*HIS 131	American History I	UGETC: Social/Behavioral Sci.– AA/AS
*HIS 132	American History II	UGETC: Social/Behavioral Sci.– AA/AS
HIS 211	Ancient History	Pre-Major/Elective
HIS 231	Recent American History	Pre-Major/Elective
HUM 110	Technology and Society	GEN ED: Humanities/Fine Arts
HUM 115	Critical Thinking	GEN ED: Humanities/Fine Arts
HUM 120	Cultural Studies	GEN ED: Humanities/Fine Arts
HUM 122	Southern Culture	GEN ED: Humanities/Fine Arts
HUM 220	Human Values and Meaning	GEN ED: Humanities/Fine Arts
MAT 141	Mathematical Concepts I	GEN ED: Mathematics
*MAT 143	Quantitative Literacy	UGETC: Math – AA
*MAT 152	Statistical Methods I	UGETC: Math – AA
*MAT 171	Precalculus Algebra	UGETC: Math – AA/AS
*MAT 172	Precalculus Trigonometry	UGETC: Math– AS
*MAT 263	Brief Calculus	UGETC: Math– AS
*MAT 271	Calculus I	UGETC: Math– AS
*MAT 272	Calculus II	UGETC: Math– AS
MAT 273	Calculus III	GEN ED: Mathematics
MAT 280	Linear Algebra	Pre-Major/Elective
MAT 285	Differential Equations	Pre-Major/Elective
*MUS 110	Music Appreciation	UGETC: Humanities/Fine Arts – AA/AS
MUS 111	Fundamentals of Music	Pre-Major/Elective
*MUS 112	Introduction to Jazz	UGETC: Humanities/Fine Arts – AA/AS
MUS 113	American Music	GEN ED: Humanities/Fine Arts
MUS 131	Chorus I	Pre-Major/Elective
MUS 132	Chorus II	Pre-Major/Elective
MUS 212	American Musical Theatre	GEN ED: Humanities/Fine Arts
MUS 231	Chorus III	Pre-Major/Elective
MUS 232	Chorus IV	Pre-Major/Elective
PED	All one-hour PED activity courses	Pre-Major/Elective
PED 110	Fit and Well for Life	Pre-Major/Elective
PED 252	Officiating/Bsball/Sfball	Pre-Major/Elective
PED 254	Coaching Basketball	Pre-Major/Elective
PED 256	Coaching Baseball	Pre-Major/Elective
*PHY 110	Conceptual Physics	UGETC: Natural Sciences – AA/AS
*PHY 110A	Conceptual Physics Lab	UGETC: Natural Sciences – AA/AS
*PHY 151	College Physics I	UGETC: Natural Sciences – AS
*PHY 152	College Physics II	UGETC: Natural Sciences – AS
*PHY 251	General Physics I	UGETC: Natural Sciences – AS
*PHY 252	General Physics II	UGETC: Natural Sciences – AS
*POL 120	American Government	UGETC: Social/Behavioral Sci.– AA/AS
*PSY 150	General Psychology	UGETC: Social/Behavioral Sci.– AA/AS
PSY 241	Developmental Psych	GEN ED: Social/Behavioral Science
PSY 246	Adolescent Psychology	Pre-Major/Elective

PSY 249	Psychology of Aging	Pre-Major/Elective
PSY 263	Educational Psychology	Pre-Major/Elective
PSY 281	Abnormal Psychology	GEN ED: Social/Behavioral Science
REL 110	World Religions	GEN ED: Humanities/Fine Arts
REL 111	Eastern Religions	GEN ED: Humanities/Fine Arts
REL 112	Western Religions	GEN ED: Humanities/Fine Arts
REL 211	Intro to Old Testament	GEN ED: Humanities/Fine Arts
REL 212	Intro to New Testament	GEN ED: Humanities/Fine Arts
REL 221	Religion in America	GEN ED: Humanities/Fine Arts
*SOC 210	Introduction to Sociology	UGETC: Social/Behavioral Sci.– AA/AS
SOC 213	Sociology of the Family	GEN ED: Social/Behavioral Science
SOC 220	Social Problems	GEN ED: Social/Behavioral Science
SOC 225	Social Diversity	GEN ED: Social/Behavioral Science
SOC 230	Race and Ethnic Relations	GEN ED: Social/Behavioral Science
SPA 111	Elementary Spanish I	GEN ED: Humanities/Fine Arts
SPA 112	Elementary Spanish II	GEN ED: Humanities/Fine Arts
SPA 141	Culture and Civilization	Pre-Major/Elective
SPA 181	Spanish Lab 1	Pre-Major/Elective
SPA 182	Spanish Lab 2	Pre-Major/Elective
SPA 211	Intermediate Spanish I	GEN ED: Humanities/Fine Arts
SPA 212	Intermediate Spanish II	GEN ED: Humanities/Fine Arts
SPA 281	Spanish Lab 3	Pre-Major/Elective
SPA 282	Spanish Lab 4	Pre-Major/Elective

COMPREHENSIVE ARTICULATION AGREEMENT BETWEEN THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM AND THE UNIVERSITY OF NORTH CAROLINA SYSTEM

The Comprehensive Articulation Agreement between The University of North Carolina and the North Carolina Community College System rests upon several assumptions common to successful statewide comprehensive articulation agreements. The primary assumption is that institutions recognize the professional integrity of other public post-secondary institutions that are regionally accredited for college transfer programs. All courses designated as approved for college transfer under this agreement will be taught by faculty who meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements. Another assumption is that substantial commonality exists in the lower-division general education requirements and courses currently offered at all universities and community colleges for the purpose of transfer.

The general education courses and pre-major courses offered at the institutions that comprise The University of North Carolina and the North Carolina Community College System are similar in intended outcomes and competencies, and so, transferable between institutions. The general education requirements of the receiving institutions remain in effect for all students not participating in this comprehensive articulation agreement; any upper-division general education requirements and graduation requirements remain unaffected by this agreement. Institution-wide, lower-division general education requirements serve as the starting point for determining specific general education courses in each baccalaureate major. The specific lower-level courses required for each major are the subject of the pre-majors developed by joint discipline committees.

A. Transfer of Credits

The CAA establishes the procedures governing the transfer of credits for students who transfer from a North Carolina Community College to a constituent institution of The University of North Carolina. The CAA does not address admission to a specific institution or to a specific major within an institution.

1. Eligibility

To be eligible for the transfer of credits under the CAA, the student must graduate from the community college with an Associate in Arts (AA) or Associate in Science (AS) degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by course basis.

2. Definition of General Education Courses and Pre-major Courses

The Associate in Arts (AA) and Associate in Science (AS) degree programs in the North Carolina Community College System require a total of sixty or sixty-one semester hours credit for graduation (see Appendix F) and are transferable to any UNC institution. The overall total is comprised of both lower-division general education and pre-major courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The Associate in Arts (AA) and Associate in Science (AS) degree programs include general education requirements that represent the fundamental foundation for success and include study in the areas of English composition, communications, humanities and fine arts, natural sciences and mathematics, and social and behavioral sciences. Within these discipline areas, community colleges must include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. 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.

The AA, AE, and AS degree programs of study are structured to include two components:

Universal General Education Transfer Component comprises a minimum of 30 semester hours of credit, and Additional general education, pre-major, and elective courses that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit.

Additional general education, pre-major, and elective courses should be selected based on a student's intended major and transfer institution.

Each receiving institution will identify community college course equivalencies and publicize an equivalency course crosswalk to ensure transfer of credit uniformity and transparency.

The specific number and distribution of courses used to fulfill the requirement in each of these areas will be identified by each community college as meeting its own general education requirements. The Universal General Education Transfer Component and Other Required General Education courses will be drawn from those courses designated in the North Carolina Community College Combined Course Library as being transferable general education. This will preserve the autonomy of each community college to develop its own general education program, including those aspects that make its program unique. Students are directed to the pre-majors

for specifics regarding courses and distribution.

3. Transfer of Associate in Arts and Associate in Science degree programs
   a. The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
   b. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
   c. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower-division general education requirements.
   d. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
   e. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.
   f. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
   g. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements (see Appendix G). While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
   h. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a "C" will not negate the provisions of the CAA.

4. UNC Minimum Admission Requirements (MAR) and Minimum Course Requirements (MCR)
   a. A student who completes the Associate in Arts or the Associate in Science degree will satisfy UNC's minimum admission requirements (MAR) and minimum course requirements (MCR).
   b. A transfer student will also be considered to have satisfied (MAR) and (MCR) if he or she has:
      1. received the Associate in Arts, the Associate in Science, the baccalaureate, or any higher degree, or
      2. completed at least six (6) semester hours in degree-credit in each of the following subjects: English, mathematics, the natural sciences, and social/behavioral sciences, and (for students who graduate from high school in 2003-04 and beyond) a second language.

5. Students not completing the Associate in Arts or Associate in Science degrees
   A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.
   A North Carolina community college student who satisfactorily completes a

transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

6. Certification of Universal General Education Transfer Component Courses, Associate in Arts Degree, or Associate in Science Degree Completion Certification of completion of the Associate in Arts or Associate in Science degree is the responsibility of the community college at which the courses are successfully completed. Transcript identification of Universal General Education Transfer Component courses is also the responsibility of the community college at which the courses are completed. The transcripts of students who transfer before completing the degree will be evaluated on a course-by-course basis by the receiving university. The transferring student who has not completed the degree must meet the receiving institution's general education requirements.

7. Four-Year Degree Plan for Community College Transfer Students
Beyond the Universal General Education Transfer Component courses, a program of study leading to the associate degree contains courses related to a student's major or program emphasis. Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each UNC institution will develop, publish, and maintain four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower division general education and other degree requirements.

8. Transfer of courses taken in other associate degree programs
Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an Associate in Applied Science (AAS) or Associate in Fine Arts (AFA) degree program and who satisfactorily completed the courses with a grade of "C" or better in all courses that are designated for college transfer (see Appendix G, CAA Transfer Course List) will receive credit for those courses. AAS or AFA students completing courses designated Universal General Education Transfer Component will receive equivalent general education course credit for those courses at the receiving institution. For courses not designated as Universal General Education Transfer Component, the receiving institution will determine whether the course will count as general education or pre-major/elective credit. Students in these programs who transfer must meet the general education requirements of the receiving institution. Articulation of Associate in Fine Arts or Associate in Applied Science degree programs may be handled on a bilateral articulation agreement basis rather than on a state-wide basis. Under bilateral agreements, individual universities and one or more community colleges may join in a collaborative effort to facilitate the transfer of students from AFA or AAS degree programs to baccalaureate degree programs. The TAC encourages the development of new bi-lateral articulation agreements among institutions; However, TAC will not maintain a current inventory of bilateral articulation agreements for AAS degree programs.

9. Transfer courses that do not originate at a North Carolina community college or UNC institution may be used under the CAA with the following stipulations:
   a. Courses must be completed at a regionally accredited (e.g., SACS) institution of higher education;

b. Courses must meet general education requirements; and

c. Courses may total no more than 14 semester hours of general education course credit.

d. For courses not originating at a NC community college, if the courses are used to complete the AA or AS, the courses will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis.

10. Transfer of Advanced Placement (AP) course credit

Advanced Placement (AP) course credits, awarded for a score of three or higher, are acceptable as part of a student's successfully completed Associate in Arts or Associate in Science degree under the CAA. Students who receive AP course credit at a community college but do not complete the Associate in Arts or Associate in Science degree will have AP credit awarded on the basis of the receiving institution's AP policy.

B. Impact of the CAA on other articulation agreements

The CAA takes precedence over bilateral articulation agreements established between constituent institutions of the University of North Carolina and the North Carolina Community College System but does not necessarily preclude such agreements. Institution-to-institution articulation agreements that fall within the parameters of the CAA and enhance transferability of students from community colleges to senior institutions are encouraged. Institutional articulation agreements conflicting with the CAA are not permitted.

C. Compliance Procedures

The Transfer Advisory Committee (TAC) is charged with ensuring compliance of institutional policies and practices regarding the CAA. To that end, a TAC Review Team comprised of one UNC representative and one community college representative will survey and review the institutional transfer credit policies and procedures of two UNC institutions per quarter. The TAC will report the findings to UNC-General Administration and the North Carolina Community College System Office.

D. Students enrolled prior to Fall Semester 2014

Students officially enrolled in an AA or AS program at a North Carolina community college prior to Fall Semester 2014 are subject to the conditions and protections contained in the CAA in place at the time of their initial enrollment as long as they have remained continuously enrolled. Comprehensive Articulation Agreement Transfer Credit Appeal Procedure University of North Carolina/North Carolina Community College System Guiding Principle: If a student from a North Carolina Community College System (NCCCS) college believes the terms of the Comprehensive Articulation Agreement (CAA) have not been honored by a University of North Carolina (UNC) institution to which the student has been admitted, the student may invoke the CAA Transfer Credit Appeal Procedure.

CAA Transfer Credit Appeal Procedure

Step 1:
• By the last day of classes of the first semester for which admission is offered, the student must submit a CAA Transfer Credit Appeal Form along with any supporting documentation to the director of admission at the UNC campus to which the student has been admitted. Students first enrolling at the senior institution in a summer session must submit their appeal by the end of the subsequent fall semester.

• The student must specify on the appeal form the specific CAA language that is in contention. Appeals that lack this information will not be considered.

• The Director of Admission will review the appeal and respond in writing (email or letter) to the student within 15 business days.

Step 2:
- If the student is not satisfied with the decision of the Director of Admission, he/she may appeal on the same form to the Chief Academic Officer (Provost) of the University within 15 days of written notice of the director's decision.
- The Provost will review the appeal and respond in writing (email or letter) to the student within 15 business days of receiving the student's appeal.

Step 3
- If the student is not satisfied with the decision of the Provost, he/she may appeal to the Transfer Advisory Committee (TAC) subcommittee, composed of the Co-chairs, a representative from the UNC General Administration, and a representative from the NCCCS. The student must submit the appeal to the subcommittee within 15 days of the receipt of the Provost's decision. The appeal to the TAC subcommittee should be sent to: UNC-GA Transfer Advisory Committee Member CAA Appeal, PO Box 2688, Chapel Hill, NC 27515.

If a consensus is reached by the subcommittee, the student will be notified within 15 business days; if a consensus resolution is not reached, the appeal will be forwarded by the subcommittee to the full TAC within 10 business days. The TAC will review the appeal and notify the student of the final decision within 10 business days of receiving the appeal.

ASSOCIATE IN ARTS DEGREE

Majors of Interest

Students who are interested in the College Transfer majors listed below will follow the Associate in Arts Degree program of study. Elective hours will focus on transfer major of interest and college or university requirements.

Student Services assigns academic advisors. Students are encouraged to see their advisor to ensure completion of the college transfer degree program.

Business Administration, Accounting, Economics, Finance, and Marketing
Criminal Justice
Elementary Education
English
Health Education
History
Physical Education
Psychology
Social Science Secondary Education
Social Work
Sociology

Refer to the 2014 Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System found in this catalog.

ASSOCIATE IN ARTS A10100
(60-61 Semester Hours Credit Required)
ASSOCIATE IN ARTS DEGREE
(Revised 2017*03) Course and Hour Requirements

I. GENERAL EDUCATION (45 SHC)*

A. Composition (6 SHC)

ENG 111

ENG 112

B. Humanities/Fine Arts (9 SHC)

*Select **three** courses from at least **two** of the following discipline areas:*

Communications:

COM 231

Humanities/Fine Arts:

ART 111, 114, 115

ENG 231, 232, 241, 242

MUS 110, 112

C. Social/Behavioral Sciences (9 SHC)

*Select **three** courses from at least **two** of the following discipline areas:*

ECO 251, 252

HIS 111, 112, 131, 132

POL 120

PSY 150

SOC 210

D. Mathematics (3-4 SHC)

*Select **one** course from the following:*

MAT 143,152, 171

E. Natural Sciences (4 SHC)

Select from the following courses:

AST 111 and 111A or AST 151 and 151A

BIO 111

CHM 151

PHY 110 and 110A

F. **ADDITIONAL GENERAL EDUCATION HOURS (13-14 SHC)**

An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

II. OTHER REQUIRED HOURS (15 SHC)*

The following course is required:

ACA 122

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. Students should select courses based on their intended major and transfer university.**

*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.

**One semester hour of WBL 111 credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.

Career & College Promise College Transfer Pathway
Associate in Arts P1012C
(32–33 Semester Hours Credit Required)
COLLEGE TRANSFER PATHWAY*
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. GENERAL EDUCATION (31-32 SHC)*				
A. English Composition (6 SHC)				
The following two English composition courses are required				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Select 9 SHC courses from the following from at least two different disciplines				
B. Communication				
COM 231 Public Speaking	3	0	0	3
Humanities/Fine Arts				
ART 111 Art Appreciation	3	0	0	3
ART 114 Art History Survey I	3	0	0	3
ART 115 Art History Survey II	3	0	0	3
ENG 231 American Literature I	3	0	0	3
ENG 232 American Literature II	3	0	0	3
ENG 241 British Literature I	3	0	0	3
ENG 242 British Literature II	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
MUS 112 Introduction to Jazz	3	0	0	3
C. Social/Behavioral Sciences (9 SHC)				
Select three courses from the following from at least two different disciplines				
ECO 251 Prin of Microeconomics	3	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
HIS 111 World Civilizations I	3	0	0	3
HIS 112 World Civilizations II	3	0	0	3
HIS 131 American History I	3	0	0	3
HIS 132 American History II	3	0	0	3
POL 120 American Government	3	0	0	3
PSY 150 General Psychology	3	0	0	3
SOC 210 Introduction to Sociology	3	0	0	3
D. Mathematics (3-4 SHC)				
Select one class from the following courses				
MAT 143 Quantitative Literacy	2	2	0	3
MAT 152 Statistical Methods I	3	2	0	4
MAT 171 Precalculus Algebra	3	2	0	4
E. Natural Sciences (4 SHC)				
Select 4 SHC from the following courses				
AST 111 Descriptive Astronomy *and*	3	0	0	3
AST 111A Descriptive Astronomy Lab	0	2	0	1
AST 151 General Astronomy I *and*	3	0	0	3
AST 151A General Astronomy I Lab	0	2	0	1
BIO 111 General Biology I	3	3	0	4
CHM 151 General Chemistry I	3	3	0	4
PHY 110 Conceptual Physics *and*	3	0	0	3
PHY 110A Conceptual Physics Lab	0	2	0	1
II. OTHER REQUIRED HOURS (1 SHC)				
ACA 122 College Transfer Success	0	2	0	1

*High School Students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts Degree.

ASSOCIATE IN ENGINEERING DEGREE

Students who are interested in transferring to one of the five public, four-year engineering institutions in North Carolina to pursue a Baccalaureate Degree in Engineering will follow the Associate in Engineering Degree. The five public, four-year engineering institutions in North Carolina are the following:

East Carolina University
North Carolina Agricultural and Technical State University
North Carolina State University
University of North Carolina at Charlotte
Western Carolina University

To be eligible for this program of study, students must meet eligibility requirements for MAT 271. Students who require prerequisite coursework for MAT 271 will be assigned the pre-engineering code A10400AE and will follow the Associate in Science Degree program. Elective hours will focus on transfer major of interest and college or university requirements.

Student Services assigns academic advisors. Students are encouraged to see their advisor to ensure completion of the college transfer degree program.

Refer to the 2014 Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System found in this catalog.

ASSOCIATE IN ENGINEERING A10500

(60-61 Semester Hours Credit Required)
ASSOCIATE IN ENGINEERING DEGREE
(Revised 2017*03) Course and Hour Requirements

I. GENERAL EDUCATION (42 SHC)

A. Composition (6 SHC)
> ENG 111
> ENG 112

B. Communications and Humanities/Fine Arts (6 SHC)
> *Select **one** course from the following discipline areas:*
>> Communications/Fine Arts
>> COM 231
>> ART 111, 114, 115
>> MUS 110, 112
>
> *Select **one** course from the following discipline areas:*
>> Humanities
>> ENG 231, 232, 241, 242
>> REL 110*

C. Social/Behavioral Sciences (6 SHC)
> *Required:*
>> ECO 251
>
> *Select **one** course from the following discipline areas:*
>> HIS 111, 112, 131, 132
>> POL 120
>> PSY 150
>> SOC 210

D. Mathematics (12 SHC)**
> MAT 271
> MAT 272
> MAT 273

E. Natural Sciences (12 SHC)
> CHM 151
> PHY 251
> PHY 252

II. OTHER REQUIRED HOURS (18 SHC)

A. Academic Transition (1 SHC)
> *The following course is required and must be completed within the first 30 hours of enrollment:*
>> ACA 122

B. Pre-major Elective (2 SHC)
> EGR 150

C. Other General Education and Pre-Major Elective Hours (15 SHC)***
Select 15 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. Students should select courses based on their intended major and transfer university.
> BIO 111
> CHM 152
> CSC 134, 151
> DFT 170
> ECO 252

ASSOCIATE IN ENGINEERING A10500 (Continued)

EGR 220, 225
HUM 110
MAT 280, 285
PED 110
WBL 111****

To be eligible for transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale. Admission to Engineering programs is highly competitive and admission is not guaranteed.

*REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.

**Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as math credit. Students who are not calculus-ready will need to take additional math courses.

***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.

****One semester hour of WBL 111 credit may be included in a 61 SHC associate in engineering program of study. The transfer of this hour is not guaranteed.

	Hours Class	Lab	Work Exp.	Credits

I. GENERAL EDUCATION (28 SHC)

A. English Composition (6 SHC)

The following two English composition courses are required:

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3

B. Humanities, Fine Arts, and Communication (3 SHC)

Select one course from the following:

ART 111 Art Appreciation	3	0	0	3
ART 114 Art History Survey I	3	0	0	3
ART 115 Art History Survey II	3	0	0	3
COM 231 Public Speaking	3	0	0	3
ENG 231 American Literature I	3	0	0	3
ENG 232 American Literature II	3	0	0	3
ENG 241 British Literature I	3	0	0	3
ENG 242 British Literature II	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
MUS 112 Introduction to Jazz	3	0	0	3

C. Social/Behavioral Sciences (3 SHC)

The following course is required:

ECO 251 Prin of Microeconomics	3	0	0	3

D. Mathematics (8 SHC)**

The following courses are required:

MAT 271 Calculus I	3	2	0	4
MAT 272 Calculus II	3	2	0	4

Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.

E. Natural Sciences (8 SHC)

Select 8 SHC from the following courses:

CHM 151 General Chemistry I	3	3	0	4
PHY 251 General Physics I	3	3	0	4
PHY 252 General Physics II	3	3	0	4

II. OTHER REQUIRED HOURS (6 SHC)

A. Academic Transition (1 SHC)

The following course is required:

ACA 122 College Transfer Success	0	2	0	1

B. Engineering (5 SHC)

The following courses are required:

EGR 150 Intro to Engineering	1	2	0	2
DFT 170 Engineering Graphics	2	2	0	3

Associate in Engineering P1052C
COLLEGE TRANSFER PATHWAY*
Continued

*High School Students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional courses in the Associate in Engineering degree with the following exception: Students may take additional math courses beyond MAT 272 that are required for the Associate in Engineering degree.

**Students who do not place directly into MAT 271 must pass MAT 171 and MAT 172 prior to enrolling in MAT 271, Calculus I. MAT 171 and MAT 172 are classified as prerequisite general education hours in the CCP College Transfer Pathway Leading to the Associate in Engineering.

ASSOCIATE IN FINE ARTS DEGREE

Majors of Interest

Students are interested in the College Transfer majors listed below will follow the Associate in Fine Arts Degree program of study. Elective hours will focus on transfer major of interest and college or university requirements.

Student Services assigns academic advisors. Students are encouraged to see their advisor to ensure completion of the college transfer degree program.

Animation
Art Education
Music Education
Music Performance
Musical Theatre
Painting, Sculpting, Printmaking
Photography
Theatre

Refer to the 2014 Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System found in this catalog.

ASSOCIATE IN FINE ARTS IN MUSIC (A10700)

(60-61 Semester Hours Credit Required)
ASSOCIATE IN FINE ARTS DEGREE
(Revised 2017*03) Course and Hour Requirements

I. GENERAL EDUCATION (22-23 SHC)

    A. English Composition (6 SHC)

        ENG 111   ENG 112

    B. Communication and Humanities/Fine Arts (3 SHC)

        *Select **one** course from the following:*

            ART 111   ENG 231, 232, 241, 242

            COM 231   MUS 110, 112

    C. Social/Behavioral Sciences (6 SHC)

        *Select **two** courses from **two** different disciplines:*

            ECO 251, 252   PSY 150

            HIS 111, 112, 131, 132   SOC 210

            POL 120

    D. Mathematics (3-4 SHC)

        *Select **one** course from the following:*

            MAT 143, 171

    E. Natural Science (4 SHC)

        *Select **four** SHC from the following:*

            AST 111 *and* 111A   CHM 151

            AST 151 *and* 151A   PHY 110 *and* 110A

            BIO 110, 111

II. ADDITIONAL GENERAL EDUCATION (3 SHC)

        Select one course from the following discipline areas. All courses listed below are classified as UGETC with the exception of foreign language.

            ART 111   MUS 110, 112

            COM 231   SPA 111, 112, 212

            ENG 231, 232, 241, 242

III. OTHER REQUIRED HOURS (34-36 SHC)*

    A. Academic Transition (1 SHC):

            ACA 122

    B. Music Theory (8 SHC)**

            MUS 121 *and* MUS 122

    C. Applied Music (4 SHC)

            MUS 161 *and* MUS 162

    D. Class Music (2 SHC)

            MUS 151 *and* MUS 152

    E. Ensemble (2-4 SHC)

        Select 2-4 SHC from the following:

            MUS 131   MUS 231

            MUS 132   MUS 232

    F. Additional Hours (15-19 SHC)***

        Depending on selection of math and ensemble courses, additional hours of courses should be selected from the courses classified as pre-major, elective, general education, or UGETC within the Comprehensive Articulation Agreement to total 60-61 semester hour credits. Students should select these courses based on their intended major and transfer institutions.

Associate in Fine Arts in Music A10700 (Continued)

*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.
**Students are encouraged to take MUS 111 prior to enrolling in MUS 121 if knowledge of music theory is limited.
***One additional hour WBL 111 (SHC) may be included in a 61 SHC Associate in Fine Arts in Music program of study.

ASSOCIATE IN FINE ARTS IN VISUAL ARTS (A10600)

(60-61 Semester Hours Credit Required)*
ASSOCIATE IN FINE ARTS DEGREE
(Revised 2017*03) Course and Hour Requirements

I. GENERAL EDUCATION (25-26 SHC)**

A. English Composition (6 SHC)

ENG 111	ENG 112

B. Communication and Humanities/Fine Arts (6 SHC)

*Select **two** courses from **two** different discipline areas.*

ART 111	ENG 231, 232, 241, 242
COM 231	MUS 110, 112

C. Social/Behavioral Sciences (6 SHC)

*Select **two** courses from **two** different discipline areas.*

ECO 251, 252	PSY 150
HIS 111, 112, 131, 132	SOC 210
POL 120	

D. Mathematics (3-4 SHC)

MAT 143, 152, 171, 271, 272

E. Natural Science (4 SHC)

AST 111 *and* 111A	CHM 151
AST 151 *and* 151A	PHY 110 *and* 110A
BIO 110, 111	

II. ART (15 SHC)

A. Additional Universal General Education Transfer Courses: ART (6 SHC)

ART 114 *and* ART 115

B. Other Required: ART (9 SHC)

ART 121 *and* ART 122 *and* ART 131

III. ADDITIONAL REQUIRED HOURS (18-20 SHC)

An additional 18-20 SHC of courses should be selected from the courses classified as pre-major, elective, general education, or UGETC within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

IV. ACADEMIC TRANSITION (1 SHC)

ACA 122

*One additional hour of WBL 111 (SHC) may be included in a 61 SHC Associate in Fine Arts in Music program of study.
**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.

ASSOCIATE IN SCIENCE DEGREE

Majors of Interest

Students who are interested in the College Transfer majors listed below will follow the Associate in Science Degree program of study. Elective hours will focus on transfer major of interest and college or university requirements.

Student Services assigns academic advisors. Students are encouraged to see their advisor to ensure completion of the college transfer degree program.

Biology and Biology Education
Chemistry and Chemistry Education
Engineering
Mathematics
Nursing

Refer to the 2014 Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System found in this catalog.

The A10400AE is a preprogram code for students whose goal is to pursue the Associate in Engineering Degree and to transfer from the College to a public, four-year engineering institution in North Carolina. Upon completion of any necessary developmental and/or prerequisite mathematics courses required for MAT 271, the student must submit a Change of Major form to be accepted into the Associate in Engineering program.

The A10400BN is a pre-nursing program code for students whose goal is to transfer from the College and apply for a BSN at a four year institution, taking those general education courses application to the four year college.

ASSOCIATE IN SCIENCE A10400
(60-61 Semester Hours Credit Required)
ASSOCIATE IN SCIENCE DEGREE
(Revised 2017*03) Course and Hour Requirements

I. GENERAL EDUCATION (45 SHC)*

A. Composition (6 SHC)
      ENG 111
      ENG 112

B. Communications and Humanities/Fine Arts (6 SHC)
    *Select **two** courses from **two** of the following discipline areas:*
      Communications
      COM 231
      Humanities/Fine Arts
      ART 111, 114, 115
      ENG 231, 232, 241, 242
      MUS 110, 112

C. Social/Behavioral Sciences (6 SHC)
    *Select **two** courses from **two** of the following discipline areas:*
      ECO 251, 252
      HIS 111, 112, 131, 132
      POL 120
      PSY 150
      SOC 210

D. Mathematics (8 SHC)
    *Select **two** courses from the following:*
      MAT 171, 172, 263, 271, 272

E. Natural Sciences (8 SHC)
    Select from the following courses:
      AST 151 and AST 151A
      BIO 111 and BIO 112
      CHM 151 and CHM 152
      PHY 110 and PHY 110A
      PHY 151 and PHY 152
      PHY 251 and PHY 252

F. **ADDITIONAL GENERAL EDUCATION HOURS (11 SHC)**
    An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select courses based on their intended major and transfer university.

II. OTHER REQUIRED HOURS (15 SHC)*

    The following course is required:
      ACA 122
An additional 14 SHC of courses should be selected from courses classified as pre-major, elective, or general education within the Comprehensive Articulation Agreement. Students should select courses based on their intended major and transfer university.**

*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.

** One semester hour of WBL 111 credit may be included in a 61 SHC associate in science program of study. The transfer of this hour is not guaranteed.

Career & College Promise College Transfer Pathway
Associate in Science P1042C
(35 Semester Hours Credit Required)
COLLEGE TRANSFER PATHWAY*
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. GENERAL EDUCATION (34 SHC)*				
A. English Composition (6 SHC)				
The following two English composition courses are required				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
Select 6 SHC from the following from at least two different disciplines				
B. Communication				
COM 231 Public Speaking	3	0	0	3
Humanities/Fine Arts				
ART 111 Art Appreciation	3	0	0	3
ART 114 Art History Survey I	3	0	0	3
ART 115 Art History Survey II	3	0	0	3
ENG 231 American Literature I	3	0	0	3
ENG 232 American Literature II	3	0	0	3
ENG 241 British Literature I	3	0	0	3
ENG 242 British Literature II	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
MUS 112 Introduction to Jazz	3	0	0	3
C. Social/Behavioral Sciences (6 SHC)				
Select two courses from the following from at least two different disciplines				
ECO 251 Prin of Microeconomics	3	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
HIS 111 World Civilizations I	3	0	0	3
HIS 112 World Civilizations II	3	0	0	3
HIS 131 American History I	3	0	0	3
HIS 132 American History II	3	0	0	3
POL 120 American Government	3	0	0	3
PSY 150 General Psychology	3	0	0	3
SOC 210 Introduction to Sociology	3	0	0	3
D. Mathematics (8 SHC)				
Select two courses from the following				
MAT 171 Precalculus Algebra	3	2	0	4
MAT 172 Precalculus Trigonometry	3	2	0	4
MAT 263 Brief Calculus	3	2	0	4
MAT 271 Calculus I	3	2	0	4
MAT 272 Calculus II	3	2	0	4
E. Natural Sciences (8 SHC)				
Select 8 SHC from the following courses				
AST 151 General Astronomy I *and*	3	0	0	3
AST 151A General Astronomy I Lab	0	2	0	1
BIO 111 General Biology I *and*	3	3	0	4
BIO 112 General Biology II	3	3	0	4
CHM 151 General Chemistry I *and*	3	3	0	4
CHM 152 General Chemistry II	3	3	0	4
PHY 110 Conceptual Physics *and*	3	0	0	3

Title	Hours Class	Lab	Work Exp.	Credits
PHY 110A Conceptual Physics Lab	0	2	0	1
PHY 151 College Physics I *and*	3	2	0	4
PHY 152 College Physics II	3	2	0	4
PHY 251 General Physics I *and*	3	2	0	4
PHY 252 General Physics II	3	2	0	4

II. OTHER REQUIRED HOURS (1 SHC)

ACA 122 College Transfer Success	0	2	0	1

*High School Students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Arts Degree.

ASSOCIATE IN GENERAL EDUCATION A10300

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided. Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

GENERAL EDUCATION (15 SHC)
The associate in general education curriculum program shall include a minimum of 15 semester hours of credit from general education curriculum courses selected from the college catalog, including six hours in communications, three hours in humanities/fine arts, three hours in social/behavioral sciences, and three hours in natural sciences or mathematics. Courses must be at the 110-199 or 210-299 level.

OTHER MAJOR HOURS (50 SHC)
Other major hours include additional general education and professional courses. A maximum of 6 SHC in health and/or physical education may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three semester hours credit. One semester hour credit of college orientation, and/or study skills is required.

The following programs are Health Science pre-major codes used to indicate that a student is interested in applying for a health science program in the future:

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 61-65

A1030N	Associate Degree Nursing
A10300DA	Dental Assisting
A10300DH	Dental Hygiene
A10300DT	Dietetic Technician
A10300MT	Massage Therapy
A10300PN	Practical Nursing
A10300PS	Polysomnography
A10300RA	Radiography
A10300RB	RIBN
A10300SU	Surgical Technology

ASSOCIATE IN GENERAL EDUCATION NURSING A1030N

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs* which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is *guaranteed* admission to the program of his or her choice.

Associate in General Education Nursing A1030N
ASSOCIATE IN GENERAL EDUCATION DEGREE
(2017*03) Courses and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education Course: 54 Hours					
A. English: 6 Hours					
*ENG 111 Writing and Inquiry	3	0	0	0	3
*ENG 112 Writing/Research in the Disc	3	0	0	0	3
B. Social/Behavioral Sciences: 15 Hours					
The following courses are required:					
*PSY 150 General Psychology	3	0	0	0	3
*PSY 241 Developmental Psych	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3
Select one course from the following:					
SOC 213 Sociology of the Family	3	0	0	0	3
SOC 220 Social Problems	3	0	0	0	3
SOC 225 Social Diversity	3	0	0	0	3
SOC 230 Race and Ethnic Relations	3	0	0	0	3
Select one course from the following:					
HIS 111 World Civilizations I	3	0	0	0	3
HIS 112 World Civilizations II	3	0	0	0	3
HIS 131 American History I	3	0	0	0	3
HIS 132 American History II	3	0	0	0	3
C. Humanities/Fine Arts: 9 Hours					
Select two courses from the following:					
*ART 111 Art Appreciation	3	0	0	0	3
*ART 114 Art History Survey I	3	0	0	0	3
*ART 115 Art History Survey II	3	0	0	0	3
*MUS 110 Music Appreciation	3	0	0	0	3
*MUS 112 Introduction to Jazz	3	0	0	0	3
*HUM 115 Critical Thinking	3	0	0	0	3
Select one course from the following:					
ENG 231 American Literature I	3	0	0	0	3
ENG 232 American Literature II	3	0	0	0	3

Associate in General Education Nursing A1030N (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
D. Natural Science/Mathematics: 24 Hours					
*BIO 168 Anatomy and Physiology I	3	3	0	0	4
*BIO 169 Anatomy and Physiology II	3	3	0	0	4
BIO 275 Microbiology	3	3	0	0	4
Select one sequence from the following:					
CHM 151 General Chemistry I	3	3	0	0	4
CHM 130 Gen, Org, & Biochemistry	3	0	0	0	3
CHM 130A Gen, Org, & Biochem Lab	0	2	0	0	1
CHM 131 Introduction to Chemistry	3	0	0	0	3
CHM 131A Intro to Chemistry Lab	0	3	0	0	1
The following courses are required: 8 Hours					
MAT 152 Statistical Methods I	3	2	0	0	4
MAT 171 Precalculus Algebra	3	2	0	0	4

II. Other Required Hours: 7 Hours

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
ACA 122 College Transfer Success	0	2	0	0	1

Select two courses from either the Social Behavioral Science or Elective category or one from each:

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
ECO 251 Prin of Microeconomics	3	0	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	0	3
POL 120 American Government	3	0	0	0	3

Electives must be selected from the Transfer Course List in the Comprehensive Articulation Agreement which is located at:
http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa
Suggested electives include foreign language, speech, culture and computer science.

Total Credits   **61**

Note: Individual UNC RN to BSN nursing programs may require a maximum of two courses totaling no more than six credits to meet school specific degree requirements that are not a part of the RN to BSN Articulation Agreement. In no case will these additional requirements necessitate completing more than 128 credits in order to earn a BSN. Each UNC RN to BSN institution will develop, publish, and maintain on their website a RN to BSN degree plan that identifies specific degree requirements that are not part of the RN to BSN AA.

For additional information about Blocks 4 and 5 (which contain nursing courses) of the Five Block Degree located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN please visit:
http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/uniform-articulation-agreement-rn-bsn

*Denotes courses (23 Semester Hours of Credit) in Block 1 of the Five Block Degree Plan that are completed as part of the North Carolina Community College AAS Nursing degree.

Career & College Promise College Transfer Pathway
Associate Degree Nursing (ADN) P1032C
COLLEGE TRANSFER PATHWAY*

   The Career and College Promise (CCP) AND Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is based on Blocks 1 through 3 of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs* which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015.

   A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the RN to BSN AA courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Career and College Promise ADN Pathway

Associate Degree Nursing (AND) P1032C
(24 Semester Hours Credit Required)
College Transfer Pathway*
(2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 23 Hours					
A. English: 6 hours					
*ENG 111 Writing and Inquiry	3	0	0	0	3
*ENG 112 Writing/Research in the Disc	3	0	0	0	3
B. Social/Behavioral Sciences: 6 hours					
The following courses are required:					
*PSY 150 General Psychology	3	0	0	0	3
*PSY 241 Developmental Psych	3	0	0	0	3
C. Humanities/Fine Arts: 3 Hours					
Select one course from the following:					
*ART 111 Art Appreciation	3	0	0	0	3
*ART 114 Art History Survey I	3	0	0	0	3
*ART 115 Art History Survey II	3	0	0	0	3
*MUS 110 Music Appreciation	3	0	0	0	3
*MUS 112 Introduction to Jazz	3	0	0	0	3
*HUM 115 Critical Thinking	3	0	0	0	3
D. Natural Science: 8 Hours					
*BIO 168 Anatomy and Physiology I	3	3	0	0	4
*BIO 169 Anatomy and Physiology II	3	3	0	0	4
II. Other Related Hours: 1 Hour					
ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**24**

*Denotes courses (23 Semester Hours of Credit) in Block 1 of the Five Block Degree Plan that are completed as part of the North Carolina Community College AAS Nursing degree.

For additional information about Blocks 2 and 3 of the Five Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN please visit: http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/uniform-articulation-agreement-rn-bsn

High school students in the CCP Associate Degree Nursing Pathway to the Associate in General Education Nursing (A1030N) program must complete the entire pathway before taking additional courses in the Associate in General Education Nursing (A1030N).

ASSOCIATE IN APPLIED SCIENCE DEGREE, DIPLOMA, AND CERTIFICATE PROGRAMS

To qualify for the Associate in Applied Science Degree (A.A.S.) a student must complete requirements as listed for a particular program.

Communications courses acceptable for A.A.S. degree programs:
ENG 111, 112 or 113 or 114   6 semester hours

Social/behavioral sciences courses acceptable for A.A.S. degree programs: ECO 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132; POL 120; PSY 150; SOC 210, 213, 220, 225. (Some programs may require specific courses from this group.)

Humanities/fine arts courses acceptable for A.A.S. degree programs: ART 111, 114, 115; ENG 231, 232 or 241, 242; HUM 110, 120, 122; MUS 110; REL 110, 211, 212. (Some programs may require specific courses from this group.)

Natural sciences/mathematics courses acceptable for A.A.S. degree programs:
AST 111 and 111A, 151 and 151A, 152 and 152A; BIO 111, 112, 120, 140 and 140A, 161; CHM 151, 152; MAT 110, 121, 171, 172; PHY 110 and 110A, 151, 152. (Some programs may require specific courses from this group.)

Electives: Students in Associate in Applied Science Degree programs may select any associate degree level course(s) to meet elective requirements. These electives should be chosen from disciplines outside the students' area of specialization.

SPECIAL PROVISIONS FOR THE A.A.S. DEGREE

Students may use Work-Based Learning internship credit under the work experience and free elective categories but may use no more than eight (8) semester hours toward graduation. Students should refer to the specific requirements of their programs as listed in the College catalog.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Technological developments have helped to produce increasingly complex and sophisticated jobs in business, health, industry, agriculture, and public service. Teamwork by workers has contributed to further technological progress and to a high level of productivity in goods and services. Technicians, as paraprofessional workers, are key members of work teams in modern society.

The College provides a wide variety of opportunities in two year programs for students to engage in technical training.

The programs offered are designed to provide a solid foundation in general education and in the specialized knowledge and skills needed for employment after graduation.

Students are awarded an Associate in Applied Science degree upon completion of these programs of study.

DIPLOMA PROGRAMS

Diploma programs have been established to prepare students for entry-level employment in fields ranging from semiprofessional to semiskilled. These programs are usually of one year or less in duration and courses are generally offered day and evening for part-time and full-time students. When the diploma program is a subpart of an associate degree program, the required courses will be credited to the degree program. Placement assessment and general education are required in these programs.

CERTIFICATE PROGRAMS

Certificate programs have been established to prepare students for entry-level employment in fields ranging from semiprofessional to skilled. These programs are from one semester to two semesters in duration and require placement assessment and demonstration of general education competencies. Courses are generally offered day or evening for part-time and full-time students. When the certificate program is a subpart of an associate degree or diploma program, the required courses will, in most cases, be credited to the parent program.

SKILLS CERTIFICATE PROGRAMS

Skills certificate programs consist of a series of courses that prepare students for skilled or semiskilled employment opportunities. Study is primarily oriented to the development of manipulative skills and related competencies for use in securing entry-level employment. These programs do not require placement testing or completion of general education courses. To be eligible for enrollment, students must meet the admission requirements; however, to progress academically to certificate, diploma, and degree programs, students must meet the admission and enrollment requirements for certificate, diploma, and degree programs.

ACCOUNTING A25100

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.

Accounting
Associate in Applied Science Degree A25100
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 50 Hours				
A. Core: 24 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 131 Federal Income Taxes	2	2	0	3
ACC 220 Intermediate Accounting I	3	2	0	4
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
1. Required: 20 Hours				
ACC 140 Payroll Accounting	1	2	0	2
ACC 150 Accounting Software Appl	1	2	0	2
ACC 221 Intermediate Acct II	3	2	0	4
ACC 225 Cost Accounting	3	0	0	3
BUS 121 Business Math	2	2	0	3
BUS 270 Professional Development	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3

Accounting A25100 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Select 6 hours from the following *(a maximum of 3 hours of WBL are allowed)*:				
ACC 240 Gov & Not-For-Profit Acct	3	0	0	3
BUS 110 Introduction to Business	3	0	0	3
BUS 125 Personal Finance	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 230 Small Business Management	3	0	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131 Work-Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**66**

Accounting
Diploma D25100D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
II. Major Courses: 33 Hours				
A. Core: 17 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 131 Federal Income Taxes	2	2	0	3
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
B. Other Major Courses: 16 Hours				
ACC 140 Payroll Accounting	1	2	0	2
ACC 150 Accounting Software Appl	1	2	0	2
ACC 225 Cost Accounting	3	0	0	3
ACC 240 Gov & Not-For-Profit Acct	3	0	0	3
BUS 121 Business Math	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**40**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/OfS930c9AnG

Accounting

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 11 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 131 Federal Income Taxes	2	2	0	3
B. Other Major Courses: 7 Hours				
ACC 140 Payroll Accounting	1	2	0	2
ACC 150 Accounting Software Appl	1	2	0	2
BUS 121 Business Math	2	2	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/iQip30c9Bhn

Accounting

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 14 Hours				
A. Core: 14 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 131 Federal Income Taxes	2	2	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
Total Credits				**14**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

AEROSTRUCTURE MANUFACTURING
& REPAIR TECHNOLOGY A50450
Program Under Review-Students Are Not Currently Being Accepted

The Aerostructure Manufacturing & Repair Technology curriculum prepares individuals to fabricate, manufacture, assemble, repair, inspect, test, and manage the construction of aerostructures in an industrial setting. Students will learn about materials, production procedures, planning, costing, plant layout, software, quality control, aviation standards, and aerostructure assemblies. Emphasis will be placed on aerostructure construction techniques, manufacturing processes, composite manufacturing and repair, and Computerized Numerical Control (CNC) machining processes. Employment opportunities for graduates may be found in aerostructure manufacturing and other similar industries as project assembly and repair technicians, quality testers and inspectors, tooling technicians, composites specialist, fabricators, CNC machinists, project managers, and CAD technicians.

Aerostructure Manufacturing & Repair Technology
Associate in Applied Science Degree A50450
(Revised 2014*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Course: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Science: 3 Hours				
PSY 150 General Psychology	3	0	0	3
or SOC 210 Introduction to Sociology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities and fine arts electives for the Associate in Applied Science Degree appearing in the college catalog.				
D. Math/Natural Science: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 53 Hours				
A. Core: 32 Hours				
ASM 110 Aerostructure Shop Prac	2	2	0	3
ASM 111 Aero Industry Standards	3	0	0	3
ASM 112 Aero Assembly Methods I	1	3	0	2
ASM 113 Aero Assembly Methods II	1	3	0	2
ASM 114 Aerostructure Composites	3	0	0	3
ASM 115 Composite Repair Proced	2	6	0	4
ASM 116 Composite Material Test	2	3	0	3
ASM 210 Computer-Aided 3D Appl	2	3	0	3
ASM 212 Aerostructure Join Mthds	2	3	0	3
ISC 112 Industrial Safety	2	0	0	2
MEC 128 CNC Machining Processes	2	4	0	4
B. Other Major Course: 21 Hours				
1. Required Courses: 12 Hours				
ASM 215 Aero Sheet Metal Struct	1	8	0	5
BPR 111 Print Reading	1	2	0	2

Aerostructure Manufacturing & Repair Technology
A50450 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
MEC 172 Intro to Metallurgy	2	2	0	3
MEC 181 Introduction to CIM	2	0	0	2
2. 9 Hours selected from the following				
BPR 121 Blueprint Reading- Mech	1	2	0	2
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
ISC 170 Problem-Solving Skills	3	0	0	3
ISC 225 Facility Layout	3	2	0	4
PHY 131 Physics-Mechanics	3	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
Total Credits				**69**

Aerostructure Manufacturing & Repair Technology
Diploma D50450D
(Revised 2014*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Science: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 30 Hours				
A. Core:16 Hours				
ASM 110 Aerostructure Shop Prac	2	2	0	3
ASM 111 Aero Industry Standards	3	0	0	3
ASM 112 Aero Assembly Methods I	1	3	0	2
ASM 113 Aero Assembly Methods II	1	3	0	2
ISC 112 Industrial Safety	2	0	0	2
MEC 128 CNC Machining Processes	2	4	0	4
B. Other Major Courses:16 Hours				
ASM 114 Aerostructure Composites	3	0	0	3
ASM 115 Composite Repair Proced	2	6	0	4
ASM 116 Composite Material Test	2	3	0	3
ASM 210 Computer-Aided 3D Appl	2	3	0	3
ASM 212 Aerostructure Join Mthds	2	3	0	3
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
Total Credits				**39**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/rpiE30c9Byj

Aerostructure Manufacturing & Repair Technology

Composites Specialist Certificate C50450C1
2012*03 Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
ASM 110 Aerostructure Shop Prac	2	2	0	3
ASM 114 Aerostructure Composites	3	0	0	3
ASM 115 Composite Repair Proced	2	6	0	4
ASM 116 Composite Material Test	2	3	0	3
Total Credits				**13**

Aerostructure Manufacturing & Repair Technology

Assembly Specialist Certificate C50450C2
(Revised 2013*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
ASM 110 Aerostructure Shop Prac	2	2	0	3
ASM 111 Aero Industry Standards	3	0	0	3
ASM 112 Aero Assembly Methods I	1	3	0	2
ASM 113 Aero Assembly Methods II	1	3	0	2
ASM 212 Aerostructure Join Mthds	2	3	0	3
Total Credits				**13**

Aerostructure Manufacturing & Repair Technology

Sheet Metal Specialist Certificate C50450C3
(2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core:8 Hours				
ASM 110 Aerostructure Shop Prac	2	2	0	3
ASM 111 Aero Industry Standards	2	3	0	3
ASM 112 Aero Assembly Methods I	1	3	0	2
B. Other Major Courses: 5 Hours				
ASM 215 Aero Sheet Metal Struct	1	8	0	5
Total Credits				**13**

ASSOCIATE DEGREE NURSING A45110

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended industrial, and community health care facilities.

Associate Degree Nursing
Associate in Applied Science Degree A45110**
(Revised 2017*03) Courses and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education Course: 26 Hours					
A. English: 6 hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
B. Social/Behavioral Sciences: 6 hours					
PSY 150 General Psychology	3	0	0	0	3
PSY 241 Developmental Psych	3	0	0	0	3
C. Humanities/Fine Arts: 6 Hours					
HUM 115 Critical Thinking	3	0	0	0	3
and					

3 hours selected from the list of humanities/fine arts electives; ART 111, 114, 115, MUS 110, 112

	Class	Lab	Clin.	Work Exp.	Cred
D. Natural Science/Mathematics: 8 hours					
BIO 168 Anatomy and Physiology I	3	3	0	0	4
BIO 169 Anatomy and Physiology II	3	3	0	0	4
and					

Students are required to demonstrate competency in the equivalent of MAT 080 or DMA 010–080 and complete BIO 168 and 169 prior to enrollment in this curriculum.

	Class	Lab	Clin.	Work Exp.	Cred
II. Major Courses: 49 Hours					
A. Core: 43 Hours					
*NUR 111 Intro to Health Concepts	4	6	6	0	8
*NUR 112 Health-Illness Concepts	3	0	6	0	5
NUR 113 Family Health Concepts	3	0	6	0	5
NUR 114 Holistic Health Concepts	3	0	6	0	5
NUR 211 Health Care Concepts	3	0	6	0	5
NUR 212 Health System Concepts	3	0	6	0	5
NUR 213 Complex Health Concepts	4	3	15	0	10
B. Other Major Courses: 6 Hours					
BIO 275 Microbiology	3	3	0	0	4
*NUR 117 Pharmacology	1	3	0	0	2

Associate Degree Nursing A45110 (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
III. Other Required Courses: 1 Hour					
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**76**

*LPN Transition students are given credit for these courses. A copy of their current unrestricted license to practice in North Carolina must be on file in Registrar's Office.

All health science students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

**A45110RB indicates student is participating in the Regionally Increasing Baccalaureate Nurses (RIBN) Program.

AUTOMOTIVE CUSTOMIZING TECHNOLOGY A60190
Pathway: Mobile Equipment Maintenance and Repair

Curriculum in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Customizing Technology: A program that prepares individuals to modify existing automotive vehicle components, fabrication techniques to create custom vehicle components, non-structural damage repair, custom painting and refinishing techniques, custom upholstery and glass removal/ replacement/ custom modifications, and other automotive technology related systems.

Automotive Customizing Technology
Associate in Applied Science Degree A60190
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one course from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one course from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: Select 3 Hours from the following:				
Selected from the list of Math/Natural Sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
II. Major Courses: 55 Hours				
A. Core: 21 Hours				
1. Technical Core: 7 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 140 Transp Climate Control	1	2	0	2
TRN 180 Basic Welding for Transp	1	4	0	3
2. Program Major: 14 Hours				
AUB 111 Painting & Refinishing I	2	6	0	4
AUB 121 Non-Structural Damage I	1	4	0	3

Automotive Customizing Technology A60190 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
AUC 111 Auto Customizing Research	3	0	0	3
AUC 112 Auto Custom Fabrication	2	4	0	4
B. Other Major Courses: 34 Hours				
1. Required Courses: 30 Hours				
AUB 112 Painting & Refinishing II	2	6	0	4
AUB 114 Special Finishes	1	2	0	2
AUB 122 Non-Structural Damage II	2	6	0	4
AUB 131 Structural Damage I	2	4	0	4
AUB 136 Plastics & Adhesives	1	4	0	3
AUC 114 Custom Fiberglass Skills	2	4	0	4
AUC 117 Custom Airbrushing	2	6	0	4
TRN 120 Basic Transp Electricity	4	3	0	5
2. Select 4 Hours from the following:				
AUB 132 Structural Damage II	2	6	0	4
AUT 141 Suspension & Steering Sys	2	3	0	3
AUT 151 Brake Systems	2	3	0	3
CIS 110 Introduction to Computers	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**71**

Automotive Customizing Technology
Automotive Customizing Technology Diploma D60190D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 6 Hours

Title	Hours Class	Lab	Work Exp.	Credits
A. English: 3 Hours				
COM 110 Introduction to Communication	3	0	0	3
or ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: Select 3 Hours from the following:				

Selected from the list of Math/Natural Sciences electives for the Associate in Applied Science degree appearing in the current catalog.

II. Major Courses: 34 Hours

Title	Hours Class	Lab	Work Exp.	Credits
A. Core: 19 Hours				
1. Technical Core: 5 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 180 Basic Welding for Transp	1	4	0	3
2. Program Major: 14 Hours				
AUB 111 Painting & Refinishing I	2	6	0	4
AUB 121 Non-Structural Damage I	1	4	0	3
AUC 111 Auto Customizing Research	3	0	0	3
AUC 112 Auto Custom Fabrication	2	4	0	4

Automotive Customizing Technology D60190D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 12 Hours selected from the following:				
AUB 112 Painting & Refinishing II	2	6	0	4
AUB 114 Special Finishes	1	2	0	2
AUB 122 Non-Structural Damage II	2	6	0	4
AUB 131 Structural Damage I	2	4	0	4
AUB 132 Structural Damage II	2	6	0	4
AUC 114 Custom Fiberglass Skills	2	4	0	4
AUC 117 Custom Airbrushing	2	6	0	4
TRN 120 Basic Transp Electricity	4	3	0	5

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**38**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/OKig30d7lF1

Automotive Customizing Technology
Automotive Customizing Certificate C60190C1
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 17 Hours				
A. Core: 9 Hours				
1. Technical Core: 2 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
2. Program Major: 7 Hours				
AUC 111 Auto Customizing Research	3	0	0	3
AUC 112 Auto Custom Fabrication	2	4	0	4
B. Other Major Courses: 8 Hours				
AUC 114 Custom Fiberglass Skills	2	4	0	4
AUC 117 Custom Airbrushing	2	6	0	4
Total Credits				**17**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/g8Yf30c9CKG

Automotive Customizing Technology
Automotive Bodyshop Certificate C60190C2
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 10 Hours				
1. Technical Core: 3 Hours				
TRN 180 Basic Welding for Transp	1	4	0	3

Automotive Customizing Technology C60190C2 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Program Major: 7 Hours				
AUB 111 Painting & Refinishing I	2	6	0	4
AUB 121 Non-Structural Damage I	1	4	0	3
B. Other Major Courses: 18 Hours				
AUB 112 Painting & Refinishing II	2	6	0	4
AUB 122 Non-Structural Damage II	2	6	0	4
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/blbU30c9C2i

Automotive Customizing Technology
Beginner Automotive Customizing Skills Certificate C60190K1
(CTE) C60190H1*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 13 Hours				
1. Technical Core: 3 Hours				
TRN 180 Basic Welding for Transp	1	4	0	3
2. Program Major: 10 Hours				
AUB 121 Non-Structural Damage I	1	4	0	3
AUC 111 Auto Customizing Research	3	0	0	3
AUC 112 Auto Custom Fabrication	2	4	0	4
B. Other Major Courses: 3 Hours				
AUB 136 Plastics & Adhesives	1	4	0	3
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/WyGx30c9D5h.

Automotive Customizing Technology
Intermediate Automotive Customizing Skills Certificate C60190K2
(CTE) C60190H2*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 12 Hours				
1. Technical Core: 3 Hours				
TRN 180 Basic Welding for Transp	1	4	0	3

Automotive Customizing Technology C60190K2
(Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Program Major: 11 Hours				
AUB 111 Painting & Refinishing I	2	6	0	4
AUC 111 Auto Customizing Research	3	0	0	3
AUC 112 Auto Custom Fabrication	2	4	0	4
B. Other Major Courses: 2 Hours				
AUB 114 Special Finishes	1	2	0	2
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/J7dM30d7kK3

AUTOMOTIVE SYSTEMS TECHNOLOGY A60160
Pathway: Mobile Equipment Maintenance and Repair

Curriculum in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and dive trains, and heating and air condition systems.

Automotive Systems Technology
Associate in Applied Science Degree A60160
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one course from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one course from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: Select 3 Hours from the following				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 54 Hours				
A. Core: 22 Hours				
1. Technical Core: 9 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 140 Transp Climate Control	1	2	0	2
2. Program Major: 13 Hours				
AUT 141 Suspension & Steering Sys	2	3	0	3

Automotive Systems Technology A60160 (Continued)

Title	Class	Lab	Work Exp.	Credits
AUT 151 Brake Systems	2	3	0	3
AUT 181 Engine Performance 1	2	3	0	3
AUT 183 Engine Performance 2	2	6	0	4
B. Other Major Courses: 32 Hours				
1. Required Courses: 23 Hours				
ATT 125 Hybrid-Electric Trans	2	4	0	4
AUT 116 Engine Repair	2	3	0	3
AUT 151A Brake Systems Lab	0	3	0	1
AUT 163 Adv Auto Electricity	2	3	0	3
AUT 212 Auto Shop Management	3	0	0	3
AUT 221 Auto Transm/Transaxles	2	3	0	3
AUT 231 Man Trans/Axles/Drtrains	2	3	0	3
TRN 145 Adv Transp Electronics	2	3	0	3
2. Select 9 hours from the following:				
AUT 113 Automotive Servicing 1	0	6	0	2
AUT 116A Engine Repair Lab	0	3	0	1
AUT 213 Automotive Servicing 2	1	3	0	2
ATT 115 Green Trans Safety & Service	1	2	0	2
TRN 111 Chassis Maint/Light Repair	2	6	0	4
TRN 112 Powertrain Maint/Light Repair	2	6	0	4
TRN 170 Pc Skills for Transp	1	2	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**69**

Automotive Systems Technology
Diploma D60160D
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
COM 110 Introduction to Communication	3	0	0	3
or ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: Select 3				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 36 Hours				
A. Core: 18 Hours				
1. Technical Core: 9 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 140 Transp Climate Control	1	2	0	2

Automotive Systems Technology D60160D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Program Major: 9 Hours				
AUT 141 Suspension & Steering Sys	2	3	0	3
AUT 151 Brake Systems	2	3	0	3
AUT 181 Engine Performance1	2	3	0	3
B. Other Major Courses: 21 Hours				
1. Required Courses 10 Hours				
AUT 116 Engine Repair	2	3	0	3
AUT 151A Brake Systems Lab	0	3	0	1
AUT 163 Adv Auto Electricity	2	3	0	3
AUT 231 Man Trans/Axles/Drtrains	2	3	0	3
2. Select 11 Hours from the following:				
TRN 111 Chassis Maint/Light Repair	2	6	0	4
TRN 112 Powertrain Maint/Light Repair	2	6	0	4
TRN 170 Pc Skills for Transp	1	2	0	2
WBL 112 Work-Based Learning I	0	0	20	2
WBL 122 Work-Based Learning II	0	0	20	2

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**46**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/4zSJ30c9FZJ

Automotive Systems Technology
General Automotive Servicing Certificate C60160C1
(CTE) C60160H*
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 12 Hours

Title	Class	Lab	Exp.	Credits
A. Core: 2 Hours				
Technical Core: 2 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
B. Other Major Courses: 10 Hours				
TRN 111 Chassis Maint/Light Repair	2	6	0	4
TRN 112 Powertrain Maint/Light Repair	2	6	0	4
TRN 170 Pc Skills for Transp	1	2	0	2
Total Credits				**12**

*This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.

Automotive Systems Technology

Basic Automotive Certificate C60160C2
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 8 Hours				
1. Technical Core: 2 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
2. Program Major: 6 Hours				
AUT 141 Suspension & Steering Sys	2	3	0	3
AUT 151 Brake Systems	2	3	0	3
B. Other Major Courses: 5 Hours				
AUT 116 Engine Repair	2	3	0	3
AUT 116A Engine Repair Lab	0	3	0	1
AUT 151A Brake Systems Lab	0	3	0	1
Total Credits				**13**

Automotive Systems Technology

Auto Electronics Certificate C60160C3
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 7 Hours				
Technical Core: 7 Hours				
TRN 120 Basic Transp Electricity	4	3	0	5
TRN 140 Transp Climate Control	1	2	0	2
B. Other Major Courses: 6 Hours				
AUT 163 Adv Auto Electricity	2	3	0	3
TRN 145 Adv Transp Electronics	2	3	0	3
Total Credits				**13**

Automotive Systems Technology

Engine Performance Certificate C60160C4
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 7 Hours				
Program Major: 7 Hours				
AUT 181 Engine Performance 1	2	3	0	3
AUT 183 Engine Performance 2	2	6	0	4
TRN 120 Basic Transp Electricity	4	3	0	5

Automotive Systems Technology C60160C4 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 6 Hours				
AUT 116 Engine Repair	2	3	0	3
TRN 145 Adv Transp Electronics	2	3	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/ow4u30d7jVp

Automotive Systems Technology

Automotive Skills Certificate C60160K1
(CTE) C60160H1*
(Revised 2017*03)Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Core: 11 Hours				
1. Technical Core: 4 Hours				
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 140 Transp Climate Control	1	2	0	2
2. Program Major: 6 Hours				
AUT 141 Suspension & Steering Sys	2	3	0	3
AUT 151 Brake Systems	2	3	0	3
B. Other Major Courses: 5 Hours				
AUT 116 Engine Repair	2	3	0	3
AUT 116A Engine Repair Lab	0	3	0	1
AUT 151A Brake Systems Lab	0	3	0	1
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.

AVIATION MANAGEMENT AND CAREER PILOT TECHNOLOGY A60180

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned air systems industry, or as flight instructors, and flight dispatchers.

Aviation Management and Career Pilot Technology
Pilot (Manned)
Associate in Applied Science A60180
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 50 Hours				
A. Core: 23 Hours				
1. Technical Core: 11 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Laws and FARs	2	0	0	2
AER 150 Private Pilot Flt Theory	2	2	0	3
2. Required Subject Areas: 12 Hours				
AER 151 Flight-Private Pilot	0	3	0	1
AER 160 Instrument Flight Theory	2	2	0	3
AER 161 Flight-Instrument Pilot	0	6	0	2
AER 170 Commercial Flight Theory	3	0	0	3
AER 171 Flight-Commercial Pilot	0	6	0	3

Aviation Management and Career Pilot Technology A60180 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 27 Hours				
1. Required Courses: 23 Hours				
AER 113 History of Aviation	2	0	0	2
AER 114 Aviation Management	3	0	0	3
AER 211 Air Traffic Control	2	0	0	2
AER 213 Avionics	2	0	0	2
AER 215 Flight Safety	3	0	0	3
AER 216 Engines & Systems	2	2	0	3
AER 217 Air Transportation	3	0	0	3
AER 218 Human Factors in Aviation	2	0	0	2
CIS 110 Introduction to Computers	2	2	0	3
2. Select 4 Hours from the following:				
AER 115 Flight Simulator	0	2	0	1
BUS 152 Human Relations	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
DBA 110 Database Concepts	2	3	0	3
PHY 131 Physics–Mechanics	3	2	0	4
UAS 110 Intro to UAS Operations	3	0	0	3
UAS 111 Unmanned Aircraft Systems	3	0	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**66**

Aviation Management and Career Pilot Technology
Manned Pilot Technology Diploma D60180D2
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 34 Hours				
A. Core: 23 Hours				
1. Technical Core: 11 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Law and FARs	2	0	0	2
AER 150 Private Pilot Flt Theory	2	2	0	3
2. Required Subject Areas: 12 Hours				
AER 151 Flight-Private Pilot	0	3	0	1

Aviation Management and Career Pilot Technology
D60180D2 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
AER 160 Instrument Flight Theory	2	2	0	3
AER 161 Flight-Instrument Pilot	0	6	0	2
AER 170 Commercial Flight Theory	3	0	0	3
AER 171 Flight-Commercial Pilot	0	6	0	3
B. Other Major Courses: 11 Hours				
AER 113 History of Aviation	2	0	0	2
AER 114 Aviation Management	3	0	0	3
AER 215 Flight Safety	3	0	0	3
AER 216 Engines & Systems	2	2	0	3
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**41**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/K3XR30d7g6c

Aviation Management and Career Pilot Technology
Private Pilot Certificate C60180C1
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 9 Hours				
1. Technical Core: 9 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 150 Private Pilot Flt Theory	2	2	0	3
2. Required Subject Areas: 1 Hour				
AER 151 Flight-Private Pilot	0	3	0	1
B. Other Major Courses: 3 Hours				
AER 215 Flight Safety	3	0	0	3
Total Credits				**13**

Aviation Management and Career Pilot Technology
Commercial Pilot Certificate C60180C2
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 17 Hours				
A. Core: 14 Hours				
1. Technical Core: 5 Hours				
AER 111 Aviation Meteorology	3	0	0	3

Aviation Management and Career Pilot Technology
C60180C2 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
AER 112 Aviation Law and FARs	2	0	0	2
2. Required Subject Areas: 9 Hours				
AER 151 Flight-Private Pilot	0	3	0	1
AER 161 Flight-Instrument Pilot	0	6	0	2
AER 170 Commercial Flight Theory	3	0	0	3
AER 171 Flight-Commercial Pilot	0	6	0	3
B. Other Major Courses: 3 Hours				
AER 215 Flight Safety	3	0	0	3
Total Credits				**17**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/ekTU30c9GLf

Aviation Management and Career Pilot Technology
Instrument Pilot Certificate C60180C3
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 14 Hours				
A. Core:11 Hours				
1. Technical Core: 5 Hours				
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Law and FARs	2	0	0	2
2. Required Subject Areas: 6 Hours				
AER 151 Flight-Private Pilot	0	3	0	1
AER 160 Instrument Flight Theory	2	2	0	3
AER 161 Flight-Instrument Pilot	0	6	0	2
B. Other Major Courses: 3 Hours				
AER 215 Flight Safety	3	0	0	3
Total Credits				**14**

Aviation Management and Career Pilot Technology
Private Pilot Essentials C60180C4
(CTE) C60180H4*
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 14 Hours				
A. Core: 11 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Law & FARs	2	0	0	2
AER 150 Private Pilot Flt Theory	2	2	0	3
B. Other Major Courses: 3 Hours				

Aviation Management and Career Pilot Technology
C60180C4 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
AER 114 Aviation Management	3	0	0	3
Total Credits				**14**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Aviation Management & Career Pilot Technology
Aviation Management
Associate in Applied Science A60180M
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 53 Hours				
A. Core: 23 Hours				
1. Technical Core: 11 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Laws and FARs	2	0	0	2
AER 150 Private Pilot Flt Theory	2	2	0	3
2. Required Subject Areas: 12 Hours				
AER 114 Aviation Management	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 152 Human Relations	3	0	0	3
or BUS 153 Human Resource Management	3	0	0	3
B. Other Major Courses: 30 Hours				
1. Required Courses: 26 Hours				
AER 113 History of Aviation	2	0	0	2
AER 160 Instrument Flight Theory	2	2	0	3
AER 170 Commercial Flight Theory	3	0	0	3
AER 211 Air Traffic Control	2	0	0	2
AER 213 Avionics	2	0	0	2
AER 215 Flight Safety	3	0	0	3
AER 216 Engines & Systems	2	2	0	3
AER 217 Air Transportation	3	0	0	3
AER 218 Human Factors in Aviation	2	0	0	2
CIS 110 Introduction to Computers	2	2	0	3
2. Select 4 Hours from the following:				
AER 115 Flight Simulator	0	2	0	1
BUS 230 Small Business Management	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
DBA 110 Database Concepts	2	3	0	3
PHY 131 Physics–Mechanics	3	2	0	4
UAS 110 Intro to UAS Operations	3	0	0	3

Aviation Management and Career Pilot Technology
A60180M (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
UAS 111 Unmanned Aircraft Systems	3	0	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
Total Credits				**69**

Aviation Management and Career Pilot Technology
Aviation Management Diploma D60180D1
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 34 Hours				
A. Core: 23 Hours				
1. Technical Core: 11 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Law and FARs	2	0	0	2
AER 150 Private Pilot Flt Theory	2	2	0	3
2. Required Subject Areas: 12 Hours				
AER 114 Aviation Management	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 152 Human Relations	3	0	0	3
or BUS 153 Human Resource Management	3	0	0	3
B. Other Major Courses: 11 Hours selected from the following				
(a maximum of 4 hours of WBL is allowed):				
AER 113 History of Aviation	2	0	0	2
AER 160 Instrument Flight Theory	2	2	0	3
AER 170 Commercial Flight Theory	3	0	0	3
BUS 230 Small Business Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
Total Credits				**41**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/ej8E30c9GbK

Aviation Management and Career Pilot Technology

Aviation Management Certificate C60180C5
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 7 Hours				
1. Technical Core: 2 Hours				
AER 112 Aviation Law and FARs	2	0	0	2
2. Required Subject Areas: 3 Hours				
AER 114 Aviation Management	3	0	0	3
B. Other Major Courses: 8 Hours				
AER 113 History of Aviation	2	0	0	2
AER 215 Flight Safety	3	0	0	3
AER 217 Air Transportation	3	0	0	3
Total Credits				**13**

Aviation Management & Career Pilot Technology

Pilot (Unmanned Aircraft Systems)
Associate in Applied Science A60180U
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 51 Hours				
A. Core: 23 Hours				
1. Technical Core: 11 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Laws and FARs	2	0	0	2
AER 150 Private Pilot Flt Theory	2	2	0	3
2. Required Subject Areas: 12 Hours				
UAS 110 Intro to UAS Operations	3	0	0	3

Aviation Management & Career Pilot Technology
A60180U (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
UAS 150 UAS Flight Simulation	2	3	0	3
UAS 152 Remote UAS Sensing & Control	2	2	0	3
UAS 230 UAS Aerial Photo Surveys	2	2	0	3
B. Other Major Courses: 28 Hours				
1. Required Courses: 24 Hours				
AER 113 History of Aviation	2	0	0	2
AER 160 Instrument Flight Theory	2	2	0	3
AER 170 Commercial Flight Theory	3	0	0	3
AER 211 Air Traffic Control	2	0	0	2
AER 217 Air Transportation	3	0	0	3
AER 218 Human Factors in Aviation	2	0	0	2
CIS 110 Introduction to Computers	2	2	0	3
UAS 111 Unmanned Aircraft Systems	3	0	0	3
UAS 112 UAS Communications/Telemetry	3	0	0	3
2. Select 4 Hours from the following:				
AER 115 Flight Simulator	0	2	0	1
AER 213 Avionics	2	0	0	2
AER 215 Flight Safety	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
DBA 110 Database Concepts	2	3	0	3
PHY 131 Physics–Mechanics	3	2	0	4
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
Total Credits				**67**

Aviation Management and Career Pilot Technology
Unmanned Aircraft Systems Diploma D60180D3
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 35 Hours				
A. Core: 17 Hours				
1. Technical Core: 11 Hours				
AER 110 Air Navigation	2	2	0	3
AER 111 Aviation Meteorology	3	0	0	3
AER 112 Aviation Laws and FARs	2	0	0	2
AER 150 Private Pilot Flt Theory	2	2	0	3

Aviation Management and Career Pilot Technology
D60180D3 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Required Subject Areas: 6 Hours				
UAS 110 Intro to UAS Operations	3	0	0	3
UAS 150 UAS Flight Simulation	2	3	0	3
B. Other Major Courses: 18 Hours				
1. Required Courses: 6 Hours				
UAS 111 Unmanned Aircraft Systems	3	0	0	3
UAS 112 UAS Communications/Telemetry	3	0	0	3
2. Select 12 Hours selected from the following				
(a maximum of 4 hours of WBL is allowed):				
AER 113 History of Aviation	2	0	0	2
AER 160 Instrument Flight Theory	2	2	0	3
AER 170 Commercial Flight Theory	3	0	0	3
AER 211 Air Traffic Control	2	0	0	2
AER 217 Air Transportation	3	0	0	3
AER 218 Human Factors in Aviation	2	0	0	2
BUS 230 Small Business Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
Total Credits				**42**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/DUgI30d7gaD

Aviation Management and Career Pilot Technology
Unmanned Aircraft Systems Certificate C60180C6
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 14 Hours				
A .Core: 8 Hours				
1. Technical Core: 2 Hours				
AER 112 Aviation Laws and FARs	2	0	0	2
2. Required Subject Areas: 6 Hours				
UAS 110 Intro to UAS Operations	3	0	0	3
UAS 150 UAS Flight Simulation	2	3	0	3
B. Other Major Courses 6 Hours				
UAS 111 Unmanned Aircraft Systems	3	0	0	3
UAS 112 UAS Communications/Telemetry	3	0	0	3
Total Credits				**14**

BASIC LAW ENFORCEMENT TRAINING C55120

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 alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study to receive a certificate.

Basic Law Enforcement Training
Certificate C55120
(Revised 2018*01) Course and Hour Requirements

Title	Class	Lab	Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 20 Hours				
CJC 100 Basic Law Enforcement Training	10	30	0	20
Total Credits				**20**

Students successfully completing a Basic Law Enforcement Training course since 1985 accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC 131 (Criminal Law), CJC 132 (Court Procedures & Evidence), CJC 221 (Investigative Principles), and CJC 231 (Constitutional Law) toward the Associate in Applied Science degree in Criminal Justice Technology.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/fAs330c9GVg

BUSINESS ADMINISTRATION A25120

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.

Business Administration
General Business Administration
Associate in Applied Science Degree A25120
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select two courses from the following:				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 252 Prin of Macroeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Select one course from the following:				
ART 111 Art Appreciation	3	0	0	3
HUM 110 Technology and Society	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
D. Math/Natural Sciences: 3 Hours				
Select one course from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 50 Hours				
A. Core: 34 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 116 Business Law II	3	0	0	3
BUS 121 Business Math	2	2	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
BUS 225 Business Finance	2	2	0	3
CIS 110 Introduction to Computers	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3

	Hours		Work	
Title	Class	Lab	Exp.	Credits

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 16 Hours				
1. Required: 10 Hours				
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 131 Federal Income Taxes	2	2	0	3
BUS 270 Professional Development	3	0	0	3
2. Select 6 hours from the following:				
(maximum of 3 hours of WBL are allowed):				
ACC 140 Payroll Accounting	1	2	0	2
BUS 125 Personal Finance	3	0	0	3
BUS 135 Principles of Supervision	3	0	0	3
BUS 152 Human Relations	3	0	0	3
BUS 230 Small Business Management	3	0	0	3
LOG 110 Introduction to Logistics	3	0	0	3
PAD 151 Intro to Public Admin	3	0	0	3
WBL 111-112 Work Based Learning I	0	0	10-20	1-2
WBL 121-122 Work Based Learning II	0	0	10-20	1-2
WBL 131 Work Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**66**

Business Administration
General Business Administration

Human Resource Management Certificate C25120C1
(Revised 2015*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 9 Hours				
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
B. Other Major Courses: 9 Hours				
BUS 152 Human Relations	3	0	0	3
BUS 230 Small Business Management	3	0	0	3
BUS 270 Professional Development	3	0	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/dtgl30c9Z5i

Business Administration
General Business Administration

Small Business Certificate C25120C2
(Revised 2015*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 13 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 115 Business Law I	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
B. Other Major Courses: 5 Hours				
ACC 140 Payroll Accounting	1	2	0	2
BUS 230 Small Business Management	3	0	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/fNY130c9ZeD

Business Administration
General Business Administration

Business Administration Essential Certificate C25120C3
(CTE) C25120H3*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Core: 16 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/Gm6q30c9YW7

BUSINESS ADMINISTRATION
MARKETING A25120A

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

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

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

Business Administration
Marketing

Associate in Applied Science Degree A25120A
(Revised 2015*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select two courses from the following:				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 252 Prin of Macroeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Select one course from the following:				
ART 111 Art Appreciation	3	0	0	3
HUM 110 Technology and Society	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
D. Math/Natural Sciences: 3 Hours				
Select one course from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 53 Hours				
A. Technical Core: 38 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
MKT 123 Fundamentals of Selling	3	0	0	3
MKT 220 Advertising and Sales Promotio	3	0	0	3
MKT 225 Marketing Research	3	0	0	3
MKT 227 Marketing Applications	3	0	0	3
MKT 232 Social Media Marketing	3	2	0	4

Business Administration
Marketing A25120A (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 15 Hours				
1. Required: 12 Hours				
BUS 121 Business Math	2	2	0	3
BUS 270 Professional Development	3	0	0	3
MKT 121 Retailing	3	0	0	3
MKT 122 Visual Merchandising	3	0	0	3
2. Select 3 hours from the following:				
(Maximum of 3 hours of WBL are allowed)				
BUS 116 Business Law II	3	0	0	3
BUS 135 Principles of Supervision	3	0	0	3
BUS 152 Human Relations	3	0	0	3
BUS 230 Small Business Management	3	0	0	3
LOG 110 Introduction to Logistics	3	0	0	3
LOG 125 Transportation Logistics	3	0	0	3
WBL 111-112 Work Based Learning I	0	0	10-20	1-2
WBL 121-122 Work Based Learning II	0	0	10-20	1-2
WBL 131 Work Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**69**

Business Administration
Marketing

Marketing Concentration Certificate C25120C5
(Revised 2015*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
MKT 120 Principles of Marketing	3	0	0	3
MKT 123 Fundamentals of Selling	3	0	0	3
MKT 220 Advertising and Sales Promotio	3	0	0	3
B. Other Major Courses: 6 Hours				
BUS 121 Business Math	2	2	0	3
MKT 121 Retailing	3	0	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/2XDu30c9HaD

Business Administration
Marketing

Marketing Essential Certificate C25120C6
(CTE) C25120H6*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Core: 13 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 137 Principles of Management	3	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
B. Other Major Courses: 3 Hours				
MKT 121 Retailing	3	0	0	3
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/940m30c9KSm

Business Administration
Public Administration A25120B

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local government and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes studies and practical application in personnel administration, decision making, ethics, organizational theories, and budgetary and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

Business Administration
Public Administration

Associate in Applied Science Degree A25120B
(Revised 2015*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select two courses from the following:				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
POL 120 American Government	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Select one course from the following:				
ART 111 Art Appreciation	3	0	0	3
HUM 110 Technology and Society	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
D. Math/Natural Sciences: 3 Hours				
Select one course from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 50 Hours				
A. Core: 34 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 110 Introduction to Business	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
PAD 151 Intro to Public Admin	3	0	0	3
PAD 152 Ethics in Government	3	0	0	3
PAD 251 Public Finance & Budgeting	3	0	0	3
PAD 252 Public Policy Analysis	3	0	0	3

Business Administration A25120
Public Administration A25120B (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 16 Hours				
1. Required: 13 Hours				
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 240 Gov & Not-For-Profit Acct	3	0	0	3
BUS 270 Professional Development	3	0	0	3
ECO 252 Prin of Macroeconomics	3	0	0	3
2. Select 3 hours from the following:				
(Maximum of 3 hours of WBL are allowed)				
BUS 116 Business Law II	3	0	0	3
BUS 152 Human Relations	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
LOG 110 Introduction to Logistics	3	0	0	3
MKT 232 Social Media Marketing	3	2	0	4
PAD 253 Intro to Urban Planning	3	0	0	3
WBL 111-112 Work Based Learning I	0	0	10-20	1-2
WBL 121-122 Work Based Learning II	0	0	10-20	1-2
WBL 131 Work Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**66**

Business Administration
Public Administration

Public Administration and Workplace Certificate* C25120C8
(Revised 2015*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A Core: 12 Hours				
PAD 151 Intro to Public Admin	3	0	0	3
PAD 152 Ethics in Government	3	0	0	3
PAD 251 Public Finance & Budgeting	3	0	0	3
PAD 252 Public Policy Analysis	3	0	0	3
B. Other Major Hours: 3 Hours				
PAD 253 Intro to Urban Planning	3	0	0	3
Total Credits				**15**

Business Administration
Public Administration

Public Administration Essential Certificate C25120C9
(CTE) C25120H9*
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Core: 16 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 115 Business Law I	3	0	0	3
BUS 137 Principles of Management	3	0	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
PAD 151 Intro to Public Admin	3	0	0	3
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/Ngx230c9L1P

COMPUTER ENGINEERING TECHNOLOGY A40160
Pathway: Engineering and Technology

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Computer Engineering Technology
Associate in Applied Science Degree A40160
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected form the list of social/behavioral science electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected form the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: Select 3 Hours from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 53 Hours				
A. Core: 25 Hours				
CET 111 Computer Upgrade/Repair I	2	3	0	3
CSC 139 Visual BASIC Programming	2	3	0	3
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
ELN 232 Intro to Microprocessors	3	3	0	4
NOS 110 Operating Systems Concepts	2	3	0	3

Computer Engineering Technology A40160
(Continued)

Title	Class	Lab	Work Exp.	Credits
B. Other Major Hours: 28 hours				
1. Required Courses: 22 Hours				
CET 110 Intro to CET	0	3	0	1
CET 211 Computer Upgrade/Repair II	2	3	0	3
EGR 150 Intro to Engineering	1	2	0	2
ELC 128 Intro to PLC	2	3	0	3
MAT 122 Algebra/Trigonometry II	2	2	0	3
or MAT 172 Precalculus Trigonometry	3	2	0	4
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
PHY 131 Physics-Mechanics	3	2	0	4
2. 6 hours selected from the following (maximum of 3 hours from NET):				
ATR 211 Robot Programming	2	3	0	3
ATR 212 Industrial Robots	2	3	0	3
CSC 134 C++ Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3
ELN 231 Industrial Controls	2	3	0	3
NET 113 Home Automation Systems	2	2	0	3
NET 225 Routing & Switching I	1	4	0	3
NET 226 Routing and Switching II	1	4	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2
WBL 211 Work-Based Learning IV	0	0	10	1
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**69**

Computer Engineering Technology
Diploma D40160D
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: Select 3 Hours from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 37 Hours				
A. Core: 22 Hours				
CET 111 Computer Upgrade/Repair I	2	3	0	3
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4

Title	Hours Class	Lab	Work Exp.	Credits
ELN 133 Digital Electronics	3	3	0	4
ELN 232 Intro to Microprocessors	3	3	0	4
NOS 110 Operating Systems Concepts	2	3	0	3
B. Other Major Courses: 15 Hours				
1. Required: 12 Hours				
CET 110 Intro to CET	0	3	0	1
CET 211 Computer Upgrade/Repair II	2	3	0	3
EGR 150 Intro to Engineering	1	2	0	2
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
2. Select 3 hours from the following:				
ATR 211 Robot Programming	2	3	0	3
ATR 212 Industrial Robots	2	3	0	3
CSC 134 C++ Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3
ELC 128 Intro to PLC	2	3	0	3
ELN 231 Industrial Controls	2	3	0	3
NET 113 Home Automation Systems	2	2	0	3
NET 225 Routing & Switching I	1	4	0	3
NET 226 Routing and Switching II	1	4	0	3
WBL 111-112 Work-Based Learning. I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2
WBL 211 Work-Based Learning IV	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Student Success	0	2	0	1
Total Credits				**44**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/A0JS30c9Mer

Computer Engineering Technology
Personal Computer Specialist Certificate C40160C1
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 14 Hours				
CET 111 Computer Upgrade/Repair I	2	3	0	3
ELN 133 Digital Electronics	3	3	0	4
ELN 232 Intro to Microprocessors	3	3	0	4
NOS 110 Operating Systems Concepts	2	3	0	3
B. Other Major Course: 4 Hours				
CET 110 Intro to CET	0	3	0	1

Computer Engineering Technology C40160C1 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
CET 211 Computer Upgrade/Repair II	2	3	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/GZe030c9LPN

Computer Engineering Technology

Networking Specialist Certificate C40160C2
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 6 Hours				
CET 111 Computer Upgrade/Repair I	2	3	0	3
NOS 110 Operating Systems Concepts	2	3	0	3
B. Other Major Course: 12 Hours				
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
NET 225 Routing & Switching I	1	4	0	3
NET 226 Routing and Switching II	1	4	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/ciSE30c9LGa

Computer Engineering Technology

Electronics Technician Specialist Certificate C40160C3
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 17 Hours				
A. Core: 6 Hours				
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
ELN 232 Intro to Microprocessors	3	3	0	4
B. Other Major Courses: 1 Hour				
CET 110 Intro to CET	0	3	0	1
Total Credits				**17**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/23EV30c9LvC

Computer Engineering Technology

Programmable Logic Controller Certificate C40160C4
(Revised 2012*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 17 Hours				
A. Core: 11 Hours				
CET 111 Computer Upgrade/Repair I	2	3	0	3
ELC 131 Circuit Analysis I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
B. Other Major Courses: 6 Hours				
ELC 128 Intro to PLC	2	3	0	3
ELN 231 Industrial Controls	2	3	0	3
Total Credits				**17**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/DKaL30c9M5i

Computer Engineering Technology

Computer Hardware Certificate C40160C5
(CTE) C40160H5*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Core: 15 Hours				
CET 111 Computer Upgrade/Repair I	2	3	0	3
ELC 131 Circuit Analysis I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
ELN 232 Intro to Microprocessors	3	3	0	4
B. Other Major Courses: 1 Hours				
CET 110 Intro to CET	0	3	0	1
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/BUEW30c9LjB

Computer Engineering Technology

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 12 Hours				
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
B. Other Major Courses: 1 Hour				
CET 110 Intro to CET	0	3	0	1
Total Credits				**13**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Computer Engineering Technology

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Core: 12 Hours				
ELC 131 Circuit Analysis I	3	3	0	4
ELN 131 Analog Electronics I	3	3	0	4
ELN 133 Digital Electronics	3	3	0	4
Total Credits				**12**

*This certificate is to support local industry (Smithfield Foods).
**Students must complete C40160C7 prior to beginning C40160C8 certificate.

Computer Engineering Technology

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 13 Hours				
CET 111 Computer Upgrade/Repair I	2	3	0	3
ELC 128 Intro to PLC	2	3	0	3
ELN 231 Industrial Controls	2	3	0	3
ELN 232 Intro to Microprocessors	3	3	0	4
Total Credits				**13**

*This certificate is to support local industry (Smithfield Foods).
**Students must complete C40160C7 prior to beginning C40160C8 certificate.

COMPUTER-INTEGRATED MACHINING A50210

The Computer-Integrated Machining Curriculum prepares students with analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product. Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing. Rapid prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Computer-Integrated Machining
Associate in Applied Science Degree A50210
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one course from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one course from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 56 Hours				
A. Core: 16 Hours				
BPR 111 Print Reading	1	2	0	2
MAC 111 Machining Technology I	2	12	0	6
or MAC 171 Measure/Material & Safety	0	2	0	1
and MAC 172 Job Plan, Bench & Layout	0	2	0	1
and MAC 173 Manual Milling/Drilling	1	3	0	2
and MAC 174 Manual Turning	1	3	0	2
MAC 112 Machining Technology II	2	12	0	6
or MAC 112AB Machining Technology IIA	1	6	0	3
and MAC 112BB Machining Technology IIB	1	6	0	3
MAC 121 Intro to CNC	2	0	0	2

Computer-Integrated Machining A50210 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 40 Hours				
1. Required Courses: 31 Hours				
DFT 119 Basic CAD	1	2	0	2
MAC 122 CNC Turning	1	3	0	2
MAC 124 CNC Milling	1	3	0	2
MAC 151 Machining Calculations	1	2	0	2
MAC 222 Advanced CNC Turning	1	3	0	2
MAC 224 Advanced CNC Milling	1	3	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
MAC 233 Appl in CNC Machining	2	12	0	6
MAC 241 Jigs & Fixtures I	2	6	0	4
MEC 145 Mfg Materials I	2	3	0	3
2. 9 Hours selected from the following (maximum of 8 hours from WBL):				
CIS 110 Introduction to Computers	2	2	0	3
CIS 111 Basic PC Literacy	1	2	0	2
DFT 120 Advanced CAD	1	2	0	2
MAC 152 Adv Machining Calc	1	2	0	2
MAC 160 Coordinate Measuring Mach	2	2	0	3
MAC 234 Adv Multi-Axis Machin	2	3	0	3
MAC 247 Production Tooling	2	0	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 212 Work-Based Learning IV	0	0	20	2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**72**

Computer-Integrated Machining
Diploma D50210
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
COM 110 Introduction to Communication	3	0	0	3
or ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 31 Hours				
A. Core: 16 Hours				
BPR 111 Print Reading	1	2	0	2
MAC 111 Machining Technology I	2	12	0	6
or MAC 171 Measure/Material & Safety	0	2	0	1

Title			Hours Class	Lab	Work Exp.	Credits
	and	MAC 172 Job Plan, Bench & Layout	0	2	0	1
	and	MAC 173 Manual Milling/Drilling	1	3	0	2
	and	MAC 174 Manual Turning	1	3	0	2
		MAC 112 Machining Technology II	2	12	0	6
	or	MAC 112AB Machining Technology IIA	1	6	0	3
	and	MAC 112BB Machining Technology IIB	1	6	0	3
		MAC 121 Intro to CNC	2	0	0	2
	B. Other Major Courses: Select 15 Hours					
		1. Required Courses: 13 Hours				
		DFT 119 Basic CAD	1	2	0	2
		MAC 122 CNC Turning	1	3	0	2
		MAC 151 Machining Calculations	1	2	0	2
		MAC 241 Jigs & Fixtures I	2	6	0	4
		MEC 145 Mfg Materials I	2	3	0	3
		2. Select 2 hours from the following:				
		CIS 110 Introduction to Computers	2	2	0	3
		CIS 111 Basic PC Literacy	1	2	0	2
		DFT 120 Advanced CAD	1	2	0	2
		MAC 152 Adv Machining Calc	1	2	0	2
		MAC 222 Advanced CNC Turning	1	3	0	2
		WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
		WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title			Class	Lab	Exp.	Credits
		ACA 111 College Student Success	1	0	0	1
	or	ACA 122 College Transfer Success	0	2	0	1
		Total Credits				**38**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/uMDY30c9WJH

Computer-Integrated Machining
Computer-Integrated Machining Essentials Diploma D50210D2
(Revised 2017*03) Course and Hour Requirements

Title			Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours						
	A. English: 3 Hours					
		COM 110 Introduction Communication	3	0	0	3
	or	ENG 110 Freshman Composition	3	0	0	3
	or	ENG 111 Writing and Inquiry	3	0	0	3
	B. Humanities/ Fine Arts: 3 Hours					
		MUS 110 Music Appreciation	3	0	0	3
II. Major Courses: 30 Hours						
	A. Core: 16 Hours					
		BPR 111 Print Reading	1	2	0	2
		MAC 111 Machining Technology I	2	12	0	6
	or	MAC 171 Measure/Material & Safety	0	2	0	1
	and	MAC 172 Job Plan, Bench & Layout	0	2	0	1

Computer-Integrated Machining D50210D2 (Continued)

Title			Class	Lab	Work Exp.	Credits
	and	MAC 173 Manual Milling/Drilling	1	3	0	2
	and	MAC 174 Manual Turning	1	3	0	2
		MAC 112 Machining Technology II	2	12	0	6
	or	MAC 112AB Machining Technology IIA	1	6	0	3
	and	MAC 112BB Machining Technology IIB	1	6	0	3
		MAC 121 Intro to CNC	2	0	0	2
B. Other Major Courses: 14 Hours						
		MAC 122 CNC Turning	1	3	0	2
		MAC 124 CNC Milling	1	3	0	2
		MAC 222 Advanced CNC Turning	1	3	0	2
		MAC 224 Advanced CNC Milling	1	3	0	2
		MAC 231 CAM: CNC Turning	1	4	0	3
		MAC 232 CAM: CNC Milling	1	4	0	3

III. Other Required Courses: 1 Hour

Title			Class	Lab	Work Exp.	Credits
		ACA 111 College Student Success	1	0	0	1
	or	ACA 122 College Transfer Success	0	2	0	1
		Total Credits				**37**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/vzyJ30c9T24

Computer-Integrated Machining
Computer-Integrated Machining Skills Certificate C50210K
(CTE) C50210H*
(Revised 2017*03) Course and Hour Requirements

Title			Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 16 Hours

Title			Class	Lab	Work Exp.	Credits
A. Core: 16 Hours						
		BPR 111 Print Reading	1	2	0	2
		MAC 171 Measure/Material & Safety	0	2	0	1
	and	MAC 172 Job Plan, Bench & Layout	0	2	0	1
	and	MAC 173 Manual Milling/Drilling	1	3	0	2
	and	MAC 174 Manual Turning	1	3	0	2
		MAC 112 Machining Technology II	2	12	0	6
		MAC 121 Intro to CNC	2	0	0	2
		Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/bY6X30c9Te9

Computer-Integrated Machining
CNC Skills Certificate C50210K1
(Revised 2011*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 13 Hours				
DFT 119 Basic CAD	1	2	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 122 CNC Turning	1	3	0	2
MAC 124 CNC Milling	1	3	0	2
MAC 160 Coordinate Measuring Mach	2	2	0	3
MAC 247 Production Tooling	2	0	0	2
Total Credits				**13**

Computer-Integrated Machining
Advanced CNC Skills Certificate C50210K2
(Revised 2011*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Core: 12 Hours				
DFT 120 Advanced CAD	1	2	0	2
MAC 122 CNC Turning	1	3	0	2
MAC 124 CNC Milling	1	3	0	2
MAC 231 CAM: CNC Turning	1	4	0	3
MAC 232 CAM: CNC Milling	1	4	0	3
Total Credits				**12**

Computer-Integrated Machining
Machining Workforce Readiness Skills Certificate C50210K4
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Core: 12 Hours				
BPR 111 Print Reading	1	2	0	2
MAC 121 Intro to CNC	2	0	0	2
MAC 122 CNC Turning	1	3	0	2
MAC 124 CNC Milling	1	3	0	2
MAC 151 Machining Calculations	1	2	0	2
MAC 171 Measure/Material & Safety	0	2	0	1
MAC 172 Job Plan, Bench & Layout	0	2	0	1
Total Credits				**12**

COSMETOLOGY A55140

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 successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Cosmetology
Associate in Applied Science A55140
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one course from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one course from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
Selected from the list of math/natural sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
II. Major Courses: 49 Hours				
A. Core: 34 Hours				
COS 111 Cosmetology Concepts I	4	0	0	4
or COS 111A Cosmetology Concepts IA	2	0	0	2
and COS 111B Cosmetology Concepts IB	2	0	0	2
COS 112 Salon I	0	24	0	8
or COS 112A Salon IA	0	12	0	4
and COS 112B Salon IB	0	12	0	4
COS 113 Cosmetology Concepts II	4	0	0	4
or COS 113A Cosmetology Concepts IIA	2	0	0	2
and COS 113B Cosmetology Concepts IIB	2	0	0	2
COS 114 Salon II	0	24	0	8
or COS 114A Salon IIA	0	12	0	4
and COS 114B Salon IIB	0	12	0	4

Cosmetology A55140 (Continued)

Title			Hours Class	Lab	Work Exp.	Credits
		COS 115 Cosmetology Concepts III	4	0	0	4
	or	COS 115A Cosmetology Concepts IIIA	2	0	0	2
	and	COS 115B Cosmetology Concepts IIIB	2	0	0	2
		COS 116 Salon III	0	12	0	4
	or	COS 116A Salon IIIA	0	6	0	2
	and	COS 116B Salon IIIB	0	6	0	2
		COS 117 Cosmetology Concepts IV	2	0	0	2
	or	COS 117A Cosmetology Concepts IVA	1	0	0	1
	and	COS 117B Cosmetology IVB	1	0	0	1
	B. Other Required Courses: 15 hours selected from the following:					
		BUS 115 Business Law I	3	0	0	3
		BUS 121 Business Math	2	2	0	3
		BUS 230 Small Business Management	3	0	0	3
		CIS 111 Basic PC Literacy	1	2	0	2
		COS 118 Salon IV	0	21	0	7
	or	COS 118A Salon IVA	0	12	0	4
	and	COS 118B Salon IVB	0	9	0	3
		COS 250 Computerized Salon Ops	1	0	0	1
		SPA 111 Elementary Spanish I	3	0	0	3

III. Other Required Courses: 1 Hour

Title			Hours Class	Lab	Work Exp.	Credits
		ACA 111 College Student Success	1	0	0	1
	or	ACA 122 College Transfer Success	0	2	0	1
		Total Credits				**65**

Cosmetology
Diploma D55140
(Revised 2017*03) Course and Hour Requirements

Title			Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 6 Hours

Title			Hours Class	Lab	Work Exp.	Credits
	A. English: 3 Hours					
		COM 110 Introduction to Communication	3	0	0	3
	or	ENG 110 Freshman Composition	3	0	0	3
	or	ENG 111 Writing and Inquiry	3	0	0	3
	B. Math/Natural Sciences: 3 Hours					

Selected from the list of math/natural sciences electives for the Associate in Applied Science appearing in the current catalog.

II. Major Courses: 41 Hours

Title			Hours Class	Lab	Work Exp.	Credits
	A. Core: 34 Hours					
		COS 111 Cosmetology Concepts I	4	0	0	4
	or	COS 111A Cosmetology Concepts IA	2	0	0	2
	and	COS 111B Cosmetology Concepts IB	2	0	0	2
		COS 112 Salon I	0	24	0	8
	or	COS 112A Salon IA	0	12	0	4
	and	COS 112B Salon IB	0	12	0	4

Cosmetology D55140 (Continued)

Title			Hours Class	Lab	Work Exp.	Credits
		COS 113 Cosmetology Concepts II	4	0	0	4
	or	COS 113A Cosmetology Concepts IIA	2	0	0	2
	and	COS 113B Cosmetology Concepts IIB	2	0	0	2
		COS 114 Salon II	0	24	0	8
	or	COS 114A Salon IIA	0	12	0	4
	and	COS 114B Salon IIB	0	12	0	4
		COS 115 Cosmetology Concepts III	4	0	0	4
	or	COS 115A Cosmetology Concepts IIIA	2	0	0	2
	and	COS 115B Cosmetology Concepts IIIB	2	0	0	2
		COS 116 Salon III	0	12	0	4
	or	COS 116A Salon IIIA	0	6	0	2
	and	COS 116B Salon IIIB	0	6	0	2
		COS 117 Cosmetology Concepts IV	2	0	0	2
	or	COS 117A Cosmetology Concepts IVA	1	0	0	1
	and	COS 117B Cosmetology IVB	1	0	0	1
B. Other Required Courses: 7 hours selected from the following:						
		BUS 121 Business Math	2	2	0	3
		CIS 111 Basic PC Literacy	1	2	0	2
		COS 118 Salon IV	0	21	0	7
	or	COS 118A Salon IVA	0	12	0	4
	and	COS 118B Salon IVB	0	9	0	3
		SPA 111 Elementary Spanish I	3	0	0	3

III. Other Required Courses: 1 Hour

Title			Hours Class	Lab	Work Exp.	Credits
		ACA 111 College Student Success	1	0	0	1
	or	ACA 122 College Transfer Success	0	2	0	1
		Total Credits				**48**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/iJrN30c9Xfm

Cosmetology
Skills Certificate C55140K1
(Revised 2014*03) Course and Hour Requirements

Title			Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours						
II. Major Courses: 41 Hours						
A. Core: 34 Hours						
		COS 111 Cosmetology Concepts I	4	0	0	4
	or	COS 111A Cosmetology Concepts IA	2	0	0	2
	and	COS 111B Cosmetology Concepts IB	2	0	0	2
		COS 112 Salon I	0	24	0	8
	or	COS 112A Salon IA	0	12	0	4
	and	COS 112B Salon IB	0	12	0	4
		COS 113 Cosmetology Concepts II	4	0	0	4
	or	COS 113A Cosmetology Concepts IIA	2	0	0	2
	and	COS 113B Cosmetology Concepts IIB	2	0	0	2
		COS 114 Salon II	0	24	0	8

Cosmetology C55140K1 (Continued)

Title			Hours Class	Lab	Work Exp.	Credits
	or	COS 114A Salon IIA	0	12	0	4
	and	COS 114B Salon IIB	0	12	0	4
		COS 115 Cosmetology Concepts III	4	0	0	4
	or	COS 115A Cosmetology Concepts IIIA	2	0	0	2
	and	COS 115B Cosmetology Concepts IIIB	2	0	0	2
		COS 116 Salon III	0	12	0	4
	or	COS 116A Salon IIIA	0	6	0	2
	and	COS 116B Salon IIIB	0	6	0	2
		COS 117 Cosmetology Concepts IV	2	0	0	2
	or	COS 117A Cosmetology Concepts IVA	1	0	0	1
	and	COS 117B Cosmetology IVB	1	0	0	1
		COS 118 Salon IV	0	21	0	7
	or	COS 118A Salon IVA	0	12	0	4
	and	COS 118B Salon IVB	0	9	0	3
		Total Credits				**41**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/gphW30c9XH1

Cosmetology
Esthetics Skills Certificate C55230K
(Revised 2012*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
COS 119 Esthetics Concepts I	2	0	0	2
COS 120 Esthetics Salon I	0	18	0	6
COS 125 Esthetics Concepts II	2	0	0	2
COS 126 Esthetics Salon II	0	18	0	6
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/Rm6p30d7r1T

CRIMINAL JUSTICE TECHNOLOGY A55180

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.

Criminal Justice Technology
Associate in Applied Science Degree A55180
(Revised 2016*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 18 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
PSY 150 General Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Natural Sciences: 3 Hours				
BIO 161 Intro to Human Biology	3	0	0	3
or BIO 111 General Biology I	3	3	0	4
E. Mathematics: 3 Hours				
MAT 121 Algebra/Trigonometry	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 52 Hours				
A. Core: 22 Hours				
CJC 111 Intro to Criminal Justice	3	0	0	3
CJC 112 Criminology	3	0	0	3
CJC 113 Juvenile Justice	3	0	0	3
CJC 131 Criminal Law	3	0	0	3
CJC 212 Ethics & Comm Relations	3	0	0	3
CJC 221 Investigative Principles	3	2	0	4
CJC 231 Constitutional Law	3	0	0	3

Criminal Justice Technology A55180 (Continued)

Title		Hours Class	Lab	Work Exp.	Credits
	B. Other Major Courses: 30 Hours				
	1. Required Courses: 24 Hours				
	CIS 110 Introduction to Computers	2	2	0	3
	CJC 121 Law Enforcement Operations	3	0	0	3
	CJC 132 Court Procedure & Evidence	3	0	0	3
	CJC 141 Corrections	3	0	0	3
	CJC 222 Criminalistics	3	0	0	3
	CJC 232 Civil Liability	3	0	0	3
	POL 120 American Government	3	0	0	3
	SOC 210 Introduction to Sociology	3	0	0	3
	2. Select 6 hours from the following:				
	CJC 160 Terrorism: Underlying Issu	3	0	0	3
	CJC 214 Victimology	3	0	0	3
	PSY 183 Psychology of Addiction	3	0	0	3
	PSY 241 Developmental Psych	3	0	0	3
	PSY 281 Abnormal Psychology	3	0	0	3
	SPA 111 Elementary Spanish I	3	0	0	3

III. Other Required Courses: 1 Hour

		Hours Class	Lab	Work Exp.	Credits
	ACA 111 College Student Success	1	0	0	1
or	ACA 122 College Transfer Success	0	2	0	1
	Total Credits				**72**

CULINARY ARTS A55150

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde-manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

Culinary Arts
Associate in Applied Science Degree A55150
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one course from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one course from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: Select 3 Hours from the following:				
MAT 110 Math Measurement & Literacy	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 60 Hours				
A. Core: 30 Hours				
CUL 110 Sanitation & Safety	2	0	0	2
CUL 112 Nutrition for Foodservice	3	0	0	3
CUL 120 Purchasing	2	0	0	2
CUL 135 Food & Beverage Service	2	0	0	2
CUL 140 Culinary Skills I	2	6	0	5
CUL 160 Baking I	1	4	0	3
CUL 170 Garde Manger I	1	4	0	3
CUL 240 Culinary Skills II	1	8	0	5

Culinary Arts A55150 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
HRM 245 Human Resource Mgmt-Hosp	3	0	0	3
WBL 111 Work-Based Learning I	0	0	10	1
WBL 121 Work-Based Learning II	0	0	10	1
B. Other Major Courses: 30 Hours				
1. Required Courses - 21 hours				
CIS 111 Basic PC Literacy	1	2	0	2
CUL 110A Sanitation & Safety Lab	0	2	0	1
CUL 112A Nutrition for Fdsv Lab	0	3	0	1
CUL 120A Purchasing Lab	0	2	0	1
CUL 135A Food & Beverage Serv Lab	0	2	0	1
CUL 230 Global Cuisines	1	8	0	5
CUL 230A Global Cuisines Lab	0	3	0	1
CUL 260 Baking II	1	4	0	3
CUL 270 Garde Manger II	1	4	0	3
HRM 160 Info Systems for Hosp	2	2	0	3
2. 9 hours selected from the following:				
CUL 130 Menu Design	2	0	0	2
CUL 150 Food Science	1	2	0	2
CUL 150A Food Science Lab	0	2	0	1
CUL 275 Catering Cuisine	1	8	0	5
CUL 283 Farm-To-Table	2	6	0	5
HRM 215 Restaurant Management	3	0	0	3
HRM 215A Restaurant Management Lab	0	2	0	1

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**76**

Culinary Arts
Diploma D55150D1
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 6 Hours

A. English: 3 Hours

Title	Hours Class	Lab	Work Exp.	Credits
COM 110 Introduction to Communication	3	0	0	3
or ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3

B. Social/Behavioral Sciences: 3 Hours

Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.

II. Major Courses: 32 Hours

A. Core: 29 Hours

Title	Hours Class	Lab	Work Exp.	Credits
CUL 110 Sanitation & Safety	2	0	0	2
CUL 112 Nutrition for Foodservice	3	0	0	3
CUL 120 Purchasing	2	0	0	2
CUL 135 Food & Beverage Service	2	0	0	2

Culinary Arts D55150D1 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
CUL 140 Culinary Skills I	2	6	0	5
CUL 160 Baking I	1	4	0	3
CUL 170 Garde Manger I	1	4	0	3
CUL 240 Culinary Skills II	1	8	0	5
HRM 245 Human Resource Mgmt-Hosp	3	0	0	3
WBL 111 Work-Based Learning I	0	0	10	1
B. Other Major Courses: 3 Hours				
CUL 110A Sanitation & Safety Lab	0	2	0	1
CUL 120A Purchasing Lab	0	2	0	1
CUL 135A Food & Beverage Serv Lab	0	2	0	1

III. Other Required Courses: 1 Hour

Title	Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**39**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/vHsL30c9XYd

Culinary Arts
Skills Certificate C55150K1
(Revised 2011*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 14 Hours

Title	Class	Lab	Work Exp.	Credits
A. Core: 14 Hours				
CUL 110 Sanitation & Safety	2	0	0	2
CUL 120 Purchasing	2	0	0	2
CUL 135 Food & Beverage Service	2	0	0	2
CUL 140 Culinary Skills I	2	6	0	5
B. Other Major Courses: 3 Hours				
CUL 110A Sanitation & Safety Lab	0	2	0	1
CUL 120A Purchasing Lab	0	2	0	1
CUL 135A Food & Beverage Serv Lab	0	2	0	1
Total Credits				**14**

Culinary Arts
Culinary Arts Essential Skills Certificate C55150K2
(CTE) C55150H2*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 16 Hours

Title	Class	Lab	Work Exp.	Credits
A. Core: 12 Hours				
CUL 110 Sanitation & Safety	2	0	0	2
CUL 112 Nutrition for Foodservice	3	0	0	3

Culinary Arts C55150K2 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
CUL 120 Purchasing	2	0	0	2
CUL 135 Food & Beverage Service	2	0	0	2
HRM 245 Human Resource Mgt-Hosp	3	0	0	3
B. Other Major Courses: 4 Hours				
CUL 110A Sanitation & Safety Lab	0	2	0	1
CUL 112A Nutrition for Fdsv Lab	0	3	0	1
CUL 120A Purchasing Lab	0	2	0	1
CUL 135A Food & Beverage Serv Lab	0	2	0	1
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/XL7T30c9XNU

DENTAL ASSISTING
Diploma D45240
(Program is offered through an Instructional Service Agreement with Wayne Community College.)

Interested students are encouraged to contact a counselor in the Office of Admissions to obtain information about the program.

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.

Dental Assisting
Diploma D45240
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Credits

I. General Education Courses: 6 Hours
A. English: 3 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
ENG 111 Writing and Inquiry	3	0	0	0	3

B. Social/Behavioral Sciences: 3 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
PSY 150 General Psychology	3	0	0	0	3

Students are required to demonstrate competency in CIS 070 and the equivalent of MAT 060 or DMA 010–030 within five years prior to enrollment.

II. Major Courses: 41 Hours
A. 1. Required Core Courses: 34 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
DEN 101 Preclinical Procedures*	**4**	**6**	**0**	**0**	**7**
DEN 102 Dental Materials*	**2**	**4**	**0**	**0**	**4**
DEN 103 Dental Sciences*	**2**	**0**	**0**	**0**	**2**
DEN 104 Dental Health Education*	**2**	**2**	**0**	**0**	**3**
DEN 105 Practice Management*	**2**	**0**	**0**	**0**	**2**
DEN 106 Clinical Practice I*	**2**	**0**	**12**	**0**	**6**
DEN 107 Clinical Practice II*	**1**	**0**	**12**	**0**	**5**
DEN 111 Infection/Hazard Control	**2**	**0**	**0**	**0**	**2**
DEN 112 Dental Radiography*	**2**	**3**	**0**	**0**	**3**

2. Required Subject Areas: 2 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
DEN 100 Basic Orofacial Anatomy*	**2**	**0**	**0**	**0**	**2**

B. Other Major Courses: 5 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
BIO 163 Basic Anat & Physiology	4	2	0	0	5
or BIO 168 Anatomy & Physiology I	3	3	0	0	4
and BIO 169 Anatomy & Physiology II	3	3	0	0	4

III. Other Required Courses: 1 Hour

Title	Class	Lab	Clin.	Work Exp.	Credits
ACA 111 College Student Success *		**1**	**0**	**0**	**1**
Total Credits					**48**

*DEN Courses must be completed through Wayne Community College.
The Diploma in Dental Assisting will be awarded by WCC upon successful completion of all requirements.
Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/fLfC30c9Y4M

DENTAL HYGIENE
Associate in Applied Science Degree A45260
(Program is offered through an Instructional Service Agreement with
Wayne Community College.)

Interested students are encouraged to contact a counselor in the Office of Admissions to obtain information about the program.

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, 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.

Dental Hygiene
Associate in Applied Science A45260
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Credits

I. General Education Courses: 20 Hours

A. English: 6 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
ENG 111 Writing and Inquiry	3	0	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	0	3

B. Social/Behavioral Sciences: 3 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
PSY 150 General Psychology	3	0	0	0	3

C. Humanities/Fine Arts: 3 Hours

Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.

D. Math/Natural Sciences: 8 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
CHM 130 Gen, Org & Biochemistry	3	0	0	0	3
CHM 130A Gen, Org & Biochem Lab	2	2	0	0	1

Students are required to demonstrate competency in CIS 070 and the equivalent of MAT 070 or DMA 010–060 within five years prior to enrollment.

II. Major Courses: 57 Hours

A. Core: 49 Hours

Title	Class	Lab	Clin.	Work Exp.	Credits
DEN 110 Orofacial Anatomy*	**2**	**2**	**0**	**0**	**3**
DEN 111 Infection/Hazard Control*	**2**	**0**	**0**	**0**	**2**
DEN 112 Dental Radiography*	**2**	**3**	**0**	**0**	**3**
DEN 120 Dental Hyg Preclinic Lec*	**2**	**0**	**0**	**0**	**2**
DEN 121 Dental Hygiene Precl Lab*	**0**	**6**	**0**	**0**	**2**
DEN 123 Nutrition/Dental Health*	**2**	**0**	**0**	**0**	**2**
DEN 124 Periodontology*	**2**	**0**	**0**	**0**	**2**
DEN 130 Dental Hygiene Theory I*	**2**	**0**	**0**	**0**	**2**
DEN 131 Dental Hygiene Clinic I*	**0**	**0**	**9**	**9**	**3**

Dental Hygiene A45260 (Continued)

Title	Class	Lab	Clin.	Exp.	Credits
	Hours			Work	
DEN 140 Dental Hygiene Theory II*	**1**	**0**	**0**	**0**	**1**
DEN 141 Dental Hygiene Clinic II*	**0**	**0**	**6**	**6**	**2**
DEN 220 Dental Hygiene Theory III*	**2**	**0**	**0**	**0**	**2**
DEN 221 Dental Hygiene Clinic III*	**0**	**0**	**12**	**12**	**4**
DEN 222 General & Oral Pathology*	**2**	**0**	**0**	**0**	**2**
DEN 223 Dental Pharmacology*	**2**	**0**	**0**	**0**	**2**
DEN 224 Materials and Procedures*	**1**	**3**	**0**	**0**	**2**
DEN 230 Dental Hygiene Theory IV*	**1**	**0**	**0**	**0**	**1**
DEN 231 Dental Hygiene Clinic IV*	**0**	**0**	**12**	**12**	**4**
DEN 232 Community Dental Health	**2**	**3**	**0**	**0**	**3**
DEN 233 Professional Development*	**2**	**0**	**0**	**0**	**2**
BIO 175 General Microbiology**	**2**	**2**	**0**	**0**	**3**
B. Other Required: 4 Hours					
BIO 168 Anatomy and Physiology I	3	3	0	0	4
C. Other Major Hours: 4 Hours					
BIO 169 Anatomy and Physiology II	3	3	0	0	4

III. Other Required Courses: 1 Hour

ACA 111 College Student Success	1	0	0	0	1
Total Credits					**74**

*DEN Courses must be completed through Wayne Community College.

**Students may take BIO 275 at Lenoir Community College.

The Associate in Applied Science in Dental Hygiene will be awarded by Wayne Community College upon successful completion of all requirements.

DIETETIC TECHNICIAN A45310

(Program is offered through an Instructional Service Area Agreement with Gaston College)
Associate in Applied Science Degree A45310
(Revised 2017*03) Course and Hour Requirements

    The Dietetic Technician Program prepares individuals to promote optimal health through proper nutrition by providing personalized services to meet client's needs and ensure balanced diets. Dietetic Technicians work under the supervision of a registered, licensed dietician.

    Course work includes content related to food, nutrition, communication, and management. The physical, biological, behavioral, and social sciences support these areas.

    Employment opportunities include childcare centers, hospitals, correctional centers, public health agencies, retirement centers, rehabilitation centers, hospices, clinics, nursing homes, home care programs, or medical offices.

Title	Hours Class	Lab	Clin.	Work Exp.	Credits
I. General Education Courses: 15 Hours					
A. English: 6 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	0	3
B. Social/Behavioral Sciences: 3 Hours					
PSY 150 General Psychology	3	0	0	0	3
C. Humanities/Fine Arts: 3 Hours					
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.					
D. Math/Natural Sciences: 3 Hours					
MAT 143 Quantitative Literacy	2	2	0	0	3
II. Major Courses: 55 Hours					
A. Core: 46 Hours					
BIO 275 Microbiology	3	3	0	0	4
CHM 130 Gen, Org, & Biochemistry	3	0	0	0	3
CHM 130A Gen, Org, & Biochem Lab	0	2	0	0	1
CUL 110 Sanitation & Safety	2	0	0	0	2
DET 112 Introduction to Nutrition *	**3**	**0**	**0**	**0**	**3**
DET 113 Basic Food Science*	**3**	**0**	**0**	**0**	**3**
DET 114 Supervised Practice I*	**0**	**0**	**6**	**6**	**2**
DET 116 Food Mgt Sys & Nutr Concepts*	**3**	**0**	**0**	**0**	**3**
DET 117 Foodservice Management Systems*	**5**	**0**	**0**	**0**	**5**
DET 118 Supervised Practice II*	**0**	**0**	**12**	**12**	**4**
DET 221 Nutr Assess & Skill Develop*	**3**	**0**	**0**	**0**	**3**
DET 222 Nutr Counseling and Education*	**3**	**0**	**0**	**0**	**3**
DET 224 Supervised Practice III*	**0**	**0**	**6**	**6**	**2**
DET 225 Profession of Dietetics*	**2**	**0**	**0**	**0**	**2**
DET 226 Medical Nutrition Therapy*	**3**	**0**	**0**	**0**	**3**
DET 227 Dietetics Overview*	**1**	**0**	**0**	**0**	**1**
DET 228 Supervised Practice IV*	**0**	**0**	**6**	**6**	**2**

Dietetic Technician A45310 (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Credits
B. Other Major Courses: 9 Hours					
BIO 168 Anatomy and Physiology I	3	3	0	0	4
BIO 169 Anatomy and Physiology II	3	3	0	0	4
WBL 111 Work-Based Learning I	0	0	0	10	1
III. Other Required Courses: 1 Hour					
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**71**

*DET courses must be completed through Gaston College.
 All other courses may be taken at Lenoir Community College.
The Dietetic Technician Program is a two year program with students receiving an Associate in
Applied Science Degree in Dietetic Technician from Gaston College is accredited by the
Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the
accrediting agency for the Academy of Nutrition and Dietetics (AND).

EARLY CHILDHOOD EDUCATION A55220
Pathway: Teaching/Training

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight 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 families 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.

Teaching/Training: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use of developmentally effective approaches in collaboration with other early childhood professionals. Potentials course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Early Childhood Education
Associate in Applied Science Degree A55220
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
SOC 210 Introduction to Sociology	3	0	0	3
or SOC 213 Sociology of the Family	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 53 Hours				
A. Core: 35 Hours				
1. Technical Core: 29 Hours				
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
EDU 153 Health, Safety and Nutrition	3	0	0	3
EDU 221 Children With Exceptionalities	3	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	3

Early Childhood Education A55220 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
EDU 284 Early Child Capstone Prac	1	9	0	4
2. Program Major: 6 Hours				
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
B. Other Major Courses: 18 hours				
1. Required: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
EDU 251 Exploration Activities	3	0	0	3
EDU 259 Curriculum Planning	3	0	0	3
EDU 282 Early Childhood Literature	3	0	0	3
2. Select 6 Hours from the following:				
EDU 152 Music, Movement, and Language	3	0	0	3
EDU 235 School-Age Develop & Programs	3	0	0	3
EDU 261 Early Childhood Admin I	3	0	0	3
EDU 262 Early Childhood Admin II	3	0	0	3
PSY 150 General Psychology	3	0	0	3
PSY 246 Adolescent Psychology	3	0	0	3

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**69**

Early Childhood Education
Diploma D55220D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 9 Hours

Title	Hours Class	Lab	Work Exp.	Credits
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
SOC 210 Introduction to Sociology	3	0	0	3
or SOC 213 Sociology of the Family	3	0	0	3
C. Math/Natural Sciences: 3 Hours				
MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4

II. Major Courses: 31 Hours

Title	Hours Class	Lab	Work Exp.	Credits
A. Core: 28 Hours				
1. Technical Core: 22 Hours				
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
EDU 153 Health, Safety and Nutrition	3	0	0	3
EDU 221 Children With Exceptionalities	3	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	3

Early Childhood Education D55220D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Program Major: 6 Hours				
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
B. Other Major Courses: 3 Hours selected from the following:				
CIS 110 Introduction to Computers	2	2	0	3
EDU 152 Music, Movement, and Language	3	0	0	3
EDU 280 Language/Literacy Experiences	3	0	0	3

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**41**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/HViG30c9YPL

Early Childhood Education
Special Needs Certificate C55220C5
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 16 Hours

Title	Class	Lab	Exp.	Credits
A. Core: 13 hours				
1. Technical Core: 7 Hours				
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 221 Children With Exceptionalities	3	0	0	3
2. Program Major: 6 Hours				
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
B. Other Major Courses: 3 Hours				
EDU 280 Language/Literacy Experiences	3	0	0	3
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/rKRm30dxzb3

Early Childhood Education
Administrator Skills Certificate C55220K2
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 16 Hours

Title	Class	Lab	Exp.	Credits
A. Technical Core: 10 Hours				
1. EDU 119 Intro to Early Child Educ	4	0	0	4
2. Select 6 Hours from the following:				
EDU 131 Child, Family, and Community	3	0	0	3
EDU 146 Child Guidance	3	0	0	3

Early Childhood Education C55220K2 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
EDU 151 Creative Activities	3	0	0	3
EDU 153 Health, Safety and Nutrition	3	0	0	3
B. Other Major Courses: 6 Hours				
EDU 261 Early Childhood Admin I	3	0	0	3
EDU 262 Early Childhood Admin II	3	0	0	3
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/6tNn30d7gmZ

Early Childhood Education
Early Childhood Preschool Certificate C55860
(CTE) C55860H1*
(2017*03) Course and Hour Requirements

This curriculum prepares individuals to work with preschool age children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children, care and guidance, communication skills with families and children, design and implementation of appropriate curriculum, and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate preschool 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 other preschool programs.

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 145 Child Development II	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 153 Health, Safety and Nutrition	3	0	0	3
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/iVoT30d7gsX

Infant/Toddler Care Certificate

    The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

    Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

    Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Infant/Toddler Care
Certificate C55290
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
EDU 119 Intro to Early Child Educ	4	0	0	4
EDU 131 Child, Family, and Community	3	0	0	3
EDU 144 Child Development I	3	0	0	3
EDU 153 Health, Safety and Nutrition	3	0	0	3
EDU 234 Infants, Toddlers, and Twos	3	0	0	3
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/QIO030d7haM

EMERGENCY MEDICAL SCIENCE A45340

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce. Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system. Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Emergency Medical Science
Associate in Applied Science Degree A45340
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 15 Hours					
A. English: 6 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	0	3
B. Social/Behavioral Sciences: 3 Hours					
Selected from the list of social/behavioral sciences electives for the Associate in					
Applied Science degree appearing in the current catalog.					
C. Humanities/Fine Arts: 3 Hours					
Selected from the list of humanities/fine arts electives for the Associate in Applied					
Science degree appearing in the current catalog.					
D. Math/Natural Sciences: Select 3 hours from the following:					
MAT 121 Algebra/Trigonometry I	2	2	0	0	3
II. Major Courses: 60 Hours					
A. Core: 53 Hours required					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
EMS 110 EMT	6	6	0	0	8
or EMS 110A EMT	3	3	0	0	4
and EMS 110B EMT	3	3	0	0	4
EMS 122 EMS Clinical Practicum I	0	0	3	0	1
EMS 130 Pharmacology	3	3	0	0	4
EMS 131 Advanced Airway Management	1	2	0	0	2
EMS 160 Cardiology I	1	3	0	0	2
EMS 220 Cardiology II	2	3	0	0	3
EMS 221 EMS Clinical Practicum II	0	0	6	0	2
EMS 231 EMS Clinical Pract III	0	0	9	0	3
EMS 240 Patients W/ Special Challenges	1	2	0	0	2
EMS 241 EMS Clinical Practicum IV	0	0	12	0	4
EMS 250 Medical Emergencies	3	3	0	0	4
EMS 260 Trauma Emergencies	1	3	0	0	2
EMS 270 Life Span Emergencies	2	3	0	0	3
EMS 285 EMS Capstone	1	3	0	0	2
OST 141 Med Office Terms I	3	0	0	0	3
OST 142 Med Office Terms II	3	0	0	0	3

Emergency Medical Science A45340 (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
B. Other Major Hours: Select 7 hours from the following:					
CIS 110 Introduction to Computers	2	2	0	0	3
EMS 120 Advanced EMT	4	6	0	0	6
EMS 121 AEMT Clinical Practicum	0	0	6	0	2
EMS 125 EMS Instructor Methodology	1	2	0	0	2
or EMS 235 EMS Management	2	0	0	0	2
EMS 140 Rescue Scene Management	1	3	0	0	2
EMS 150 Emergency Vehicles & EMS Comm	1	3	0	0	2

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**76**

Emergency Medical Science
Essential Basic Certificate C45340C
(CTE) C45340H*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 0 Hours					
II. Major Courses: 14 Hours					
EMS 110 EMT	6	6	0	0	8
OST 141 Med Office Terms I	3	0	0	0	3
OST 142 Med Office Terms II	3	0	0	0	3
Total Credits					**14**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Emergency Medical Science
Emergency Medical Technician-Basic Certificate C45340C1
(Revised 2014*03) Course and Hour Requirements

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 0 Hours					
II. Major Courses: 10 Hours					
EMS 110 EMT	6	6	0	0	8
EMS 150 Emergergency Vehicles & EMS Comm	1	3	0	0	2
III. Other Major Courses: 4 Hours					
ACA 111 College Student Success	1	0	0	0	1
CIS 110 Introduction to Computers	2	2	0	0	3
Total Credits					**14**

The Lenoir Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) (CAAHEP at 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org.)

Emergency Medical Science

Basic Rescue Scene Management Certificate C45340C3
(CTE) C45340H3*
(2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 0 Hours					
II. Major Courses: 8 Hours					
EMS 110A EMT	3	3		0	4
EMS 110B EMT	3	3		0	4
III. Other Major Courses: 4 Hours					
EMS 140 Rescue Scene Management	1	3		0	2
EMS 150 Emergency Vehicles & EMS Comm	1	3		0	2
Total Credits					**12**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

EMERGENCY MEDICAL SCIENCE—BRIDGING

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

Emergency Medical Science—Bridging
Associate in Applied Science Degree A45340B
(Revised 2014*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 15 Hours					
A. English: 6 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	0	3
B. Social/Behavioral Sciences: 3 Hours					
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.					
C. Humanities/Fine Arts: 3 Hours					
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.					
D. Math/Natural Sciences: 3 Hours					
MAT 121 Algebra/Trigonometry I	2	2	0	0	3
II. Major Courses: 15 Hours					
A. Core: 5 Hours required					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
B. Other Required Courses: 10 Hours					
CIS 110 Introduction to Computers	2	2	0	0	3
EMS 140 Rescue Scene Management	1	3	0	0	2
EMS 235 EMS Management	2	0	0	0	2
or EMS 125 EMS Instructor Methodology	1	2	0	0	2
EMS 280 EMS Bridging Course	2	2	0	0	3
III. Other Required Courses: 1 Hour					
ACA 111 College Student Success	1	0	0	0	1
Credits required					**31**
Total transfer credits					**45**
Total Credits					**76**

All Emergency Medical Science students must make grades of "A," "B," or "C" on all major courses to graduate from the program.

The Lenoir Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) (CAAHEP at 25400 US Hwy 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org.)

GENERAL OCCUPATIONAL TECHNOLOGY A55280

(64–76 Semester Hours Credit Required)
ASSOCIATE IN APPLIED SCIENCE DEGREE
(Revised 2017*03) Course and Hour Requirements

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree, diploma or certificate by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

All courses must be taken from approved AAS programs.

COURSE AND HOUR REQUIREMENTS

GENERAL EDUCATION
Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

CORE COURSES
The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program. Degree programs must contain a minimum of 18 semester hours of core classes. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills.

OTHER PROGRAM COURSES
Degree programs must include a minimum of 31 SHC from a combination of major courses for curriculums approved to be offered by the College. A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. . Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Restricted, unique, or free-elective courses may not be included as other required hours.

GRAPHIC ARTS AND IMAGING TECHNOLOGY A30180

The Graphic Arts and Imaging Technology curriculum is designed to provide students with knowledge and skills necessary for employment in the printing, publishing, packaging, and related industries. Students will receive hands-on training in computer publishing, imaging technology, offset lithography, screen printing, and emerging printing technologies. Training may also include flexography, graphic design, and multimedia. Graduates should qualify for career opportunities within the printing and publishing industries.

Graphic Arts and Imaging Technology
Associate in Applied Science Degree A30180
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits

I. General Education Courses: 15 Hours

A. English: 6 Hours
Select one course from the following:

	Class	Lab	Exp.	Credits
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3

Select one course from the following:

	Class	Lab	Exp.	Credits
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3

B. Social/Behavioral Sciences: 3 Hours
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog. PSY 150 or SOC 210 is recommended.

	Class	Lab	Exp.	Credits
or PSY 118 Interpersonal Psychology	3	0	0	3

C. Humanities/Fine Arts: 3 Hours
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog. ART 111 is recommended.

D. Math/Natural Sciences: 3 Hours selected from the following:
Selected from the list of math/ natural sciences electives for the Associate in Applied Science degree appearing in the current catalog.

II. Major Courses: 53 Hours

A. Core: 20 Hours

	Class	Lab	Exp.	Credits
GRA 121 Graphic Arts I	2	4	0	4
GRA 151 Computer Graphics I	1	3	0	2
GRA 152 Computer Graphics II	1	3	0	2
GRA 221 Graphic Arts II	2	4	0	4
GRA 255 Image Manipulation I	1	3	0	2
GRA 256 Image Manipulation II	1	3	0	2
GRD 141 Graphic Design I	2	4	0	4

B. Other Major Courses: 33 Hours
1. Required Courses 28 Hours

	Class	Lab	Exp.	Credits
GRA 110 Graphic Arts Orientation	2	0	0	2
GRA 153 Computer Graphics III	1	3	0	2
GRA 154 Computer Graphics IV	1	3	0	2
GRA 222 Graphic Arts III	2	4	0	4
GRA 250 E-Document Publishing	1	3	0	2
GRD 142 Graphic Design II	2	4	0	4
GRD 167 Photographic Imaging I	1	4	0	3

Graphic Arts and Imaging Technology A30180 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
GRD 265 Digital Print Production	1	4	0	3
GRD 271 Multimedia Design I	1	3	0	2
GRD 280 Portfolio Design	2	4	0	4
2. Other major hours: select 5 hours from the following				
GRD 110 Typography I	2	2	0	3
GRD 168 Photographic Imaging II	1	4	0	3
PRN 155 Screen Printing I	1	3	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

Other college-level courses from the following prefixes: ART, BUS, CIS, CSC, MKT, OST, PRN.

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**69**

Graphic Arts and Imaging Technology
Certificate C30180C1
(Revised 2012*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
GRA 121 Graphic Arts I	2	4	0	4
GRA 151 Computer Graphics I	1	3	0	2
GRA 152 Computer Graphics II	1	3	0	2
GRA 221 Graphic Arts II	2	4	0	4
GRA 255 Image Manipulation I	1	3	0	2
GRD 141 Graphic Design I	2	4	0	4
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/HD4s30cadmd

Graphic Arts and Imaging Technology
Computer Graphics Certificate C30180C2
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Core				
GRA 151 Computer Graphics I	1	3	0	2
GRA 152 Computer Graphics II	1	3	0	2
GRA 255 Image Manipulation I	1	3	0	2
GRA 256 Image Manipulation II	1	3	0	2

Graphic Arts and Imaging Technology C30180C2 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
GRD 141 Graphic Design I	2	4	0	4
B. Other Major Courses				
GRA 153 Computer Graphics III	1	3	0	2
GRA 154 Computer Graphics IV	1	3	0	2
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/Vcn130cacPI

Graphic Arts and Imaging Technology
Digital Photography and Design Certificate C30180C6
Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 14 Hours				
A. Core				
GRA 151 Computer Graphics I	1	3	0	2
GRA 255 Image Manipulation I	1	3	0	2
GRD 141 Graphic Design I	2	4	0	4
GRD 167 Photographic Imaging I	1	4	0	3
GRD 168 Photographic Imaging II	1	4	0	3
Total Credits				**14**

Graphic Arts and Imaging Technology
Career and College Promise Certificate C30180C7
(CTE) C30180H7*
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Core				
GRA 151 Computer Graphics I	1	3	0	2
GRA 152 Computer Graphics II	1	3	0	2
GRA 255 Image Manipulation I	1	3	0	2
GRA 256 Image Manipulation II	1	3	0	2
GRD 141 Graphic Design I	2	4	0	4
Total Credits				**12**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Graphic Arts and Imaging Technology

Vehicle and Outdoor Graphics Skills Certificate C30180K1
(Revised 2011*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 17 Hours				
A. Core				
GRA 121 Graphic Arts I	2	4	0	4
GRA 151 Computer Graphics I	1	3	0	2
GRA 152 Computer Graphics II	1	3	0	2
GRA 255 Image Manipulation I	1	3	0	2
GRD 141 Graphic Design I	2	4	0	4
GRD 265 Digital Print Production	1	4	0	3
Total Credits				**17**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/OP5g30d7wic

GUNSMITHING A30200

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks. Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment. Graduates should qualify as a professional gunsmith, able to complete any task in general gunsmithing.

Gunsmithing
Associate in Applied Science Degree A30200
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 59 Hours				
A. Core: 12 Hours				
GSM 111 Gunsmithing I	2	12	0	6
GSM 120 Gunsmithing Tools	2	12	0	6
B. Other Major Courses: 47 Hours				
1. Required Courses 23 Hours				
GSM 127 General Repair	3	9	0	6
GSM 225 Gunmetal Refinishing	2	12	0	6
GSM 230 Handgun Technology	2	9	0	5
MEC 111 Machine Processes I	1	4	0	3
MEC 112 Machine Processes II	2	3	0	3
2. Select 24 Hours from the following:				
CIS 110 Introduction to Computers	2	2	0	3
GSM 123 Basic Stockmaking	2	12	0	6
GSM 125 Barrel Fitting/Alteration	3	9	0	6
GSM 223 Rifle Stockmaking	2	12	0	6
GSM 227 Adv Repair Technology	2	12	0	6

Gunsmithing A30200 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
GSM 235 Current Gunsmithing Tech	2	12	0	6
GSM 240 Modern Sporting Firearms	2	12	0	6
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**75**

Gunsmithing
Diploma D30200D
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 6 Hours

A. English: 3 Hours

Title	Class	Lab	Exp.	Credits
COM 110 Introduction to Communication	3	0	0	3
or ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3

B. Math/Natural Science: 3 Hours

Title	Class	Lab	Exp.	Credits
MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4

II. Major Courses: 38 Hours

A. Core: 12 Hours

Title	Class	Lab	Exp.	Credits
GSM 111 Gunsmithing I	2	12	0	6
GSM 120 Gunsmithing Tools	2	12	0	6

B. Other Major Courses: 26 Hours

1. Required Courses: 18 Hours

Title	Class	Lab	Exp.	Credits
GSM 125 Barrel Fitting/Alteration	3	9	0	6
GSM 127 General Repair	3	9	0	6
MEC 111 Machine Processes I	1	4	0	3
MEC 112 Machine Processes II	2	3	0	3

2. Select 8 Hours from the following:

Title	Class	Lab	Exp.	Credits
GSM 123 Basic Stockmaking	2	12	0	6
GSM 223 Rifle Stockmaking	2	12	0	6
GSM 225 Gunmetal Refinishing	2	12	0	6
GSM 227 Adv Repair Technology	2	12	0	6
GSM 230 Handgun Technology	2	9	0	5
GSM 235 Current Gunsmithing Tech	2	12	0	6
GSM 240 Modern Sporting Firearms	2	12	0	6
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

Gunsmithing D30200D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**45**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/EigG30d7dpo

Gunsmithing
Basic Gunsmithing Skills Certificate C30200K1
(CTE) C30200H1*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Core: 6 Hours				
GSM 111 Gunsmithing I	2	12	0	6
B. Other Major Courses: 9 Hours				
GSM 127 General Repair	3	9	0	6
MEC 111 Machine Processes I	1	4	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Gunsmithing
Intermediate Gunsmithing Skills Certificate C30200C1
(CTE) C30200H2*
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Core: 6 Hours				
GSM 120 Gunsmithing Tools	2	12	0	6
B. Other Major Courses: 9 Hours				
GSM 225 Gunmetal Refinishing	2	12	0	6
MEC 112 Machine Processes II	2	3	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative. Students must complete the C30200K1 Basic Gunsmithing Skills Certificate prior to enrollment in the C30200C1 Intermediate Gunsmithing Certificate.

Gunsmithing

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Core: 0 Hours				
B. Other Major Courses: 12 Hours				
GSM 125 Barrel Fitting/Alteration	3	9	0	6
GSM 227 Adv Repair Technology	2	12	0	6
Total Credits				**12**

HEALTHCARE MANAGEMENT TECHNOLOGY A25200
(Program is offered through an Instructional Service Agreement with
Pitt Community College)

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA).

Healthcare Management Technology
Associate in Applied Science Degree A25200
(Agreement Revised 2014*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits

I. General Education Courses: 18 Hours

A. English: 6 Hours

	Class	Lab	Work Exp.	Credits
ENG 111 Writing and Inquiry	3	0	0	3

B. English Elective: 3 Hours (select one course from the following)

	Class	Lab	Work Exp.	Credits
ENG 112 Writing/Research in the Disc	3	0	0	3
ENG 113 Literature-Based Research	3	0	0	3
ENG 114 Prof Research & Reporting	3	0	0	3

C. Communication: 3 Hours (select one course from the following)

	Class	Lab	Work Exp.	Credits
COM 120 Intro Interpersonal Com	3	0	0	3
COM 231 Public Speaking	3	0	0	3

D. Social/Behavioral Sciences: 3 Hours (select one course from the following)

	Class	Lab	Work Exp.	Credits
PSY 150 General Psychology	3	0	0	3
SOC 213 Sociology of the Family	3	0	0	3

E. Humanities/Fine Arts: 3 Hours (select one course from the following)

	Class	Lab	Work Exp.	Credits
MUS 110 Music Appreciation	3	0	0	3
PHI 240 Introduction to Ethics	3	0	0	3

F. Math/Natural Sciences: 3 Hours (select one course from the following)

	Class	Lab	Work Exp.	Credits
MAT 143 Quantative Literacy	2	2	0	3
MAT 152 Statistical Methods I	3	2	0	4

II. Major Courses: 56 Hours

A. Core: 34 Hours

	Class	Lab	Work Exp.	Credits
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 121 Prin of Managerial Accounting	3	2	0	4
ACC 140 Payroll Accounting	1	2	0	2
or ACC 150 Accounting Software Appl	1	2	0	2
HMT 110 Intro to Healthcare Mgt*	**3**	**0**	**0**	**3**
HMT 210 Medical Insurance*	**3**	**0**	**0**	**3**
HMT 211 Long-Term Care Admin*	**3**	**0**	**0**	**3**
HMT 220 Healthcare Financial Mgmt*	**4**	**0**	**0**	**4**

Healthcare Management Technology A25200 (Continued)

Title	Class	Lab	Exp.	Credits
	Hours		Work	
HMT 225 Practice Mgmt. Simulation*	**2**	**2**	**0**	**3**
MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
B. Major Courses: 20 Hours				
BUS 110 Introduction to Business	3	0	0	3
BUS 151 People Skills	3	0	0	3
BUS 153 Human Resource Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
HMT 212 Mgt of Healthcare Org*	**3**	**0**	**0**	**3**
WBL 112 Work-Based Learning I	0	0	20	2
III. Other Required Courses: 2 Hours				
ACA 111 College Student Success	1	0	0	1
WBL 110 World of Work	1	0	0	1
Total Credits				**74**

*A minimum of 19 SHC must be completed through Pitt Community College. HMT 110, HMT 210, HMT 211, HMT 220, HMT 212, HMT 225 and at least 4 additional semester hours must be taken at Pitt Community College. The Associate in Applied Science Degree in Healthcare Management Technology will be awarded by Pitt Community College upon successful completion of all requirements.

HORTICULTURE TECHNOLOGY A15240

Pathway: Plant Systems

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticulture principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/ parks, golf courses, sports complexes, highway, vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/ or the North Carolina Certified Plant Professional Examination.

Horticulture Technology: A program that focuses on the general production and management of cultivated plant, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with the horticulture services; and the basic scientific principles needed to understand plants and their management and care.

Horticulture Technology

Associate in Applied Science Degree A15240
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one course from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one course from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
BIO 140 Environmental Biology	3	0	0	3
and BIO 140A Environmental Biology Lab	0	3	0	1
or MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 49 Hours				
A. Core: 26 Hours				
1. Technical Core: 12 Hours				
HOR 112 Landscape Design I	2	3	0	3

Horticulture Technology A15240 (Continued)

Title			Class	Lab	Work Exp.	Credits
		HOR 160 Plant Materials I	2	2	0	3
		HOR 164 Hort Pest Management	2	2	0	3
		HOR 166 Soils & Fertilizers	2	2	0	3
	or	AGR 170 Soil Science	2	2	0	3
	2.	Program Major: 14 Hours				
		HOR 114 Landscape Construction	2	2	0	3
		HOR 124 Nursery Operations	2	3	0	3
	or	HOR 134 Greenhouse Operations	2	2	0	3
		HOR 150 Intro to Horticulture	2	0	0	2
		HOR 162 Applied Plant Science	2	2	0	3
		HOR 168 Plant Propagation	2	2	0	3
B. Other Major Courses: 23 Hours						
	1.	Required Hours: 20 Hours				
		HOR 116 Landscape Management I	2	2	0	3
		HOR 142 Fruit & Vegetable Prod	1	2	0	2
		HOR 217 Landscape Management II	1	3	0	2
		HOR 245 Hor Specialty Crops	2	2	0	3
		HOR 253 Horticulture Turfgrass	2	2	0	3
		HOR 265 Advanced Plant Materials	1	2	0	2
		HOR 271 Garden Center Mgmt	2	0	0	2
		HOR 273 Hor Mgmt & Marketing	3	0	0	3
	or	AGR 214 Agricultural Marketing	3	0	0	3
	2.	Select 3 Hours from the following:				
		CIS 110 Introduction to Computers	2	2	0	3
		HOR 213 Landscape Design II	2	2	0	3
		HOR 215 Landscape Irrigation	2	2	0	3
		WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
		WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
		WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title			Class	Lab	Work Exp.	Credits
		ACA 111 College Student Success	1	0	0	1
	or	ACA 122 College Transfer Success	0	2	0	1
		Total Credits				**65**

Horticulture Technology
Greenhouse Technician Diploma D15240D1
(Revised 2017*03) Course and Hour Requirements

Title			Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours						
A. English: 3 Hours						
		COM 110 Introduction to Communication	3	0	0	3
	or	ENG 110 Freshman Composition	3	0	0	3
	or	ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours						
		BIO 140 Environmental Biology	3	0	0	3
	and	BIO 140A Environmental Biology Lab	0	3	0	1

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Horticulture Technology D15240D1 (Continued)

Title			Hours Class	Lab	Work Exp.	Credits
	or	MAT 110 Math Measurement & Literacy	2	2	0	3
	or	MAT 171 Precalculus Algebra	3	2	0	4

II. Major Courses: 30 Hours

A. Core: 18 Hours

  1. Technical Core: 9 Hours

			Class	Lab	Exp.	Credits
		HOR 160 Plant Materials I	2	2	0	3
		HOR 164 Hort Pest Management	2	2	0	3
		HOR 166 Soils & Fertilizers	2	2	0	3
	or	AGR 170 Soil Science	2	2	0	3

  2. Program Major: 9 Hours

		Class	Lab	Exp.	Credits
HOR 134 Greenhouse Operations	2	2	0	3
HOR 162 Applied Plant Science	2	2	0	3
HOR 168 Plant Propagation	2	2	0	3

B. Other Major Courses: 12 Hours

  1. Required: 5 Hours

		Class	Lab	Exp.	Credits
HOR 245 Hor Specialty Crops	2	2	0	3
HOR 265 Advanced Plant Materials	1	2	0	2

  2. Select 7 Hours from the following (a maximum of 4 Hours of WBL is allowed):

	Class	Lab	Exp.	Credits
HOR 124 Nursery Operations	2	3	0	3
HOR 215 Landscape Irrigation	2	2	0	3
HOR 273 Hor Mgmt & Marketing	3	0	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

		Class	Lab	Exp.	Credits
	ACA 111 College Student Success	1	0	0	1
or	ACA 122 College Transfer Success	0	2	0	1
	Total Credits				**37**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/Taxl30cadKI

Horticulture Technology
Landscape Technician Diploma D15240D2
(Revised 2017*03) Course and Hour Requirements

Title			Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 6 Hours

A. English: 3 Hours

			Class	Lab	Exp.	Credits
		COM 110 Introduction to Communication	3	0	0	3
	or	ENG 110 Freshman Composition	3	0	0	3
	or	ENG 111 Writing and Inquiry	3	0	0	3

B. Math/Natural Sciences: 3 Hours

			Class	Lab	Exp.	Credits
		BIO 140 Environmental Biology	3	0	0	3
	and	BIO 140A Environmental Biology Lab	0	3	0	1
		MAT 110 Math Measurement & Literacy	2	2	0	3
	or	MAT 171 Precalculus Algebra	3	2	0	4

II. Major Courses: 30 Hours

Horticulture Technology D15240D2 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
A. Core: 18 Hours				
1. Technical Core: 12 Hours				
HOR 112 Landscape Design I	2	3	0	3
HOR 160 Plant Materials I	2	2	0	3
HOR 164 Hort Pest Management	2	2	0	3
HOR 166 Soils & Fertilizers	2	2	0	3
or AGR 170 Soil Science	2	2	0	3
2. Program Major: 6 Hours				
HOR 162 Applied Plant Science	2	2	0	3
HOR 168 Plant Propagation	2	2	0	3
B. Other Major Courses: 12 Hours				
1. Required: 2 Hours				
HOR 265 Advanced Plant Materials	1	2	0	2
2. Select 10 Hours from the following (a maximum of 4 Hours of WBL is allowed):				
HOR 114 Landscape Construction	2	2	0	3
HOR 116 Landscape Management I	2	2	0	3
HOR 213 Landscape Design II	2	2	0	3
HOR 215 Landscape Irrigation	2	2	0	3
HOR 217 Landscape Management II	1	3	0	2
HOR 253 Horticulture Turfgrass	2	2	0	3
HOR 273 Hor Mgmt & Marketing	3	0	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**37**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/uVSY30dm3q4

Horticulture Technology

Landscape Management Certificate C15240C
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Technical Core: 3 Hours				
HOR 164 Hort Pest Management	2	2	0	3
B. Program Major: 6 Hours				
HOR 114 Landscape Construction	2	2	0	3
HOR 124 Nursery Operations	2	3	0	3
C. Other Major Hours: 7 Hours				
HOR 116 Landscape Management I	2	2	0	3
HOR 150 Intro to Horticulture	2	0	0	2
HOR 217 Landscape Management II	1	3	0	2
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/xVuw30cadRk

Horticulture Technology

Greenhouse Management Certificate C15240C2
(CTE) C15240H2*
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 14 Hours				
A. Technical Core: 6 Hours				
HOR 164 Hort Pest Management	2	2	0	3
HOR 166 Soils & Fertilizers	2	2	0	3
A. Program Major: 6 Hours				
HOR 134 Greenhouse Operations	2	2	0	3
HOR 162 Applied Plant Science	2	2	0	3
B. Other Major Hours: 2 Hours				
HOR 150 Intro to Horticulture	2	0	0	2
Total Credits				**14**

*This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.

HUMAN SERVICES TECHNOLOGY A45380

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Human Services Technology
Associate in Applied Science Degree A45380
(Revised 2016*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 18 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences courses for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 6 Hours				
COM 231 Public Speaking	3	0	0	3
and *3 hours selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.*				
D. Natural Sciences/Mathematics: 3 Hours				
3 hours selected from the list of Natural Sciences/ Mathematics electives for the Associate in Applied Science degree appearing in the current catalog.				
II. Major Courses: 50 Hours				
A. Core: 28 Hours				
1. Required Courses:				
HSE 110 Intro to Human Services	2	2	0	3
HSE 112 Group Process I	1	2	0	2
HSE 123 Interviewing Techniques	2	2	0	3
HSE 125 Counseling	2	2	0	3
HSE 210 Human Services Issues	2	0	0	2
HSE 225 Crisis Intervention	3	0	0	3
PSY 150 General Psychology	3	0	0	3
PSY 241 Developmental Psych	3	0	0	3
2. 6 hours selected from the following:				
SOC 210 Introduction to Sociology	3	0	0	3
SOC 213 Sociology of the Family	3	0	0	3

Human Services Technology A45380 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
SOC 220 Social Problems	3	0	0	3
B. Other Major Courses: 22 Hours				
HSE 226 Intellectual Disabilities	3	0	0	3
PSY 183 Psychology of Addiction	3	0	0	3
PSY 246 Adolescent Psychology	3	0	0	3
PSY 249 Psychology of Aging	3	0	0	3
PSY 265 Behavioral Modification	3	0	0	3
PSY 281 Abnormal Psychology	3	0	0	3
WBL 111 Work-Based Learning I	0	0	10	1
WBL 115 Work-Based Learning Seminar I	1	0	0	1
WBL 121 Work-Based Learning II	0	0	10	1
WBL 125 Work-Based Learning Seminar II	1	0	0	1
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**69**

Human Services Technology
General Diploma D45380D
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
PSY 150 General Psychology	3	0	0	3
II. Major Courses: 36 Hours				
A. Core: 16 Hours				
1. Required Courses:				
HSE 110 Intro to Human Services	2	2	0	3
HSE 112 Group Process I	1	2	0	2
HSE 123 Interviewing Techniques	2	2	0	3
HSE 125 Counseling	2	2	0	3
HSE 210 Human Services Issues	2	0	0	2
HSE 225 Crisis Intervention	3	0	0	3
B. Other Major Courses:				
Select 20 Hours from the following:				
HSE 226 Intellectual Disabilities	3	0	0	3
PSY 183 Psychology of Addiction	3	0	0	3
PSY 246 Adolescent Psychology	3	0	0	3
PSY 249 Psychology of Aging	3	0	0	3
PSY 265 Behavioral Modification	3	0	0	3
PSY 281 Abnormal Psychology	3	0	0	3
SOC 220 Social Problems	3	0	0	3
WBL 111 Work-Based Learning I	0	0	10	1
WBL 115 Work-Based Learning Seminar I	1	0	0	1

Human Services Technology D45380D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
Total Credits				**43**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/vvem30d7ELP

HUMAN SERVICES TECHNOLOGY
MENTAL HEALTH CONCENTRATION A4538C

The Human Services Technology/Mental Health concentration prepares students for job opportunities in the mental health field. The curriculum enables students to understand culturally and emotionally handicapped, developmentally disabled or addicted clients through a variety of models and diagnoses.

Course work includes a history of the mental health movement, current developments and future trends, and theoretical models affecting individual development and behavior in a diverse client population. Fieldwork experiences provide opportunities for application of knowledge in agency and institutional settings.

Graduates should qualify for employment in mental health treatment centers serving a diverse multicultural client population in public and private settings. Graduates will work with individuals, families, groups, organizations, and communities in providing a therapeutic arena of care.

Human Services Technology
Mental Health Concentration
Associate in Applied Science Degree A4538C
(Revised 2014*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 18 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences courses for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 6 Hours				
COM 231 Public Speaking	3	0	0	3
and *3 hours selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.*				
D. Natural Sciences/Mathematics: 3 Hours				
3 hours selected from the list of Natural Sciences/ Mathematics electives for the Associate in Applied Science degree appearing in the current catalog.				
II. Major Courses: 52 Hours				
A. Core: 25 Hours				
1. Required Courses:				
HSE 110 Intro to Human Services	2	2	0	3
HSE 112 Group Process I	1	2	0	2
HSE 123 Interviewing Techniques	2	2	0	3
HSE 125 Counseling	2	2	0	3
HSE 210 Human Services Issues	2	0	0	2
HSE 225 Crisis Intervention	3	0	0	3
PSY 150 General Psychology	3	0	0	3
PSY 241 Developmental Psych	3	0	0	3
2. 3 hours selected from the following:				
SOC 210 Introduction to Sociology	3	0	0	3

Title	Hours Class	Lab	Work Exp.	Credits
SOC 213 Sociology of the Family	3	0	0	3
SOC 220 Social Problems	3	0	0	3
B. Concentration: 14 Hours				
(Courses unique to the concentration are designated with**)				
HSE 226 Intellectual Disabilities	3	0	0	3
PSY 265 Behavioral Modification	3	0	0	3
* *MHA 150 Mental Health Systems	3	0	0	3
* *MHA 155 Psychological Assessment	3	0	0	3
* *MHA 240 Advocacy	2	0	0	2
C. Other Major Courses: 13 Hours				
PSY 183 Psychology of Addiction	3	0	0	3
PSY 246 Adolescent Psychology	3	0	0	3
or PSY 249 Psychology of Aging	3	0	0	3
PSY 281 Abnormal Psychology	3	0	0	3
WBL 111 Work-Based Learning I	0	0	10	1
WBL 115 Work-Based Learning Seminar I	1	0	0	1
WBL 121 Work-Based Learning II	0	0	10	1
WBL 125 Work-Based Learning Seminar II	1	0	0	1

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
Total Credits				**71**

Human Services Technology
Mental Health Concentration
Mental Health Diploma D4538CD
(Revised 2014*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
PSY 150 General Psychology	3	0	0	3
II. Major Courses: 38 Hours				
A. Core: 16 Hours				
1. Required Courses:				
HSE 110 Intro to Human Services	2	2	0	3
HSE 112 Group Process I	1	2	0	2
HSE 123 Interviewing Techniques	2	2	0	3
HSE 125 Counseling	2	2	0	3
HSE 210 Human Services Issues	2	0	0	2
HSE 225 Crisis Intervention	3	0	0	3
B. Concentration: 14 Hours				
HSE 226 Intellectual Disabilities	3	0	0	3
MHA 150 Mental Health Systems	3	0	0	3

Human Services Technology
Mental Health Concentration D4538CD (Continued)

Title		Hours Class	Lab	Work Exp.	Credits
	MHA 155 Psychological Assessment	3	0	0	3
	MHA 240 Advocacy	2	0	0	2
	PSY 265 Behavioral Modification	3	0	0	3
C. Other Major Courses:					
Select 8 Hours from the following					
	PSY 183 Psychology of Addiction	3	0	0	3
	PSY 246 Adolescent Psychology	3	0	0	3
or	PSY 249 Psychology of Aging	3	0	0	3
	PSY 281 Abnormal Psychology	3	0	0	3
	WBL 111 Work-Based Learning I	0	0	10	1
	WBL 115 Work-Based Learning Seminar I	1	0	0	1

III. Other Required Courses: 1 Hour

ACA 111 College Student Success	1	0	0	1
Total Credits				**45**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/5dFG30d7FQY

HUMAN SERVICES TECHNOLOGY
SOCIAL SERVICES CONCENTRATION A4538D

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill based academic foundation.

Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques.

Graduates should qualify for employment with local, county, state, and federal government social service agencies.

Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

Human Services Technology
Social Services Concentration
Associate in Applied Science Degree A4538D
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 18 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
SOC 210 Introduction to Sociology	3	0	0	3
C. Humanities/Fine Arts: 6 Hours				
COM 231 Public Speaking	3	0	0	3
and *3 hours selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.*				
D. Natural Sciences/Mathematics: 3 Hours				
3 hours selected from the list of Natural Sciences/ Mathematics electives for the Associate in Applied Science degree appearing in the current catalog.				
II. Major Courses: 53 Hours				
A. Core: 25 Hours				
HSE 110 Intro to Human Services	2	2	0	3
HSE 112 Group Process I	1	2	0	2
HSE 123 Interviewing Techniques	2	2	0	3
HSE 125 Counseling	2	2	0	3
HSE 210 Human Services Issues	2	0	0	2
HSE 225 Crisis Intervention	3	0	0	3
PSY 150 General Psychology	3	0	0	3
PSY 241 Developmental Psych	3	0	0	3
SOC 213 Sociology of the Family	3	0	0	3

Human Services Technology
Social Services Concentration A4538D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Concentration: 15 Hours				
SWK 110 Intro to Social Work	3	0	0	3
SWK 113 Working With Diversity	3	0	0	3
SWK 115 Community Resources	2	2	0	3
SWK 214 Social Work Law	3	0	0	3
SWK 220 Swk Issues in Client Services	3	0	0	3
C. Other Major Courses: 13 Hours				
CIS 110 Introduction to Computers	2	2	0	3
HSE 255 Health Prob & Prevent	2	2	0	3
SOC 220 Social Problems	3	0	0	3
WBL 111 Work-Based Learning I	0	0	10	1
WBL 115 Work-Based Learning Seminar I	1	0	0	1
WBL 121 Work-Based Learning II	0	0	10	1
WBL 125 Work-Based Learning Seminar II	1	0	0	1
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**72**

Human Services Technology
Social Services Concentration
Diploma D4538DD
(Revised 2014*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
PSY 150 General Psychology	3	0	0	3
or SOC 210 Introduction to Sociology	3	0	0	3
II. Major Courses: 34 Hours				
A. Core: 14 Hours				
HSE 110 Intro to Human Services	2	2	0	3
HSE 112 Group Process I	1	2	0	2
HSE 123 Interviewing Techniques	2	2	0	3
HSE 225 Crisis Intervention	3	0	0	3
SOC 213 Sociology of the Family	3	0	0	3
B. Concentration: 12 Hours				
SWK 110 Intro to Social Work	3	0	0	3
SWK 113 Working With Diversity	3	0	0	3
SWK 115 Community Resources	2	2	0	3
SWK 220 Swk Issues in Client Services	3	0	0	3

Human Services Technology
Social Services Concentration D4538DD (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
C. Other Major Courses: 8 Hours				
CIS 110 Introduction to Computers	2	2	0	3
HSE 255 Health Prob & Prevent	2	2	0	3
WBL 111 Work-Based Learning I	0	0	10	1
WBL 115 Work-Based Learning Seminar I	1	0	0	1
WBL 121 Work-Based Learning II	0	0	10	1
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
Total Credits				**41**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/WdpK30d7JPF

INDUSTRIAL ENGINEERING TECHNOLOGY A40240
Program Under Review-Students Are Not Currently Being Accepted
Pathway: Manufacturing Production Process Development

Curriculums in the Manufacturing Production Process Development curriculums are designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment and information as leaders in an industrial or manufacturing setting.

Course work includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

Industrial Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills to develop, implement, and improve industrial and service systems. Includes instruction in systems analysis, quality and productivity improvement techniques for process development, cost analysis, facilities planning, organizational behavior, industrial processes, industrial planning procedures, computer applications, and report and presentation preparation. Graduates should qualify for employment as industrial process technicians, quality assurance and control technicians, and facilities managers. Certification is available through organizations such as ASQC, SME, and APICS.

Industrial Engineering Technology
Associate in Applied Science Degree A40240
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 16 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 51 Hours				
A. Technical Core: 7 Hours				
B. Program Major: 13 Hours				
DFT 119 Basic CAD	1	2	0	2
ISC 112 Industrial Safety	2	0	0	2
or ISC 121 Envir Health & Safety	3	0	0	3
ISC 132 Mfg Quality Control	2	3	0	3
ISC 135 Principles of Industrial Mgmt	4	0	0	4
ISC 136 Productivity Analysis I	2	3	0	3
ISC 243 Prod & Oper Management I	2	3	0	3
MEC 145 Mfg Materials I	2	3	0	3

Industrial Engineering Technology A40240
(Continued)

Title	Hours Class	Lab	Work Exp.	Credits
C. Other Major Courses: 31 Hours				
1. Required Courses: 25 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
ISC 131 Quality Management	3	0	0	3
ISC 153 Motion & Time Study	2	3	0	3
ISC 221 Statistical Qual Control	3	0	0	3
ISC 222 Project Planning/Control	1	2	0	2
MAT 172 Precalculus Trigonometry	3	2	0	4
PHY131 Physics-Mechanics	3	2	0	4
or PHY 151 College Physics I	3	2	0	4
2. 6 Hours from the following				
DBA 110 Database Concepts	2	3	0	3
DFT 151 CAD I	2	3	0	3
ISC 226 Facilities Design	3	2	0	4
MEC 110 Intro to CAD/CAM	1	2	0	2
MEC 181 Introduction to CIM	2	0	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**68**

Industrial Engineering Technology
Diploma D40240D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 7 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 4 Hours selected from the following:				
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 34 Hours				
A. Technical Core: 7 Hours				
B. Program Major: 13 Hours				
DFT 119 Basic CAD	1	2	0	2
ISC 112 Industrial Safety	2	0	0	2
or ISC 121 Envir Health & Safety	3	0	0	3
ISC 132 Mfg Quality Control	2	3	0	3
ISC 135 Principles of Industrial Mgmt	4	0	0	4
ISC 136 Productivity Analysis I	2	3	0	3
ISC 243 Prod & Oper Management I	2	3	0	3

Industrial Engineering Technology D40240D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
MEC 145 Mfg Materials I	2	3	0	3
C. Other Major Courses: 14 Hours				
1. Required Courses: 9 Hours				
CIS 110 Introduction to Computers	2	2	0	3
ISC 153 Motion & Time Study	2	3	0	3
ISC 221 Statistical Qual Control	3	0	0	3
2. 5 Hours from the following:				
DFT 151 CAD I	2	3	0	3
ISC 222 Project Planning/Control	1	2	0	2
ISC 226 Facilities Design	3	2	0	4
MEC 110 Intro to CAD/CAM	1	2	0	2
MEC 181 Introduction to CIM	2	0	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**42**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/gi5V30caf0C

Industrial Engineering Technology
Industrial Engineering Essentials Certificate C40240C1
(CTE) C40240H1*
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Technical Core: 6 Hours				
ISC 121 Envir Health & Safety	3	0	0	3
ISC 132 Mfg Quality Control	2	3	0	3
B. Program Major: 7 Hours				
ISC 135 Principles of Industrial Mgmt	4	0	0	4
ISC 243 Prod & Oper Management I	2	3	0	3
C. Other Major Courses: 2 Hours				
ISC 222 Project Planning/Control	1	2	0	2
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Industrial Engineering Technology
Quality Certificate C40240C2
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Technical Core: 3 Hours				
ISC 132 Mfg Quality Control	2	3	0	3
B. Program Major: 3 Hours				
ISC 136 Productivity Analysis I	2	3	0	3
C. Other Major Courses: 6 Hours				
ISC 131 Quality Management	3	0	0	3
ISC 221 Statistical Qual Control	3	0	0	3
Total Credits				**12**

Industrial Engineering Technology
Process Improvement Certificate C40240C3
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Technical Core: 3 Hours				
ISC 132 Mfg Quality Control	2	3	0	3
B. Program Major: 3 Hours				
ISC 136 Productivity Analysis I	2	3	0	3
C. Other Major Courses: 6 Hours				
ISC 131 Quality Management	3	0	0	3
ISC 153 Motion & Time Study	2	3	0	3
Total Credits				**12**

Industrial Engineering Technology
Supervision Certificate C40240C4
(Revised 2016*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Technical Core: 0 Hours				
B. Program Major: 7 Hours				
ISC 135 Principles of Industrial Mgmt	4	0	0	4
ISC 243 Prod & Oper Management I	2	3	0	3
C. Other Major Courses: 8 Hours				
CIS 110 Introduction to Computers	2	2	0	3
ISC 131 Quality Management	3	0	0	3
ISC 222 Project Planning/Control	1	2	0	2
Total Credits				**15**

INDUSTRIAL MANAGEMENT TECHNOLOGY A50260
Program Under Review-Students Are Not Currently Being Accepted
Pathway: Manufacturing Production and Development

These curriculums are designed to prepare students through the study and application of the principles for developing, implementing and improving integrated systems involving people, materials, equipment and information as leaders in an industrial or manufacturing setting.

Course work includes mathematics, systems analysis, leadership and management skills, quality and productivity improvement methods, cost analysis, facilities planning, manufacturing materials and processes, and computerized production methods.

Graduates should qualify as quality improvement technicians, quality assurance and control technicians, front-line supervisors, production planners, inventory supervisors, and manufacturing technicians.

Industrial Management Technology: A course of study that prepares the students to use basic engineering principles and management skills to plan and manage operations of industrial and manufacturing processes. Includes instruction in financial management, industrial and human resources management, industrial psychology, management information systems, quality and productivity improvement, quality control, operations research, safety and health issues, and environmental program management. Graduates should be qualified to enter the workforce as front-line supervisor, engineering assistant, production planner, inventory supervisor, or as a quality control technician. With additional training and experience, graduates could become plant manager or production managers.

Industrial Management Technology
Associate in Applied Science Degree A50260
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 16 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences:				
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 49 Hours				
A. Core: 20 Hours				
DFT 119 Basic CAD	1	2	0	2
ISC 112 Industrial Safety	2	0	0	2
or ISC 121 Envir Health & Safety	3	0	0	3
ISC 132 Mfg Quality Control	2	3	0	3
ISC 135 Principles of Industrial Mgmt	4	0	0	4
ISC 136 Productivity Analysis I	2	3	0	3
ISC 233 Industrial Org & Mgmt	3	0	0	3
ISC 243 Prod & Oper Management I	2	3	0	3

Industrial Management Technology A50260 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 29 Hours				
1. Required Courses: 23 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 137 Princples of Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
ISC 131 Quality Management	3	0	0	3
ISC 221 Statistical Qual Control	3	0	0	3
ISC 222 Project Planning/Control	1	2	0	2
ISC 273 Design of Experiments I	2	0	0	2
2. 6 Hours selected from the following:				
CTS 125 Presentations Graphics	2	2	0	3
DBA 110 Database Concepts	2	3	0	3
DFT 151 CAD I	2	3	0	3
ISC 226 Facilities Design	3	2	0	4
MEC 181 Introduction to CIM	2	0	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**66**

Industrial Management Technology
Diploma D50260D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 7 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 33 Hours				
A. Core: 20 Hours				
DFT 119 Basic CAD	1	2	0	2
ISC 112 Industrial Safety	2	0	0	2
ISC 132 Mfg Quality Control	2	3	0	3
ISC 135 Principles of Industrial Mgmt	4	0	0	4
ISC 136 Productivity Analysis I	2	3	0	3
ISC 233 Industrial Org & Mgmt	3	0	0	3
ISC 243 Prod & Oper Management I	2	3	0	3

Industrial Management Technology D50260D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 13 Hours				
1. Required Courses: 11 Hours				
CIS 110 Introduction to Computers	2	2	0	3
ISC 131 Quality Management	3	0	0	3
ISC 221 Statistical Qual Control	3	0	0	3
ISC 222 Project Planning/Control	1	2	0	2
2. 2 Hours selected from the following:				
ACC 120 Prin of Financial Accounting I	3	2	0	4
BUS 137 Principles of Management	3	0	0	3
DFT 151 CAD I	2	3	0	3
ECO 251 Prin of Microeconomics	3	0	0	3
ISC 153 Motion & Time Study	2	3	0	3
ISC 226 Facilities Design	3	2	0	4
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**41**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/FbXq30caf6c

Industrial Management Technology
Industrial Business Certificate C50260C1
(Revised 2014*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Core: 7 Hours				
ISC 135 Principles of Industrial Mgmt	4	0	0	4
ISC 243 Prod & Oper Management I	2	3	0	3
B. Other Major Courses: 8 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
ISC 222 Project Planning/Control	1	2	0	2
Total Credits				**15**

INDUSTRIAL SYSTEMS TECHNOLOGY A50240
Pathway: Maintenance, Installation, and Repair

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Industrial Systems Technology
Associate in Applied Science Degree A50240
(2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
II. Major Courses: 54 Hours				
A. Technical Core: 22 Hours				
BPR 111 Print Reading	1	2	0	2
ELC 131 Circuit Analysis I	3	3	0	4
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
ISC 121 Envir Health & Safety	3	0	0	3
MAC 111 Machining Technology I	2	12	0	6
MNT 110 Intro to Maint Procedures	1	3	0	2
WLD 112 Basic Welding Processes	1	3	0	2
B. Required Subject Area Courses: 14 Hours				
BPR 135 Schematics & Diagrams	2	0	0	2
ELC 128 Intro to PLC	2	3	0	3
ISC 135 Principles of Industrial Mgmt	4	0	0	4
MNT 111 Maintenance Practices	2	2	0	3
WLD 110 Cutting Processes	1	3	0	2
C. Other Major Courses: 18 Hours				
1. Required Courses: 15 Hours				
ATR 211 Robot Programming	2	3	0	3
CIS 110 Introduction to Computers	2	2	0	3
ELN 131 Analog Electronics I	3	3	0	4
ELN 231 Industrial Controls	2	3	0	3

Industrial Systems Technology A50240 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
MNT 240 Indust Equip Troubleshoot	1	3	0	2
2. Select 3 Hours from the following:				
DFT 151 CAD I	2	3	0	3
ISC 226 Facilities Design	3	2	0	4
MAC 151 Machining Calculations	1	2	0	2
MEC 181 Introduction to CIM	2	0	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**70**

Industrial Systems Technology
Diploma D50240D
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours				
MAT 121 Algebra/Trigonometry	2	2	0	3
II. Major Courses: 34 Hours				
A. Technical Core: 22 Hours				
BPR 111 Print Reading	1	2	0	2
ELC 131 Circuit Analysis I	3	3	0	4
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
ISC 121 Envir Health & Safety	3	0	0	3
MAC 111 Machining Technology I	2	12	0	6
MNT 110 Intro to Maint Procedures	1	3	0	2
WLD 112 Basic Welding Processes	1	3	0	2
B. Required Subject Area Courses: 4 Hours				
ISC 135 Principles of Industrial Mgmt	4	0	0	4
C. Other Major Courses: 8 Hours				
1. Required Courses: 5 Hours				
CIS 110 Introduction to Computers	2	2	0	3
MNT 240 Indust Equip Troubleshoot	1	3	0	2
2. Select 3 Hours from the following:				
DFT 151 CAD I	2	3	0	3
ISC 226 Facilities Design	3	2	0	4
MAC 151 Machining Calculations	1	2	0	2
MEC 181 Introduction to CIM	2	0	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

Industrial Systems Technology D50240D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**41**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/gHha30d7gNu

Industrial Systems Technology
Machining Maintenance Certificate C50240C1
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Technical Core: 11 Hours				
ISC 121 Envir Health &Safety	3	0	0	3
MAC 111 Machining Technology I	2	12	0	6
MNT 110 Intro to Maint Procedures	1	3	0	2
B. Other Major Courses: 2 Hours				
MAC 151 Machining Calculations	1	2	0	2
Total Credits				**13**

Industrial Systems Technology
Electrical Maintenance Certificate C50240C2
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Technical Core: 6 Hours				
ELC 131 Circuit Analysis I	3	3	0	4
MNT 110 Intro to Maint Procedures	1	3	0	2
B. Required Subject Area Courses: 3 Hours				
ELC 128 Intro to PLC	2	3	0	3
C. Other Major Courses: 7 Hours				
ELN 131 Analog Electronics I	3	3	0	4
ELN 231 Industrial Controls	2	3	0	3
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/7o3130d7xMc

INFORMATION TECHNOLOGY A25590P

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Information Technology

Information Systems
Associate in Applied Science Degree A25590P
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 18 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
SOC 210 Introduction to Sociology	3	0	0	3
C. Humanities/Fine Arts: 6 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
and COM 231 Public Speaking	3	0	0	3
D. Math/Natural Sciences: 3 Hours				
MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 51 Hours				
A. Core: 24 Hours				
1. Technical Core: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTS 115 Info Sys Business Concepts	3	0	0	3

Information Technology
Information Systems A25590P (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Required Subject Area: 12 Hours				
CIS 115 Intro to Prog & Logic	2	3	0	3
CTS 210 Computer Ethics	3	0	0	3
CTS 240 Project Management	2	2	0	3
CTS 289 System Support Project	1	4	0	3
B. Other Major Hours: 27 Hours				
1. Required: 18 hours				
CET 150 Computer Forensics I	2	3	0	3
CIS 160 MM Resources Integration	2	2	0	3
CTS 120 Hardware/Software Support	2	3	0	3
CTS 130 Spreadsheet	2	2	0	3
CSC 139 Visual BASIC Programming	2	3	0	3
NOS 110 Operating Systems Concepts	2	3	0	3
2. Select 9 hours from the following:				
CET 250 Computer Forensics II	2	3	0	3
CSC 134 C++ Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3
DBA 110 Database Concepts	2	3	0	3
NET 110 Networking Concepts	2	2	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
NOS 220 Linux/Unix Admin I	2	2	0	3
NOS 230 Windows Administration I	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131 Work-Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**70**

Information Technology
Information Systems Diploma D25590
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
SOC 210 Introduction to Sociology	3	0	0	3
II. Major Courses: 36 Hours				
A. Core: 21 Hours				
1. Technical Core: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3

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Information Technology D25590 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
CTI 120 Network & Sec Foundation	2	2	0	3
CTS115 Info Sys Business Concepts	3	0	0	3
1. Required Subject Area: 9 Hours				
CIS 115 Intro to Prog & Logic	2	3	0	3
CTS 210 Computer Ethics	3	0	0	3
CTS 240 Project Management	2	2	0	3
B. Other Major Hours: 15 Hours				
1. Required:15 Hours				
CIS 160 MM Resources Integration	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
CSC 139 Visual BASIC Programming	2	3	0	3
NOS 110 Operating Systems Concepts	2	3	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**43**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/bPe430d7hB5

Information Technology
Information Systems Certificate C25590C1
(CTE) C25590H1*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 18 Hours

Title	Class	Lab	Exp.	Credits
A. Technical Core: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CIS 115 Intro to Prog & Logic	2	3	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTS 210 Computer Ethics	3	0	0	3
B. Other Major Hours: 6 Hours				
CIS 160 MM Resources Integration	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
Total Credits				**18**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/1rFc30d7hxv

Information Technology

Hardware/Software Applications Certificate C25590C2
(CTE) C25590H2*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Technical Core: 6 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTS 120 Hardware/Software Support	2	3	0	3
B. Other Major Hours: 9 Hours				
CIS 160 MM Resources Integration	2	2	0	3
CTS 130 Spreadsheet	2	3	0	3
DBA 110 Database Concepts	2	3	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Information Technology

Information Systems
Basic Computer Programming Certificate C25590C3
(CTE) C25590H3*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Technical Core: 6 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CIS 115 Intro to Prog & Logic	2	3	0	3
B. Other Major Hours: 9 Hours				
CSC 134 C++ Programming	2	3	0	3
CSC 139 Visual BASIC Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Information Technology

Healthcare Informatics
Associate in Applied Science Degree A25590A
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits

I. General Education Courses: 18 Hours

A. English: 6 Hours

	Class	Lab	Work Exp.	Credits
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3

B. Social/Behavioral Sciences: 3 Hours

	Class	Lab	Work Exp.	Credits
SOC 210 Introduction to Sociology	3	0	0	3

C. Humanities/Fine Arts: 6 Hours

Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.

	Class	Lab	Work Exp.	Credits
and COM 231 Public Speaking	3	0	0	3

D. Math/Natural Sciences: 3 Hours

	Class	Lab	Work Exp.	Credits
MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4

II. Major Courses: 51 Hours

A. Core: 18 Hours

1. Technical Core: 12 Hours

	Class	Lab	Work Exp.	Credits
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTS 115 Info Sys Business Concepts	3	0	0	3

2. Required Subject Area: 6 Hours

	Class	Lab	Work Exp.	Credits
DBA 110 Database Concepts	2	3	0	3
HBI 110 Issues and Trends in HBI	3	0	0	3

B. Other Major Hours: 33 Hours

1. Required: 24 Hours

	Class	Lab	Work Exp.	Credits
CTS 120 Hardware/Software Support	2	3	0	3
CTS 210 Computer Ethics	3	0	0	3
CTS 285 System Analysis & Design	3	0	0	3
HBI 113 Survey of Med Insurance	3	0	0	3
HBI 250 Data Mgmt and Utilization	2	2	0	3
NET 110 Networking Concepts	2	2	0	3
OST 141 Med Office Terms I	3	0	0	3
OST 142 Med Office Terms II	3	0	0	3

2. Select 9 hours from the following:

	Class	Lab	Work Exp.	Credits
CET 150 Computer Forensics I	2	3	0	3
CET 250 Computer Forensics II	2	3	0	3
CIS 160 MM Resources Integration	2	2	0	3
CSC 134 C++ Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3
NOS 110 Operating System Concepts	2	3	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
NOS 220 Linux/Unix Admin I	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

Information Technology A25590A (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
WBL 131 Work-Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

	Title	Class	Lab	Exp.	Credits
	ACA 111 College Student Success	1	0	0	1
or	ACA 122 College Transfer Success	0	2	0	1
	Total Credits				**70**

Information Technology
Healthcare Informatics Certificate C25590C4
(CTE) C25590H4*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
DBA 110 Database Concepts	2	3	0	3
HBI 110 Issues and Trends in HBI	3	0	0	3
B. Other Major Hours: 6 Hours				
HBI 113 Survey of Med Insurance	3	0	0	3
HBI 250 Data Mgmt and Utilization	2	2	0	3
Total Credits				**18**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/8Ldo30d7htb

Information Technology
Small Office Network Skills Certificate C25590C5
(CTE) C25590H5*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Technical Core: 9 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
B. Other Major Hours: 3 Hours				
NET 110 Networking Concepts	2	2	0	3
Total Credits				**12**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Information Technology

Network Management
Associate in Applied Science Degree A25590B
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits

I. General Education Courses: 18 Hours

A. English: 6 Hours

ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/ Research in the Disc	3	0	0	3

B. Social/Behavioral Sciences: 3 Hours

SOC 210 Introduction to Sociology	3	0	0	3

C. Humanities/Fine Arts: 6 Hours

Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.

and COM 231 Public Speaking	3	0	0	3

D. Math/Natural Sciences: 3 Hours

Select 3 hours from the following:

MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4

II. Major Courses: 51 Hours

A. Core: 18 Hours

1. Technical Core: 12 Hours

CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
CTS 115 Info Sys Business Concepts	3	0	0	3

2. Required Subject Area: 6 Hours

NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3

B. Other Major Hours: 33 Hours

1. Required: 27 Hours

CTI 140 Virtualization Concepts	1	4	0	3
CTI 141 Cloud & Storage Concepts	1	4	0	3
CTS 120 Hardware/Software Support	2	3	0	3
NET 225 Routing & Switching I	1	4	0	3
NET 226 Routing and Switching II	1	4	0	3
NET 289 Networking Project	1	4	0	3
NOS 110 Operating Systems Concepts	2	3	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
NOS 230 Windows Administration I	2	2	0	3

2. Select 6 hours from the following:

CET 150 Computer Forensics I	2	3	0	3
CET 250 Computer Forensics II	2	3	0	3
CSC 134 C++ Programming	2	3	0	3
CSC 151 JAVA Programming	2	3	0	3
DBA 110 Database Concepts	2	3	0	3
NOS 220 Linux/Unix Admin I	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

Information Technology A25590B (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
WBL 131 Work-Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

		Class	Lab	Exp.	Credits
	ACA 111 College Student Success	1	0	0	1
or	ACA 122 College Transfer Success	0	2	0	1
	Total Credits				**70**

Information Technology
Network Management Certificate C25590C6
(CTE) C25590H6*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 12 Hours

	Class	Lab	Exp.	Credits
A. Core: 12 Hours				
1. Technical Core: 6 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
2. Required Subject Area: 6 Hours				
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
Total Credits				**12**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Information Technology
Network Virtualization and Cloud Specialist Certificate C25590C7
(CTE) C25590H7*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 15 Hours

	Class	Lab	Exp.	Credits
A. Technical Core: 9 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 110 Web, Pgm, & Db Foundation	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
B. Other Major Hours: 6 Hours				
CTI 140 Virtualization Concepts	1	4	0	3
CTI 141 Cloud & Storage Concepts	1	4	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Information Technology

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core:12 Hours				
1. Technical Core: 6 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
2. Required Subject Area: 6 Hours				
NET 125 Introduction to Networks	1	4	0	3
NET 126 Routing Basics	1	4	0	3
B. Other Major Hours: 6 Hours				
NET 225 Routing & Switching I	1	4	0	3
NET 226 Routing and Switching II	1	4	0	3
Total Credits				**18**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/p7rb30d7hET

Information Technology

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Technical Core: 6 Hours				
1. Technical Core: 6 Hours				
CIS 110 Introduction to Computers	2	2	0	3
CTI 120 Network & Sec Foundation	2	2	0	3
B. Other Major Hours: 9 Hours				
CTS 120 Hardware/Software Support	2	3	0	3
NOS 110 Operating Systems Concepts	2	3	0	3
NOS 120 Linux/UNIX Single User	2	2	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Mechanical Engineering Technology A40320

Pathway: Engineering and Technology

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials, and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Mechanical Engineering Technology

Associate in Applied Science Degree A40320
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 16 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
C. Humanities/Fine Arts Elective: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 4 Hours				
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 52 hours				
A. Technical Core: 21 Hours				
DFT 151 CAD I	2	3	0	3
DFT 154 Intro Solid Modeling	2	3	0	3
EGR 250 Statics/Strength of Mater	4	3	0	5
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MEC 145 Mfg Materials I	2	3	0	3
PHY 151 College Physics I	3	2	0	4

Mechanical Engineering Tech A40320 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Hours: 31 hours				
1. Required Courses: 25 Hours				
ATR 211 Robot Programming	2	3	0	3
CIS 110 Introduction to Computers	2	2	0	3
DFT 152 CAD II	2	3	0	3
EGR 150 Intro to Engineering	1	2	0	2
EGR 285 Design Project	0	4	0	2
ELC 131 Circuit Analysis I	3	3	0	4
ISC 121 Envir Health & Safety	3	0	0	3
MEC 181 Introduction to CIM	2	0	0	2
MEC 265 Fluid Mechanics	2	2	0	3
2. Select 6 Hours from the following:				
DFT 231 Jig & Fixture Design	1	2	0	2
ELN 231 Industrial Controls	2	3	0	3
ISC 132 Mfg Quality Control	2	3	0	3
MAC 121 Intro to CNC	2	0	0	2
MEC 180 Engineering Materials	2	3	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**69**

Mechanical Engineering Technology
Diploma D40320D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 7 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 4 Hours				
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 36 Hours				
A. Technical Core: 17 Hours				
DFT 151 CAD I	2	3	0	3
DFT 154 Intro Solid Modeling	2	3	0	3
EGR 250 Statics/Strength of Mater	4	3	0	5
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
MEC 145 Mfg Materials I	2	3	0	3
B. Other Major Hours: 19 hours				
1. Required Courses: 17 Hours				
DFT 152 CAD II	2	3	0	3
EGR 150 Intro to Engineering	1	2	0	2
ELC 131 Circuit Analysis I	3	3	0	4
ISC 121 Envir Health & Safety	3	0	0	3

Mechanical Engineering Technology D40320 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
MEC 181 Introduction to CIM	2	0	0	2
MEC 265 Fluid Mechanics	2	2	0	3
2. Select 2 Hours from the following:				
DFT 231 Jig & Fixture Design	1	2	0	2
ELN 231 Industrial Controls	2	3	0	3
ISC 132 Mfg Quality Control	2	3	0	3
MEC 180 Engineering Materials	2	3	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Hours: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**44**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/mFdl30cafDw

Mechanical Engineering Technology

CAD Design Certificate C40320C1
(CTE) C40320H1*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours
II. Major Courses: 13 Hours

Title	Class	Lab	Exp.	Credits
A. Technical Core: 6 Hours				
DFT 151 CAD I	2	3	0	3
DFT 154 Intro Solid Modeling	2	3	0	3
B. Other Major Courses: 7 hours				
DFT 152 CAD II	2	3	0	3
DFT 231 Jig & Fixture Design	1	2	0	2
EGR 150 Intro to Engineering	1	2	0	2
Total Credits				**13**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Mechanical Engineering Technology

Industrial Manufacturing Certificate C40320C2
(CTE) C40320H2*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Technical Core: 9 Hours				
DFT 151 CAD I	2	3	0	3
HYD 110 Hydraulics/Pneumatics	2	3	0	3
MEC 145 Mfg Materials	2	3	0	
B. Other Major Courses: 6 Hours				
ELC 131 Circuit Analysis I	3	3	0	4
MEC 181 Introduction to CIM	2	0	0	2
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

MEDICAL ASSISTING A45400

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Medical Assisting
Associate in Applied Science Degree A45400
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education: 15 Hours					
A. English: 6 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	0	3
B. Social/Behavioral Sciences: 3 Hours					
PSY 150 General Psychology	3	0	0	0	3
C. Humanities/Fine Arts Elective: 3 Hours					

Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.

	Class	Lab	Clin.	Work Exp.	Cred
D. Natural Sciences/Math: 3 Hours					
MAT 110 Math Measurement & Literacy	2	2	0	0	3

Students are required to demonstrate competency in the equivalent of MAT 070 or DMA 010–050 prior to enrollment in this curriculum.

	Class	Lab	Clin.	Work Exp.	Cred
II. Major Hours: 60 hours					
A. Core: 33 Hours					
1. Required Courses					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
MED 110 Orientation to Med Assist	1	0	0	0	1
MED 118 Medical Law and Ethics	2	0	0	0	2
or OST 149 Medical Legal Issues	3	0	0	0	3
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
MED 130 Admin Office Proc I	1	2	0	0	2
MED 131 Admin Office Proc II	1	2	0	0	2
MED 140 Exam Room Procedures I	3	4	0	0	5
MED 150 Laboratory Procedures I	3	4	0	0	5
MED 260 MED Clinical Practicum	0	0	15	0	5

Medical Assisting A45400 (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
B. Other Major Hours: 27 hours					
CIS 110 Introduction to Computers	2	2	0	0	3
MED 113 Ori to Clinic Setting II	0	0	6	0	2
MED 240 Exam Room Procedures II	3	4	0	0	5
MED 230 Admin Office Proc III	1	2	0	0	2
MED 232 Medical Insurance Coding	1	3	0	0	2
MED 264 Med Assisting Overview	2	0	0	0	2
MED 270 Symptomatology	2	2	0	0	3
MED 272 Drug Therapy	3	0	0	0	3
MED 274 Diet Therapy/Nutrition	3	0	0	0	3
OST 131 Keyboarding	1	2	0	0	2

III. Other Required Hours: 1 Hour

Title	Class	Lab	Clin.	Work Exp.	Cred
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**76**

All health science students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

The Medical Assisting Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 1361 Park Street, Clearwater, FL 33756; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Medical Assisting Education Review Board (MAERB).

Medical Assisting
Skills Certificate C45400C
(CTE) C45400H*
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Clin.	Work Exp.	Cred

I. General Education Courses: 0 Hours
II. Major Courses: 17 Hours

Title	Class	Lab	Clin.	Work Exp.	Cred
A. Core: 14 Hours					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
MED 110 Orientation to Med Assist	1	0	0	0	1
MED 118 Medical Law and Ethics	2	0	0	0	2
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
B. Other Major Course: 3					
CIS 110 Introduction to Computers	2	2	0	0	3
Total Credits					**17**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Upon completion of this certificate, the student is not eligible to sit for the American Association of Medical Assistants' Certification Examination. However, the student who meets the admission requirements may apply to the Associate in Applied Science- Medical Assisting Program.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/e3lY30d7hII

MEDICAL OFFICE ADMINISTRATION A25310

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.

Medical Office Administration
Associate in Applied Science Degree A25310
(Revised 2015*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
BIO 161 Intro to Human Biology	3	0	0	3
II. Major Courses: 57 Hours				
A. Core: 29 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 131 Keyboarding	1	2	0	2
OST 134 Text Entry & Formatting	2	2	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
OST 164 Office Editing	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
OST 289 Office Admin Capstone	2	2	0	3
Select one set:				
OST 141 Med Office Terms I	3	0	0	3
OST 142 Med Office Terms II	3	0	0	3
or MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
B. Other Major Courses: 28 Hours				
1. Required: 22 Hours				
BUS 121 Business Math	2	2	0	3
OST 136 Word Processing	2	2	0	3
OST 181 Office Procedures	2	2	0	3
OST 236 Adv Word Processing	2	2	0	3

Medical Office Administration A25310 (Continued)

Title	Hours Class	Lab	Work Exp.	Credit
OST 241 Med Ofc Transcription I	1	2	0	2
OST 242 Med Ofc Transcription II	1	2	0	2
OST 244 Med Document Production	1	2	0	2
OST 247 Procedure Coding	1	2	0	2
OST 248 Diagnostic Coding	1	2	0	2
2. Select 6 hours from the following (a maximum of 3 hours of WBL are allowed):				
CTS 130 Spreadsheet	2	2	0	3
OST 162 Executive Terminology	3	0	0	3
OST 166 Speech Recognition	1	2	0	2
OST 184 Records Management	2	2	0	3
OST 233 Office Publications Design	2	2	0	3
OST 249 CPC Certification	3	2	0	4
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131 Work-Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credit
ACA 111 College Student Success	1	0	0	1
Total Credits				**73**

Medical Office Administration

Medical Coding, Billing, & Insurance Certificate C25310C1
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit

I. General Education Courses: 0 Hours

II. Major Courses: 18 Hours

	Class	Lab	Exp.	Credit
A. Core: 12 Hours				
OST 148 Med Ins & Billing	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
Select one set:				
OST 141 Med Office Terms I	3	0	0	3
OST 142 Med Office Terms II	3	0	0	3
or MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
B. Other major courses: 4 Hours				
OST 247 Procedure Coding	1	2	0	2
OST 248 Diagnostic Coding	1	2	0	2
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/F5MQ30d7ydb

Medical Office Administration

Medical Transcription Certificate C25310C2
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 0 Hours				
II. Major Courses: 20 Hours				
A. Core: 9 Hours				
OST 134 Text Entry & Formatting	2	2	0	3
Select one set:				
OST 141 Med Office Terms I	3	0	0	3
OST 142 Med Office Terms II	3	0	0	3
or MED 121 Medical Terminology I	3	0	0	3
MED 122 Medical Terminology II	3	0	0	3
B. Other major courses: 8 Hours				
OST 131 Keyboarding	1	2	0	2
OST 241 Med Ofc Transcription I	1	2	0	2
OST 242 Med Ofc Transcription II	1	2	0	2
OST 244 Med Document Production	1	2	0	2
Total Credits				**17**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/Acnn30cagee

Medical Office Administration

Essential Medical Office Technology Certificate C25310C3
(CTE) C25310H3*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 141 Med Office Terms I	3	0	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
OST 243 Med Office Simulation	2	2	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Medical Office Administration

Essential Medical Records Certificate C25310C4
(CTE) C25310H4*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Core: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 141 Med Office Terms I	3	0	0	3
OST 148 Med Ins & Billing	3	0	0	3
OST 149 Medical Legal Issues	3	0	0	3
B. Other Major Courses: 3 Hours				
OST 184 Records Management	2	2	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

OCCUPATIONAL EDUCATION ASSOCIATE A55320

The Occupational Education Associate curriculum is designed for individuals skilled and experienced in a trade or technical specialty who would like to receive an associate degree in preparation for teaching or other purposes.

Course work is designed to supplement previous education, training, and/or experience the individual has already attained.

Graduates of the program may find employment as instructors in the field of occupational education.

Occupational Education Associate
Associate in Applied Science Degree A55320
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Exp.	Credits

I. General Education Courses: 15 Hours

A. English: 6 Hours

		Class	Lab	Exp.	Credits
	ENG 111 Writing and Inquiry	3	0	0	3
and	ENG 112 Writing/Research in the Disc	3	0	0	3
or	ENG 113 Literature-Based Research	3	0	0	3
or	ENG 114 Prof Research & Reporting	3	0	0	3

B. Social/Behavioral Sciences: 3 Hours

	Class	Lab	Exp.	Credits
PSY 150 General Psychology	3	0	0	3

C. Humanities/Fine Arts: 3 Hours

Selected from the list of humanities and fine arts electives for the Associate in Applied Science Degree appearing in the college catalog.

D. Math/Natural Sciences: 3 Hours selected from the following:

	Class	Lab	Exp.	Credits
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4

II. Major Courses: 59 Hours

A. Required Courses: 21 Hours

	Class	Lab	Exp.	Credits
EDU 175 Intro to Trade & Industri	3	0	0	3
EDU 176 Occ Analysis & Course Dev	3	0	0	3
EDU 177 Instructional Methods	2	2	0	3
EDU 179 Vocational Student Organ.	3	0	0	3
EDU 271 Educational Technology	2	2	0	3
EDU 281 Instruc Strat/Read & Writ	2	2	0	3
ISC 121 Envir Health & Safety	3	0	0	3

B. Other Major Courses: 35 Hours

	Class	Lab	Exp.	Credits
EDU 161 Intro to Exceptional Chil	3	0	0	3
EDU 163 Classroom Mgmt and Instruction	3	0	0	3

*Formal training and/or work experience within the specialty area(s): 29 Hours

C. Other Required: 3 Hours

	Class	Lab	Exp.	Credits
CIS 110 Introduction to Computers	2	2	0	3

III. Other Required Courses: 1 Hour

		Class	Lab	Exp.	Credits
	ACA 111 College Student Success	1	0	0	1
or	ACA 122 College Transfer Success	0	2	0	1
	Total Credits				**75**

* Formal training includes 29 SHC of courses from major requirements of Diploma and Associate in Applied Science Degree programs currently offered by the College. 0-8 SHC of which may be completed through cooperative work experience.

Occupational Education Associate

Teaching Certificate C55320
(Revised 2012*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
EDU 175 Intro to Trade & Industri	3	0	0	3
EDU 177 Instructional Methods	2	2	0	3
EDU 179 Vocational Student Organ.	3	0	0	3
EDU 271 Educational Technology	2	2	0	3
EDU 281 Instruc Strat/Read & Writ	2	2	0	3
ISC 121 Envir Health & Safety	3	0	0	3
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/ufr130cajrK

OFFICE ADMINISTRATION A25370

The Office Administration 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 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.

Office Administration
Associate in Applied Science Degree A25370
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 110 Math Measurement & Literacy	2	2	0	3
II. Major Courses: 57 Hours				
A. Core: 15 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Office Editing	3	0	0	3
OST 184 Records Management	2	2	0	3
OST 289 Office Admin Capstone	2	2	0	3
B. Other Major Courses: 42 Hours				
1. Required: 28 Hours				
BUS 121 Business Math	2	2	0	3
CTS 130 Spreadsheet	2	2	0	3
OST 131 Keyboarding	1	2	0	2
OST 136 Word Processing	2	2	0	3
OST 162 Executive Terminology	3	0	0	3
OST 223 Admin Office Transcript I	2	2	0	3
OST 224 Admin Ofc Transcript II	1	2	0	2
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word Processing	2	2	0	3
OST 286 Professional Development	3	0	0	3

Title	Hours Class	Lab	Work Exp.	Credits
2. Select 14 hours from the following (a maximum of 3 hours of WBL are allowed):				
ACC 120 Prin of Financial Accounting	3	2	0	4
ACC 140 Payroll Accounting	1	2	0	2
BUS 115 Business Law I	3	0	0	3
BUS 260 Business Communication	3	0	0	3
OST 140 Internet Comm/Research	1	2	0	2
OST 166 Speech Recognition	1	2	0	2
OST 181 Office Procedures	2	2	0	3
OST 284 Emerging Technologies	1	2	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131 Work-Based Learning III	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**73**

Office Administration
Diploma D25370D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 6 Hours

Title	Hours Class	Lab	Work Exp.	Credits
ENG 111 Writing and Inquiry	3	0	0	3
MAT 110 Math Measurement & Literacy	2	2	0	3

II. Major Courses: 40 Hours

A. Core: 15 Hours

Title	Hours Class	Lab	Work Exp.	Credits
CIS 110 Introduction to Computers	2	2	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Office Editing	3	0	0	3
OST 184 Records Management	2	2	0	3
OST 289 Office Admin Capstone	2	2	0	3

B. Other Major Courses: 25 Hours

1. Required: 20 Hours

Title	Hours Class	Lab	Work Exp.	Credits
OST 131 Keyboarding	1	2	0	2
OST 136 Word Processing	2	2	0	3
OST 162 Executive Terminology	3	0	0	3
OST 223 Admin Office Transcript I	2	2	0	3
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word Processing	2	2	0	3
OST 286 Professional Development	3	0	0	3

Office Administration D25370D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Select 5 hours from the following (a maximum of 2 hours of WBL are allowed):				
BUS 121 Business Math	2	2	0	3
BUS 260 Business Communication	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
OST 140 Internet Comm/Research	1	2	0	2
OST 166 Speech Recognition	1	2	0	2
OST 284 Emerging Technologies	1	2	0	2
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121 Work-Based Learning II	0	0	10	1

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**47**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/WqOZ30cajfu

Office Administration
Receptionist Certificate C25370C1
(Revised 2015*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 0 Hours

II. Major Courses: 18 Hours

Title	Hours Class	Lab	Work Exp.	Credits
A. Core: 6 Hours				
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Office Editing	3	0	0	3
B. Other Major Courses: 12 Hours				
1. Required: 5 Hours				
OST 131 Keyboarding	1	2	0	2
OST 136 Word Processing	2	2	0	3
2. Select 7 hours from the following (a maximum of 2 hours of WBL are allowed):				
OST 162 Executive Terminology	3	0	0	3
OST 223 Admin Office Transcript I	2	2	0	3
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word Processing	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121 Work-Based Learning II	0	0	10	1
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/HCev30cagP4

Office Administration
Transcriptionist Certificate C25370C2
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 16 Hours				
A. Core: 6 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 164 Office Editing	3	0	0	3
B. Other Major Courses: 12 Hours				
OST 136 Word Processing	2	2	0	3
OST 166 Speech Recognition	1	2	0	2
OST 223 Admin Office Transcript I	2	2	0	3
OST 224 Admin Ofc Transcript II	1	2	0	2
Total Credits				**16**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/xsU830cah2Z

Office Administration
Word Processing Certificate C25370C3
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 9 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 134 Text Entry & Formatting	2	2	0	3
OST 164 Office Editing	3	0	0	3
B. Other Major Courses: 9 Hours				
1. Required: 5 Hours				
OST 131 Keyboarding	1	2	0	2
OST 136 Word Processing	2	2	0	3
2. Select 4 hours from the following (a maximum of 2 hours of WBL are allowed):				
OST 166 Speech Recognition	1	2	0	2
OST 233 Office Publications Design	2	2	0	3
OST 236 Adv Word Processing	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121 Work-Based Learning II	0	0	10	1
Total Credits				**18**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/rMZp30cafqs

Office Administration

Office Administration Essential Certificate C25370C4
(CTE) C25370H4*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 15 Hours				
A. Core: 12 Hours				
CIS 110 Introduction to Computers	2	2	0	3
OST 164 Office Editing	3	0	0	3
OST 184 Records Management	2	2	0	3
OST 289 Office Admin Capstone	2	2	0	3
B. Other Major Courses: 3 Hours				
OST 136 Word Processing	2	2	0	3
Total Credits				**15**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

POLYSOMNOGRAPHY A45670

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

Polysomnography A45670
Associate in Applied Science Degree A45670
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education: 18 Hours					
A. English					
ENG 111 Writing and Inquiry	3	0	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	0	3
B. Social/Behavioral Sciences					
PSY 150 General Psychology	3	0	0	0	3
C. Humanities/Fine Arts: 6 Hours					
COM 231 Public Speaking	3	0	0	0	3
and					

3 hours selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.

Title	Class	Lab	Clin.	Work Exp.	Cred
D. Natural Sciences/Math					
MAT 121 Algebra/Trigonometry I	2	2	0	0	3

MAT 121 requires DMA 010-060 competency
Students are required to demonstrate competency in the equivalent of MAT 080 or DMA 050–080 within five years prior to enrollment.

Title	Class	Lab	Clin.	Work Exp.	Cred
II. Major Hours: 51 hours					
A. Core: 25 Hours					
1. Required Courses					
PSG 110 Intro to Polysomnography	3	2	0	0	4
PSG 111 Neuro/Cardiopulmonary A&P	4	0	0	0	4
PSG 210 Polysomnography I	3	2	9	0	7
PSG 211 Polysomnography II	2	6	9	0	7
2. Required Subject Area					
PSG 113 PSG Instrumentation	2	2	0	0	3
B. Other Major Hours: 26 Hours					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
CIS 110 Introduction to Computers	2	2	0	0	3
MED 118 Medical Laws and Ethics	2	0	0	0	2
MED 121 Medical Terminology I	3	0	0	0	3
PSG 112 PSG Fundamentals	3	0	0	0	3
PSG 114 PSG Clinical Education I	0	0	9	0	3
PSG 212 Infant/Pediatric PSG	3	2	0	0	4

Polysomnography A45670 (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
PSG 213 Case Study/Exam Review	0	3	0	0	1
PSG 214 PSG Clinical Apps I	0	2	0	0	1
PSG 215 PSG Clinical Apps II	0	2	0	0	1
III. Other Required Hours: 1 Hour					
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**70**

All health science students must make grades of "A", "B", "C", or "SA" on all applicable course work to progress each semester and graduate from the program.

The Polysomnography Associate Degree Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 1361 Park Street, Clearwater, FL 33756; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG).

POLYSOMNOGRAPHY – TRANSITION A45670T

Registered Polysomnographic Technologist (RPSGT) to AAS in PSG Transition

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

The RPSGT to AAS in PSG Transition program is designed for current unrestricted Registered Polysomnographic Technologists (RPSGT) to complete the Associate in Applied Science Polysomnography Degree. Applicants must meet the minimum admissions requirements, which includes submitting a current RPSGT certificate/license/credential.

Student are required to complete at minimum 25 percent of the program requirements at LCC as mandated by SACSCOC, and each student will receive an individualized education plan to ensure this requirement is met. Applicants have the opportunity to complete selected PSG courses via credit by exam (see college catalog), and PSG faculty will administer the exams related to this process. In the event a student is unsuccessful in the credit by exam process, the student may choose to complete the program by enrolling in the next available cohort on campus. Additionally, applicants may submit previous college work to be evaluated for possible transfer credits. Upon completion graduates are eligible to apply for advanced 2+2 baccalaureate programs. Applicants can apply at any time throughout the year to the PSG Department.

Polysomnography – Transition A45670T

Associate in Applied Science Degree A45670T
(2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education: 18 Hours					
A. English: 6 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	0	3
B. Social/Behavioral Sciences					
PSY 150 General Psychology	3	0	0	0	3
C. Humanities/Fine Arts: 6 Hours					
COM 231 Public Speaking	3	0	0	0	3
and					

3 Hours selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.

D. Natural Sciences/Math: 3 Hours					
MAT 121 Algebra/Trigonometry I	2	2	0	0	3

MAT 121 requires DMA 010-060 competency

Students are required to demonstrate competency in the equivalent of MAT 080 or DMA 050–080 within five years prior to enrollment.

II. Major Hours: 51 hours					
A. Core: 25 Hours					
1. Required Courses: 22 Hours					
*PSG 110 Intro to Polysomnography	3	2	0	0	4
*PSG 111 Neuro/Cardiopulmonary A&P	4	0	0	0	4
PSG 210 Polysomnography I	3	2	9	0	7

Polysomnography – Transition A45670T (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
PSG 211 Polysomnography II	2	6	9	0	7
2. Required Subject Area: 3 Hours					
*PSG 113 PSG Instrumentation	2	2	0	0	3
B. Other Major Hours: 26 Hours					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
CIS 110 Introduction to Computers	2	2	0	0	3
*MED 118 Medical Laws and Ethics	2	0	0	0	2
*MED 121 Medical Terminology I	3	0	0	0	3
*PSG 112 PSG Fundamentals	3	0	0	0	3
*PSG 114 PSG Clinical Education I	0	0	9	0	3
PSG 212 Infant/Pediatric PSG	3	2	0	0	4
*PSG 213 Case Study/Exam Review	0	3	0	0	1
*PSG 214 PSG Clinical Apps I	0	2	0	0	1
*PSG 215 PSG Clinical Apps II	0	2	0	0	1

III. Other Required Hours: 1 Hour

Title	Class	Lab	Clin.	Work Exp.	Cred
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**70**

All health science students must make grades of "A", "B", "C", or "SA" on all program courses to graduate from the program.

*RPSGT Transition students are given credit for these PSG courses. A copy of their current unrestricted license/credential to practice must be on file in Registrar's Office. All other PSG courses may be taken as credit by exam. Credit by exam will follow the college's process for each applicable course.

The Polysomnography Associate Degree Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 1361 Park Street, Clearwater, FL 33756; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG).

PRACTICAL NURSING (DIPLOMA) D45660

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

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.

Practical Nursing
Diploma D45660
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Credit
I. General Education: 14 hours					
A. English					
ENG 111 Writing and Inquiry	3	0	0	0	3
B. Social/Behavioral Sciences					
PSY 150 General Psychology	3	0	0	0	3
C. Natural Science/Math					
BIO 168 Anatomy and Physiology I	3	3	0	0	4
BIO 169 Anatomy and Physiology II	3	3	0	0	4
and					
Students are required to demonstrate competency in the equivalent of MAT 080 or DMA 010–080 and complete BIO 168 and BIO 169 prior to enrollment in this curriculum.					
II. Major Hours: 30 hours					
NUR 101 Practical Nursing I	7	6	6	0	11
NUR 102 Practical Nursing II	7	0	9	0	10
NUR 103 Practical Nursing III	6	0	9	0	9
III. Other Required Hours: 1 hour					
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**45**

All health science students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/hgOt30cahcg

LICENSED PRACTICAL NURSE REFRESHER C45390

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years.

Individuals entering this curriculum must have been previously licensed as a Practical Nurse.

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry and community health agencies.

Licensed Practical Nurse Refresher
Certificate C45390
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Credit
I. General Education: 0 hours					
II. Major Hours: 12 hours					
Core: 12 Hours					
NUR 107 LPN Refresher	9	0	9	0	12
Total Credits					**12**

RADIOGRAPHY A45700

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

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

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

Radiography
Associate in Applied Science Degree A45700
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 17 Hours					
A. English: 6 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
and ENG 112 Writing/Research in the Disc	3	0	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	0	3
B. Social/Behavioral Sciences: 3 Hours					
PSY 150 General Psychology	3	0	0	0	3
C. Humanities/Fine Arts: 3 Hours					
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.					
D. Math/Natural Sciences: 5 Hours					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
and					
Students are required to demonstrate competency in the equivalent of MAT 080 or DMA 010–080 within five years prior to enrollment in this curriculum.					
II. Major Courses: 53 Hours					
A. Core: 53 Hours					
RAD 110 Rad Intro & Patient Care	2	3	0	0	3
RAD 111 RAD Procedures I	3	3	0	0	4
RAD 112 RAD Procedures II	3	3	0	0	4
RAD 121 Radiographic Imaging I	2	3	0	0	3
RAD 122 Radiographic Imaging II	1	3	0	0	2
RAD 131 Radiographic Physics I	1	3	0	0	2
RAD 151 RAD Clinical Ed I	0	0	6	0	2
RAD 161 RAD Clinical Ed II	0	0	15	0	5
RAD 171 RAD Clinical Ed III	0	0	12	0	4
RAD 211 RAD Procedures III	2	3	0	0	3
RAD 231 Radiographic Physics II	1	3	0	0	2
RAD 241 Radiobiology/Protection	2	0	0	0	2
RAD 245 Image Analysis	1	3	0	0	2
RAD 251 RAD Clinical Ed IV	0	0	21	0	7
RAD 261 RAD Clinical Ed V	0	0	21	0	7
RAD 271 Radiography Capstone	0	3	0	0	1

Radiography A45700 (Continued)

Title		Class	Lab	Clin.	Work Exp.	Cred
B. Other Required Courses: 3 Hours						
CIS 110 Introduction to Computers		2	2	0	0	3
III. Other Required Courses: 1 Hour						
ACA 111 College Student Success		1	0	0	0	1
or ACA 122 College Transfer Success		0	2	0	0	1
Total Credits						**74**

All health science students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

The Radiography Associate Degree in Applied Science is approved by the North Carolina Community College System and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Telephone Number 312-704-5300; www.jrcert.org).

Supply Chain Management A25620P

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Supply Chain Management
Global Logistics Technology

Associate in Applied Science Degree A25620P
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 51 Hours				
A. Core: 29 Hours				
1. Common Core: 13 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
LOG 110 Introduction to Logistics	3	0	0	3
2. Required Subject Area: 16 Hours				
LOG 125 Transportation Logistics	3	0	0	3
LOG 215 Supply Chain Management	3	0	0	3
LOG 235 Import/Export Management	3	0	0	3
LOG 240 Purchasing Logistics	3	0	0	3
LOG 250 Advanced Global Logistics	3	2	0	4

Supply Chain Management
Global Logistics Technology A25620P (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 22 Hours				
1. Required: 19 Hours				
BUS 137 Principles of Management	3	0	0	3
ECM 210 Intro. to E-Commerce	2	2	0	3
INT 110 International Business	3	0	0	3
ISC 135 Principles of Industrial Mgmt	4	0	0	4
LOG 211 Distribution Management	2	2	0	3
TOM 120 Introduction to Trucking	3	0	0	3
2. Select 3 Hours from the following:				
ACC 121 Prin of Managerial Accounting	3	2	0	4
BUS 116 Business Law II	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
LOG 225 Logistics Systems	3	2	0	4
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**67**

Supply Chain Management
Global Logistics Technology
(Revised 2017*03) Diploma D25620D

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 37 Hours				
A. Core: 25 Hours				
1. Common Core: 9 Hours				
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
LOG 110 Introduction to Logistics	3	0	0	3
2. Required Subject Area: 16 Hours				
LOG 125 Transportation Logistics	3	0	0	3
LOG 215 Supply Chain Management	3	0	0	3
LOG 235 Import/Export Management	3	0	0	3
LOG 240 Purchasing Logistics	3	0	0	3
LOG 250 Advanced Global Logistics	3	2	0	4

Title	Hours Class	Lab	Work Exp.	Credits
B. Other Major Courses: 12 Hours				
1. Required: 9 Hours				
INT 110 International Business	3	0	0	3
ECM 210 Intro. to E-Commerce	2	2	0	3
LOG 211 Distribution Management	2	2	0	3
2. Other Major Hours: Select 3 Hours from the following				
ISC 135 Principles of Industrial Mgmt	4	0	0	4
LOG 225 Logistics Systems	3	2	0	4
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**44**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/BAck30d7GTN

Supply Chain Management
Global Logistics
(Revised 2017*03) Certificate C25620C1

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Core: 12 Hours				
1. Common Core: 3 Hours				
LOG 110 Introduction to Logistics	3	0	0	3
2. Required Subject Area: 9 Hours				
LOG 125 Transportation Logistics	3	0	0	3
LOG 215 Supply Chain Management	3	0	0	3
LOG 240 Purchasing Logistics	3	0	0	3
Total Credits				**12**

Supply Chain Management
Global Skills
Certificate C25620C2
(Revised 2017*03) (CTE) C25620H2*

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 15 Hours				
1. Common Core: 3 Hours				
LOG 110 Introduction to Logistics	3	0	0	3
2. Required Subject Area: 12 Hours				
LOG 125 Transportation Logistics	3	0	0	3
LOG 215 Supply Chain Management	3	0	0	3
LOG 235 Import/Export Management	3	0	0	3
LOG 240 Purchasing Logistics	3	0	0	3
B. Other Major Course:				
LOG 211 Distribution Management	2	2	0	3
Total Credits				**18**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/oSJB30d7HEV

Supply Chain Management
Trucking Operations Management
Associate in Applied Science Degree A25620T
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
ECO 251 Prin of Microeconomics	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 50 Hours				
A. Core: 28 Hours				
1. Common Core: 13 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3

Title	Hours Class	Lab	Work Exp.	Credits
LOG 110 Introduction to Logistics	3	0	0	3
2. Required Subject Areas: 15 Hours				
BUS 153 Human Resource Management	3	0	0	3
LOG 125 Transportation Logistics	3	0	0	3
TOM 120 Introduction to Trucking	3	0	0	3
TOM 130 Fleet Maintenance	3	0	0	3
TOM 250 Operations of Trucking I	3	0	0	3
B. Other Major Courses: 22 Hours				
1. Required: 19 Hours				
BUS 137 Principles of Management	3	0	0	3
BUS 225 Business Finance	2	2	0	3
ECM 210 Intro. to E-Commerce	2	2	0	3
ISC 135 Principles of Industrial Mgmt	4	0	0	4
LOG 211 Distribution Management	2	2	0	3
LOG 215 Supply Chain Management	3	0	0	3
2. Select 3 Hours from the following:				
ACC 121 Prin of Managerial Accounting	3	2	0	4
BUS 116 Business Law II	3	0	0	3
CTS 130 Spreadsheet	2	2	0	3
LOG 225 Logistics Systems	3	2	0	4
TOM 260 Operations of Trucking II	3	0	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2

III. Other Required Courses: 1 Hour

Title	Class	Lab	Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**66**

Supply Chain Management
Trucking Operations Management
(Revised 2017*03) Diploma D25620TD

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Sciences: 3 Hours selected from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 37 Hours				
A. Core: 24 Hours				
1. Common Core:				
BUS 115 Business Law I	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
LOG 110 Introduction to Logistics	3	0	0	3

Supply Chain Management
Trucking Operations Management D25620TD (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
2. Required Subject Area				
BUS 153 Human Resource Management	3	0	0	3
LOG 125 Transportation Logistics	3	0	0	3
TOM 120 Introduction to Trucking	3	0	0	3
TOM 130 Fleet Maintenance	3	0	0	3
TOM 250 Operations of Trucking I	3	0	0	3
B. Other Major Courses: 13 Hours				
1. Required: 10 Hours				
ACC 120 Prin of Financial Accounting	3	2	0	4
ECM 210 Intro. to E-Commerce	2	2	0	3
LOG 211 Distribution Management	2	2	0	3
2. Select 3 Hours from the following:				
ACC 121 Prin of Managerial Accounting	3	2	0	4
ISC 135 Principles of Industrial Mgmt	4	0	0	4
LOG 215 Supply Chain Management	3	0	0	3
LOG 225 Logistics Systems	3	2	0	4
TOM 260 Operations of Trucking II	3	0	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**44**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/RLYe30d7I1T

Supply Chain Management
(Revised 2017*03) General Trucking Operations Certificate C25620C3

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 12 Hours				
A. Core: 15 Hours				
1. Common Core: 3 Hours				
LOG 110 Introduction to Logistics	3	0	0	3
2. Required Subject Area: 9 Hours				
TOM 120 Introduction to Trucking	3	0	0	3
TOM 130 Fleet Maintenance	3	0	0	3
TOM 250 Operations of Trucking I	3	0	0	3
Total Credits				**12**

Supply Chain Management

Trucking Operations Skills Certificate C25620C4
(Revised 2017*03) (CTE) C25620H4*

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 18 Hours				
A. Core: 15 Hours				
1. Common Core: 3 Hours				
LOG 110 Introduction to Logistics	3	0	0	3
2. Required Subject Area: 12 Hours				
LOG 125 Transportation Logistics	3	0	0	3
TOM 120 Introduction to Trucking	3	0	0	3
TOM 130 Fleet Maintenance	3	0	0	3
TOM 250 Operations of Trucking I	3	0	0	3
B. Other Major Course:				
LOG 211 Distribution Management	2	2	0	3
Total Credits				**18**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/L5Es30d7hO9

SURGICAL TECHNOLOGY D45740

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.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

Surgical Technology
Diploma D45740
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Clin.	Work Exp.	Cred
I. General Education: 8 hours					
A. English					
ENG 111 Writing and Inquiry	3	0	0	0	3
B. Natural Sciences/Math					
BIO 163 Basic Anat & Physiology	4	2	0	0	5

and

Students are required to demonstrate competency in the equivalent of MAT 070 or DMA 010–050 within five years prior to enrollment in this curriculum.

Title	Class	Lab	Clin.	Work Exp.	Cred
II. Major Hours: 37 hours					
A. Core					
SUR 110 Intro to Surg Tech	3	0	0	0	3
SUR 111 Periop Patient Care	5	6	0	0	7
SUR 122 Surgical Procedures I	5	3	0	0	6
SUR 123 Sur Clinical Practice I	0	0	21	0	7
SUR 134 Surgical Procedures II	5	0	0	0	5
SUR 135 SUR Clinical Practice II	0	0	12	0	4
SUR 137 Professional Success Prep	1	0	0	0	1
B. Other Major Hours					
BIO 275 Microbiology	3	3	0	0	4
III. Other Required Hours: 1 hour					
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**46**

All health science students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

The Surgical Technology Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 25400 US Hwy 19 North, Clearwater, FL 33763; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/oySl30cahmc

SUSTAINABILITY TECHNOLOGIES A40370
Program Under Review-Students Are Not Currently Being Accepted
Pathway: Engineering and Technology

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, renewable energy, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies. Course work may include renewable energy, green building technology, and environmental technologies. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility. Graduates should qualify for positions within the renewable energy, construction, and/or environmental industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as renewable energy technicians, sustainability consultants, environmental technicians, or green building supervisors.

Sustainability Technologies
Associate in Applied Science Degree A40370
Revised 2015*03 (Course and Hour Requirements)

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education: 15 Hours				
A. English: 7 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Science: 3 Hours				
3 SHC Selected from the list of social/behavioral science electives for the Associate in Applied Science Degree appearing in the college catalog.				
C. Humanities/Fine Arts: 3 Hours				
3 SHC Selected from the list of humanities and fine arts electives for the Associate in Applied Science Degree appearing in the college catalog.				
D. Math/Natural Science: 3 Hours selected from the following:				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 55 Hours				
A. Core: 25 Hours				
Technical Core: 12 Hours				
BIO 140 Environmental Biology	3	0	0	3
SST 110 Intro to Sustainability	3	0	0	3
SST 120 Energy Use Analysis	2	2	0	3
SST 210 Issues in Sustainability	3	0	0	3
Track Requirement: 13 Hours				
CMT 120 Codes and Inspections	3	0	0	3
CST 111 Construction I	3	3	0	4
CST 150 Building Science	2	2	0	3
SST 140 Green Bldg & Design Concepts	3	0	0	3
B. Other Major Courses: 30 Hours				
1. Required Courses: 24 Hours				
ALT 120 Renewable Energy Tech	2	2	0	3
ALT 250 Thermal Systems	2	2	0	3
BIO 140A Environmental Biology Lab	0	3	0	1
BPR 130 Print-Reading Construction	3	0	0	3

Sustainability Technologies A40370 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
CST 112 Construction II	3	3	0	4
CST 131 OSHA/Safety/Certification	2	2	0	3
ELC 113 Residential Wiring	2	6	0	4
ELC 220 Photovoltaic Sys Tech	2	3	0	3
2. Required Electives: 6 Hours selected from the following:				
AHR 211 Residential System Design	2	2	0	3
CIS 110 Introduction to Computers	2	2	0	3
CMT 210 Construction Management Fund	3	0	0	3
CST 211 Construction Surveying	2	3	0	3
CST 241 Planning/Estimating I	2	2	0	3
PLU 115 Basic Plumbing	2	6	0	4
SST 250 Sustain Capstone Projects	1	6	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
III. Other Required Courses: 2 Hours				
ACA 111 College Student Success	1	0	0	1
WBL 110 World of Work	1	0	0	1
Total Credits				**72**

Sustainability Technologies
Renewable Energy Diploma D40370D1
(Revised 2015*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Science: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 33 Hours				
A. Core: 12 Hours				
Technical Core: 12 Hours				
BIO 140 Environmental Biology	3	0	0	3
SST 110 Intro to Sustainability	3	0	0	3
SST 120 Energy Use Analysis	2	2	0	3
SST 210 Issues in Sustainability	3	0	0	3
B. Other Major Courses: 21 Hours				
1. Required Courses: 18 Hours				
ALT 120 Renewable Energy Tech	2	2	0	3
ALT 250 Thermal Systems	2	2	0	3
BIO 140A Environmental Biology Lab	0	3	0	1
ELC 113 Residential Wiring	2	6	0	4
ELC 220 Photovoltaic Sys Tech	2	3	0	3
SST 140 Green Bldg & Design Concepts	3	0	0	3
2. Required Electives: 3 Hours selected from the following:				
CIS 110 Introduction to Computers	2	2	0	3

Sustainability Technologies D40370D1 (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
CMT 210 Construction Management Fund	3	0	0	3
CST 131 OSHA/Safety/Certification	2	2	0	3
CST 211 Construction Surveying	2	3	0	3
CST 241 Planning/Estimating I	2	2	0	3
WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
Total Credits				**40**

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/nMq030cahS2

Sustainability Technologies
Green Building Diploma D40370D2
(CTE) D40370H2*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education: 7 hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Math/Natural Science: 4 Hours				
MAT 171 Precalculus Algebra	3	2	0	4
II. Major Hours: 29 hours				
A. Core: 10 Hours				
Technical Core: 3 Hours				
SST 110 Intro to Sustainability	3	0	0	3
Track Requirement: 7 Hours				
SST 140 Green Bldg & Design Concepts	3	0	0	3
CST 111 Construction I	3	3	0	4
B. Other Major Courses: 19 Hours				
1. Required Courses: 16 Hours				
BPR 130 Print-Reading Construction	3	0	0	3
CST 112 Construction II	3	3	0	4
CST 131 OSHA/Safety/Certification	2	2	0	3
ELC 113 Residential Wiring	2	6	0	4
SST 120 Energy Use Analysis	2	2	0	3
2. Required Electives: 3 Hours				
ALT 120 Renewable Energy Tech	2	2	0	3
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
Total Credits				**37**

*This diploma has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/vxaT30cahDo

Sustainability Technologies

Green Building Certificate C40370C5
(CTE) C40370H5*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education: 0 Hours				
II. Major Courses: 16 Hours				
A. Core Hours: 13 Hours				
Technical core: 6 Hours				
SST 110 Intro to Sustainability	3	0	0	3
SST 120 Energy Use Analysis	2	2	0	3
Track Requirement: 7 Hours				
CST 111 Construction I	3	3	0	4
SST 140 Green Bldg & Design Concepts	3	0	0	3
B. Other Major Courses: 3 Hours				
BPR 130 Print Reading- Construction	3	0	0	3
Total Credits				**16**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/Jbyj30cahsO

Sustainability Technologies

Renewable Energy Certificate C40370C6
(CTE) C40370H6*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education: 0 Hours				
II. Major Courses: 18 Hours				
A. Core Hours: 12 Hours				
Technical Core: 9 Hours				
SST 110 Intro to Sustainability	3	0	0	3
SST 120 Energy Use Analysis	2	2	0	3
SST 210 Issues in Sustainability	3	0	0	3
Track Requirement: 3 Hours				
SST 140 Green Bldg & Design Concepts	3	0	0	3
B. Other Major Courses: 6 Hours				
ALT 120 Renewable Energy Tech	2	2	0	3
ELC 220 Photovoltaic Sys Tech	2	3	0	3
Total Credits				**18**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/aGh530cahMJ

SUSTAINABLE AGRICULTURE A15410

These curriculums are designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Sustainable Agriculture: A program that focuses on agricultural principles and practices that, over the long term, enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible; and that may prepare individuals to apply this knowledge to the solution of agricultural and environmental problems. Potential course work includes instruction in principles of agroecology, crop and soil sciences, entomology, horticulture, animal science, weed science and management, soil fertility and nutrient cycling, applied ecology, agricultural economics, and rangeland ecology and watershed management.

Sustainable Agriculture

Associate in applied Science Degree A15410
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
ENG 112 Writing/Research in the Disc	3	0	0	3
B. Social/Behavioral Science: 3 Hours				
Selected from the list of social/behavior science electives for the Associate in Applied Science Degree appearing in the current college catalog.				
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities and fine arts electives for the Associate in Applied Science Degree appearing in the current college catalog.				
D. Math/Natural Science: 3 Hours				
MAT 121 Algebra/Trigonometry I	2	2	0	3
or MAT 171 Precalculus Algebra	3	2	0	4
II. Major Courses: 51 Hours				
A. Core: 30 Hours				
1. Technical Core: 16 Hours				
AGR 121 Biological Pest Mgmt	3	0	0	3
AGR 139 Intro to Sustainable Ag	3	0	0	3
AGR 170 Soil Science	2	2	0	3
AGR 214 Agricultural Marketing	3	0	0	3
ANS 110 Animal Science	3	0	0	3
WBL 111 Work-Based Learning I	0	0	10	1

Title	Hours Class	Lab	Work Exp.	Credits
2. Program Major: 14 Hours				
AGR 111 Basic Farm Maintenance	1	3	0	2
AGR 112 Agri Records & Accounting	2	2	0	3
AGR 160 Plant Science	2	2	0	3
AGR 212 Farm Business Management	3	0	0	3
AGR 265 Organic Crop Prod: Spring	2	2	0	3
B. Other Major Course: 21 Hours				
1. Required Courses: 15 Hours				
AGR 213 Ag Law & Finance	3	0	0	3
AGR 220 Ag Mechanization	2	2	0	3
ANS 111 Sustainable Livestock Mgt	2	2	0	3
ANS 115 Animal Feeds & Nutrition	2	2	0	3
BUS 135 Principles of Supervision	3	0	0	3
2. 6 Hours selected from the following				
AGR 150 Ag-O-Metrics	3	0	0	3
AGR 180 Crop Insects & Diseases	2	3	0	3
AGR 262 Weed ID & Control	2	3	0	3
ANS 130 Poultry Production	2	2	0	3
ANS 140 Swine Production	2	2	0	3
BUS 280 REAL Small Business	4	0	0	4
HOR 162 Applied Plant Science	2	2	0	3
WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
WBL 131-132 Work-Based Learning III	0	0	10-20	1-2

III. Other Required Courses: 1 Hours

Title	Hours Class	Lab	Work Exp.	Credits
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Transfer Success	0	2	0	1
Total Credits				**67**

Sustainable Agriculture
Diploma D15410D
(CTE) D15410H*
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 6 Hours				
A. English: 3 Hours				
ENG 111 Writing and Inquiry	3	0	0	3
B. Humanities/Fine Arts: 3 Hours				
HUM 110 Technology and Society	3	0	0	3
II. Major Courses: 33 Hours				
A. Core: 17 Hours				
1. Technical Core: 10 Hours				
AGR 121 Biological Pest Mgmt	3	0	0	3
AGR 139 Intro to Sustainable Ag	3	0	0	3
AGR 170 Soil Science	2	2	0	3
WBL 111 Work-Based Learning I	0	0	10	1
2. Program Major: 7 Hours				

Sustainable Agriculture D15410D (Continued)

Title	Hours Class	Lab	Work Exp.	Credits
AGR 111 Basic Farm Maintenance	1	3	0	2
AGR 160 Plant Science	2	2	0	3
AGR 265 Organic Crop Prod: Spring	2	2	0	3
B. Other Major Course: 16 Hours				
1. Required Courses: 16 Hours				
AGR 212 Farm Business Management	3	0	0	3
AGR 214 Agricultural Marketing	3	0	0	3
ANS 110 Animal Science	3	0	0	3
BUS 135 Principles of Supervision	3	0	0	3
BUS 280 REAL Small Business	4	0	0	4
III. Other Required Courses: 1 Hour				
ACA 111 College Student Success	1	0	0	1
or ACA 122 College Student Success	0	2	0	1
Total Credits				**40**

*This diploma has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/MXlc30d7hSc

Sustainable Agriculture
Basic Sustainable Agriculture Certificate C15410C1
(CTE) C15410H1*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
Humanities/Fine Arts: 3 Hours				
HUM 110 Technology and Society	3	0	0	3
II. Major Courses: 12 Hours				
A. Core: 12 Hours				
Technical Core: 9 Hours				
AGR 139 Intro to Sustainable Ag	3	0	0	3
AGR 170 Soil Science	2	2	0	3
ANS 110 Animal Science	3	0	0	3
Program Major: 3 Hours				
AGR 160 Plant Science	2	2	0	3
Total Credits				**13**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Sustainable Agriculture

Agribusiness Certificate* C15410C2
(2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 6 Hours				
AGR 112 Agri Records & Accounting	2	2	0	3
AGR 212 Farm Business Management	3	0	0	3
B. Other Major Courses: 7 Hours				
BUS 135 Principles of Supervision	3	0	0	3
BUS 280 REAL Small Business	4	0	0	4
Total Credits				**13**

THERAPEUTIC MASSAGE A45750

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities include hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam.

Therapeutic Massage
Associate in Applied Science Degree A45750
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 17 Hours					
A. English: 3 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
B. Social/Behavioral Sciences: 3 Hours					
PSY 150 General Psychology	3	0	0	0	3
C. Humanities/Fine Arts: 6 Hours					
COM 231 Public Speaking	3	0	0	0	3
And					
3 hours selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.					
D. Math/Natural Sciences: 5 Hours					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
AND					
Students are required to demonstrate competency in the equivalent of MAT 070 or DMA 010–050 within five years prior to enrollment in this curriculum.					
II. Major Courses: 49 Hours					
A. Core: 42 Hours					
BUS 152 Human Relations	3	0	0	0	3
MTH 110 Fundamentals of Massage	6	9	3	0	10
MTH 120 Ther Massage Applications	6	9	3	0	10
MTH 125 Ethics of Massage	2	0	0	0	2
MTH 130 Therapeutic Massage Mgmt	2	0	0	0	2
MTH 210 Adv Skills of Massage	4	9	3	0	8
MTH 220 Outcome-Based Massage	4	6	3	0	7
B. Other Major Courses: 7 hours					
NUT 110 Nutrition	3	0	0	0	3
MED 121 Medical Terminology I	3	0	0	0	3
MTH 121 Clinical Supplement I	0	0	3	0	1

Therapeutic Massage A45750 (Continued)

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
III. Other Required Courses: 4 Hour					
BIO 271 Pathophysiology	3	0	0	0	3
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**70**

All health science students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.
Graduates may be eligible to take the MBLEX (Massage and Bodywork Licensing Examination) to meet requirements for the North Carolina State Board of Massage Licensure.

Therapeutic Massage
Diploma D45750D
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Clin.	Work Exp.	Cred
I. General Education Courses: 11 Hours					
A. English: 3 Hours					
ENG 111 Writing and Inquiry	3	0	0	0	3
B. Social/Behavioral Sciences: 3 Hours					
PSY 150 General Psychology	3	0	0	0	3
C. Math/Natural Sciences: 5 Hours					
BIO 163 Basic Anat & Physiology	4	2	0	0	5
and					
Students are required to demonstrate competency in the equivalent of MAT 070 or DMA 010–050 within five years prior to enrollment in this curriculum.					
II. Major Courses: 31 Hours					
A. Core: 27 Hours					
BUS 152 Human Relations	3	0	0	0	3
MTH 110 Fundamentals of Massage	6	9	3	0	10
MTH 120 Ther Massage Applications	6	9	3	0	10
MTH 125 Ethics of Massage	2	0	0	0	2
MTH 130 Therapeutic Massage Mgmt	2	0	0	0	2
B. Other Major Courses: 4 hours					
MED 121 Medical Terminology I	3	0	0	0	3
MTH 121 Clinical Supplement I	0	0	3	0	1
III. Other Required Courses: 4 Hour					
BIO 271 Pathophysiology	3	0	0	0	3
ACA 111 College Student Success	1	0	0	0	1
or ACA 122 College Transfer Success	0	2	0	0	1
Total Credits					**46**

Licensure is required to practice as a Massage Therapist in North Carolina. Refer to website for details: www.bmbt.org.

Graduates may be eligible to take the MBLEX (Massage and Bodywork Licensing Examination) to meet requirements for the North Carolina State Board of Massage Licensure.
Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/VjU530cah7P

WELDING TECHNOLOGY A50420
Pathway: Production

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

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

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.

Welding Technology
Associate in Applied Science Degree A50420
(Revised 2017*03) Course and Hour Requirements

Title	Class	Lab	Work Exp.	Credits
I. General Education Courses: 15 Hours				
A. English: 6 Hours				
Select one course from the following:				
ENG 110 Freshman Composition	3	0	0	3
or ENG 111 Writing and Inquiry	3	0	0	3
Select one course from the following:				
COM 110 Introduction to Communication	3	0	0	3
or ENG 112 Writing/Research in the Disc	3	0	0	3
or ENG 113 Literature-Based Research	3	0	0	3
or ENG 114 Prof Research & Reporting	3	0	0	3
B. Social/Behavioral Sciences: 3 Hours				
Selected from the list of social/behavioral sciences electives for the Associate in Applied Science degree appearing in the current catalog.				
or PSY 118 Interpersonal Psychology	3	0	0	3
C. Humanities/Fine Arts: 3 Hours				
Selected from the list of humanities/fine arts electives for the Associate in Applied Science degree appearing in the current catalog.				
D. Math/Natural Sciences: 3 Hours				
MAT 110 Math Measurement & Literacy	2	2	0	3
or MAT 121 Algebra/Trigonometry I	2	2	0	3
II. Major Courses: 49 Hours				
A. Core: 18 Hours				
WLD 110 Cutting Processes	1	3	0	2
WLD 115 SMAW (Stick) Plate	2	9	0	5
or WLD 115A SMAW (Stick) Plate	1	6	0	3
and WLD 115B SMAW (Stick) Plate	1	3	0	2
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131 GTAW (TIG) Plate	2	6	0	4
WLD 141 Symbols & Specifications	2	2	0	3
B. Other Major Courses:				
1. Required Hours: 21 Hours				

Welding Technology A50420 (Continued)

Title			Hours Class	Lab	Work Exp.	Credits
		BPR 111 Print Reading	1	2	0	2
		WLD 116 SMAW (stick) Plate/Pipe	1	9	0	4
	or	WLD 116A SMAW (Stick) Plate/Pipe	1	3	0	2
	and	WLD 116B SMAW (Stick) Plate/Pipe	0	6	0	2
		WLD 122 GMAW (MIG) Plate/Pipe	1	6	0	3
		WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	3
		WLD 143 Welding Metallurgy	1	2	0	2
		WLD 215 SMAW (stick) Pipe	1	9	0	4
		WLD 231 GTAW (TIG) Pipe	1	6	0	3
2. 10 Hours selected from the following (maximum 8 hours WBL):						
		WBL 111-112 Work-Based Learning I	0	0	10-20	1-2
		WBL 121-122 Work-Based Learning II	0	0	10-20	1-2
		WLD 112 Basic Welding Processes	1	3	0	2
		WLD 151 Fabrication I	2	6	0	4
		WLD 221 GMAW (MIG) Pipe	1	6	0	3
		WLD 251 Fabrication II	1	6	0	3
		WLD 261 Certification Practices	1	3	0	2
		WLD 262 Inspection & Testing	2	2	0	3

III. Other Required Courses: 1 Hour

Title			Hours Class	Lab	Work Exp.	Credits
		ACA 111 College Student Success	1	0	0	1
	or	ACA 122 College Transfer Success	0	2	0	1
		Total Credits				**65**

Welding Technology

Welding Technology Diploma D50420D
(CTE) D50420H*
(Revised 2017*03) Course and Hour Requirements

Title			Hours Class	Lab	Work Exp.	Credits

I. General Education Courses: 6 Hours

A. English: 3 Hours

			Hours Class	Lab	Work Exp.	Credits
		COM 110 Introduction to Communication	3	0	0	3
	or	ENG 110 Freshman Composition	3	0	0	3
	or	ENG 111 Writing and Inquiry	3	0	0	3

B. Math/Natural Sciences: 3 Hours

			Hours Class	Lab	Work Exp.	Credits
		MAT 110 Math Measurement & Literacy	2	2	0	3
	or	MAT 121 Algebra/Trigonometry I	2	2	0	3

II. Major Courses: 31 Hours

A. Core: 18 Hours

			Hours Class	Lab	Work Exp.	Credits
		WLD 110 Cutting Processes	1	3	0	2
		WLD 115 SMAW (Stick) Plate	2	9	0	5
	or	WLD 115A SMAW (Stick) Plate	1	6	0	3
	and	WLD 115B SMAW (Stick) Plate	1	3	0	2
		WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4
		WLD 131 GTAW (TIG) Plate	2	6	0	4
		WLD 141 Symbols & Specifications	2	2	0	3

B. Other Major Courses: 14 Hours

Welding Technology D50420D (Continued)

Title			Class	Lab	Exp.	Credits
		BPR 111 Print Reading	1	2	0	2
		WLD 116 SMAW (stick) Plate/Pipe	1	9	0	4
	or	WLD 116A SMAW (Stick) Plate/Pipe	1	3	0	2
	and	WLD 116B SMAW (Stick) Plate/Pipe	0	6	0	2
		WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	3
		WLD 143 Welding Metallurgy	1	2	0	2
		WLD 262 Inspection & Testing	2	2	0	3

(Header row: Hours — Class, Lab; Work — Exp., Credits)

III. Other Required Courses: 1 Hour

Title			Class	Lab	Exp.	Credits
		ACA 111 College Student Success	1	0	0	1
	or	ACA 122 College Transfer Success	0	2	0	1
		Total Credits				**39**

*This diploma has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Important information about the educational debt, earnings, and completion rates of students who attended this program may be found at http://ow.ly/UEug30dm47j

Welding Technology
SMAW (Stick) Welding Skills Certificate C50420K1
(Revised 2010*03) Course and Hour Requirements

Title			Class	Lab	Exp.	Credits

(Header row: Hours — Class, Lab; Work — Exp., Credits)

I. General Education Courses: 0 Hours
II. Major Courses: 14 Hours

Title			Class	Lab	Exp.	Credits
		WLD 110 Cutting Processes	1	3	0	2
		WLD 115 SMAW (Stick) Plate	2	9	0	5
	or	WLD 115A SMAW (Stick) Plate	1	6	0	3
	and	WLD 115B SMAW (Stick) Plate	1	3	0	2
		WLD 116 SMAW (stick) Plate/Pipe	1	9	0	4
	or	WLD 116A SMAW (Stick) Plate/Pipe	1	3	0	2
	and	WLD 116B SMAW (Stick) Plate/Pipe	0	6	0	2
		WLD 141 Symbols & Specifications	2	2	0	3
		Total Credits				**14**

Welding Technology

GTAW (TIG) Welding Skills Certificate C50420K2
(Revised 2008*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credits
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 7 Hours				
WLD 131 GTAW (TIG) Plate	2	6	0	4
WLD 141 Symbols & Specifications	2	2	0	3
B. Other Major Courses: 6 Hours				
WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 231 GTAW (TIG) Pipe	1	6	0	3
Total Credits				**13**

Welding Technology

GMAW (MIG) Welding Skills Certificate C50420K3
(Revised 2013*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 0 Hours				
II. Major Courses: 13 Hours				
A. Core: 7 Hours				
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141 Symbols & Specifications	2	2	0	3
B. Other Major Courses: 6 Hours				
WLD 122 GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 262 Inspection & Testing	2	2	0	3
Total Credits				**13**

Welding Technology

Basic Welding Skills Certificate C50420K4
(CTE) C50420H4*
(Revised 2017*03) Course and Hour Requirements

Title	Hours Class	Lab	Work Exp.	Credit
I. General Education Courses: 0 Hours				
II. Major Courses: 14 Hours				
Technical Core: 14 Hours				
WLD 110 Cutting Processes	1	3	0	2
WLD 115A SMAW (Stick) Plate	1	6	0	3
and WLD 115B SMAW (Stick) Plate	1	3	0	2
WLD 131A GTAW (TIG) Plate	1	3	0	2
and WLD 131B GTAW (TIG) Plate	1	3	0	2
WLD 141 Symbols & Specifications	2	2	0	3
Total Credits				**14**

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

COURSE NUMBERING

Courses at Lenoir Community College are selected from the Combined Course Library of the North Carolina Community College System.

1. All preparatory and developmental courses are indicated by a three-letter prefix and numbered less than 100. These courses are not transferable. Example: DMA 010.

2. All freshman degree level courses are indicated by a three-letter prefix and are numbered 100-199. Example: MAT 121.

3. All sophomore degree level courses are indicated by a three-letter prefix and are numbered 200-299. Example: MAT 263.

4. Selected courses are divided into segments (A, B, C, etc.) for scheduling convenience. Credit for a divided course will be given upon successful completion of all segments.

5. Prerequisites are listed as either "state" or "local" depending upon whether they are required by the North Carolina Community College System (state) or Lenoir Community College (local).

COURSE SUBSTITUTIONS

Below is a list of approved course substitutions. Any other course substitutions require the approval of the division dean and the Senior Vice President of Instruction and Student Services.

Required Course	Approved Substitution
ACA 111	ACA 122*
BIO 163	BIO 168, 169 (sequence)
BIO 168, 169	BIO 165, 166* (sequence)
BUS 152	SOC 210*
CIS 111	CIS 110*
ENG 112	ENG 113 or ENG 114* (with the exception of ADN)
ENG 113	ENG 112 or ENG 114*
ENG 114	ENG 112 or ENG 113*
MAT 121, 122 (sequence)	MAT 161, 162** (sequence)
MAT 122	MAT 162**
MAT 175	MAT 161, 162** (sequence)
PSY 260	MHA 155*

*Approved substitutions for AAS only

**Course(s) has been archived by NCCCS

DESCRIPTION OF COURSES

	Class	Lab	Clinic	Work Exp.	Credit

ACADEMIC RELATED

ACA 111 College Student Success   1   0   0   0   1
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 122 College Transfer Success   0   2   0   0   1
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ACCOUNTING

ACC 120 Prin of Financial Accounting   3   2   0   0   4
This course introduces business decision-making using 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 Prin of Managerial Accounting   3   2   0   0   4
Prerequisites: State, ACC 120
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 131 Federal Income Taxes   2   2   0   0   3
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

	Class	Lab	Clinic	Work Exp.	Credit

ACC 140 Payroll Accounting   1   2   0   0   2

Prerequisite: State, ACC 120

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 150 Accounting Software Appl   1   2   0   0   2

Prerequisite: State, ACC 120

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 220 Intermediate Accounting I   3   2   0   0   4

Prerequisite: State, ACC 120

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 extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Acct II   3   2   0   0   4

Prerequisite: State, ACC 220

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

ACC 225 Cost Accounting   3   0   0   0   3

Prerequisite: State, ACC 121

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

ACC 240 Gov & Not-For-Profit Acct   3   0   0   0   3

Prerequisite: State, ACC 121

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.

AEROSPACE AND FLIGHT TRAINING

AER 110 Air Navigation   2   2   0   0   3

This course covers the basic elements of air navigation, fundamentals of pilotage and dead reckoning, and the use of a plotter, computer, and aerial charts. Topics include pilotage, dead reckoning, radio navigation, LORAN, Global Positioning Systems, and the use of FAA publications. Upon completion, students should be able to interpret aeronautical charts and apply navigational principles.

AER 111 Aviation Meteorology   3   0   0   0   3

This course covers the atmosphere, interpretation and measurement of meteorological elements, and the effects of such on aircraft operations and performance. Topics include heat exchanges in the atmosphere; temperature, pressure, stability, clouds, air masses, fronts, and thunderstorms; and the use and interpretation of weather data. Upon completion, students should be able to analyze weather data for flight planning and safe flying.

AER 112 Aviation Laws and FARs   2   0   0   0   2

This course provides an in-depth study of the state, federal, and international regulations forming the structure of aviation law. Emphasis is placed on Federal Aviation Regulations Parts 61, 91, and 135 with additional emphasis on legal issues in aviation law. Upon completion, students should be able to apply legal principles and interpret federal air regulations.

AER 113 History of Aviation   2   0   0   0   2

This course provides a historical survey of the efforts of manned-flight. Topics include the development of aircraft, milestones in aviation, noted pioneers, and the socioeconomic impact of flight upon modern civilization. Upon completion, students should be able to demonstrate an understanding of the advancements that aviation has accrued for society and contemporary changes in aviation.

AER 114 Aviation Management   3   0   0   0   3

This course covers operation of a flight department on a cost-effective basis and analysis of profit and loss statements. Topics include flight operations costs, aircraft acquisition analysis and cost comparisons, costs versus revenue, and break even points. Upon completion, students should be able to calculate cost of flight operations and apply monthly and annual budget analysis.

AER 115 Flight Simulator   0   2   0   0   1

This course covers instrument instruction and training in a FAA-approved flight simulator. Emphasis is placed on approach and navigation procedures including holding and missed approaches. Upon completion, students should be able to plan and execute an IFR flight and smoothly transition to instrument training in the aircraft.

AER 150 Private Pilot Flt Theory   2   2   0   0   3

This course covers the aeronautical knowledge required to meet the Federal Aviation Administration regulations for private pilot certification. Topics include the principles of flight, the flight environment, basic aircraft systems and performance, basic meteorology and weather data interpretation, and FAA regulations. Upon completion, students should be able to demonstrate the competencies required for the FAA written examination for a private pilot certificate.

	Class	Lab	Clinic	Work Exp.	Credit

AER 151 Flight-Private Pilot   0   3   0   0   1
This course provides the hands-on training needed to qualify for a Federal Aviation Administration private pilot certificate.   Topics include flight maneuvers (ground procedures, take-offs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures) and cross-country planning and navigation. Upon completion, students should be able to demonstrate the competencies required for the flight test practical exam for the private pilot certificate.

AER 160 Instrument Flight Theory   2   2   0   0   3
This course covers the required aeronautical knowledge of the Federal Aviation Administration Regulation Instrument Ground School. Topics include a study of instruments, systems, instrument flight charts, instrument flight planning, approach procedures, and the IFR regulations. Upon completion, students should be able to demonstrate the competencies required to complete the FAA written examination for an instrument rating.

AER 161 Flight-Instrument Pilot   0   6   0   0   2
Prerequisite: State, AER 151
This course covers instruction and training in instrument flight planning including IFR navigation, VOR, ILS, ADF, and compliance with ATC procedures. Emphasis is placed on approach and navigation procedures, including holding and missed approaches, and development of skill in executing en route and approach procedures. Upon completion, students should be able to plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam.

AER 170 Commercial Flight Theory   3   0   0   0   3
This course covers advanced aircraft control, cross-country operations, and other topics required for the FAA commercial pilot written exam. Emphasis is placed on the principles of aircraft performance and operation, take-off performance, cruise performance, descent and landing performance, and weight and balance computations. Upon completion, students should be able to demonstrate commercial pilot skills and competence in the materials required for the FAA written commercial pilot examination.

AER 171 Flight-Commercial Pilot   0   6   0   0   3
Prerequisite: State, AER 161
This course provides the hands-on training needed to qualify for a Federal Aviation Administration commercial pilot certificate. Topics include flight instruction in advanced precision maneuvers, maximum performance take-off and landings, emergency procedures, operation of complex aircraft, aircraft performance, and range and fuel planning. Upon completion, students should be able to demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate.

AER 211 Air Traffic Control   2   0   0   0   2
This course provides a detailed analysis of all aspects of air traffic control. Emphasis is placed on an in-depth analysis of air traffic control, including utilization of the air traffic environment based on the pilot's and controller's perspective. Upon completion, students should be able to operate an aircraft within the national airspace system under FAA air traffic control.

	Class	Lab	Clinic	Work Exp.	Credit

AER 213 Avionics 2 0 0 0 2

This course covers standard navigational and communications equipment and theory. Emphasis is placed on aviation radio spectrum, VHF omnirange, ILS, ADF, transponders, weather radar, flight directors, and autopilots. Upon completion, students should be able to utilize VOR, ADF, ILS, GPS, flight directors, HSI's, and autopilots in the flight environment.

AER 215 Flight Safety 3 0 0 0 3

This course covers the basic procedures and practices of aircraft accident prevention, accident investigation, and reporting. Topics include a comprehensive review of federal regulations pertinent to aviation safety and analyses of actual aviation accident cases and their causes. Upon completion, students should be able to demonstrate an understanding and respect for specific personal factors such as attitude, motivation, and skill related to flight safety.

AER 216 Engines & Systems 2 2 0 0 3

This course introduces piston and turbine aircraft engines and associated systems. Topics include aircraft hydraulic, pneumatic, electrical, air conditioning, and pressurization systems along with the theory of engine operations, including power and thrust computations. Upon completion, students should be able to apply principles of engine and systems operation.

AER 217 Air Transportation 3 0 0 0 3

This course covers the development and present status of the air transportation system. Topics include federal legislation, characteristics and classification of air carriers, development of the air traffic control system, and the organization and function of the FAA. Upon completion, students should be able to relate the knowledge acquired to career development.

AER 218 Human Factors in Aviation 2 0 0 0 2

This course analyzes interpersonal relationships in the cockpit and related psychological factors that affect pilot performance and efficiency during flight operations. Topics include cockpit management, judgment, aircraft and flight crew coordination and control, physiological factors, responsibility, and decision-making capabilities. Upon completion, students should be able to apply work-proven routines to stress management, crew responsibility, and the team concept in the cockpit.

AGRICULTURE

AGR 111 Basic Farm Maintenance 1 3 0 0 2

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 112 Agri Records & Accounting 2 2 0 0 3

This course covers principles involved in establishing, maintaining, and analyzing livestock and farm records. Topics include computerized livestock and farm records, net worth statements, and income and cash flow statements. Upon completion, students should be able to develop a production record keeping system, calculate performance efficiencies, and establish production goals.

	Class	Lab	Clinic	Work Exp.	Credit

AGR 121 Biological Pest Mgmt   3   0   0   0   3
This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR 139 Intro to Sustainable Ag   3   0   0   0   3
This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 150 Ag-O-Metrics   3   0   0   0   3
This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.

AGR 160 Plant Science   2   2   0   0   3
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

AGR 170 Soil Science   2   2   0   0   3
This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

AGR 180 Crop Insects & Diseases   2   3   0   0   3
This course includes a study of the major insects and diseases in the southeast. Topics include the structure, life cycle, identification, and control of various insects and diseases. Upon completion, students should be able to identify and recommend methods of control for selected insects and diseases.

AGR 212 Farm Business Management   3   0   0   0   3
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213 Ag Law & Finance   3   0   0   0   3
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

	Class	Lab	Clinic	Work Exp.	Credit

AGR 214 Agricultural Marketing   3   0   0   0   3

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 220 Ag Mechanization   2   2   0   0   3

This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management.

AGR 262 Weed ID & Control   2   3   0   0   3

This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control.

AGR 265 Organic Crop Prod: Spring   2   2   0   0   3

This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

AIR CONDITIONING, HEATING, AND REFRIGERATION

AHR 211 Residential System Design   2   2   0   0   3

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

ALTERNATIVE ENERGY TECHNOLOGY

ALT 120 Renewable Energy Tech   2   2   0   0   3

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydo-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

ALT 250 Thermal Systems   2   2   0   0   3

This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations.

	Class	Lab	Clinic	Work Exp.	Credit

ANIMAL SCIENCE

ANS 110 Animal Science   3   0   0   0   3
This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

ANS 111 Sustainable Livestock Mgt   2   2   0   0   3
This course covers the integration of livestock as part of a sustainable farming system, with emphasis on small-scale production for niche markets and pasture. The course will cover appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small scale livestock production.

ANS 115 Animal Feeds & Nutrition   2   2   0   0   3
This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals.

ANS 130 Poultry Production   2   2   0   0   3
This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally.

ANS 140 Swine Production   2   2   0   0   3
This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic and environmental impact of the swine industry locally, regionally, state-wide, and internationally.

ART

ART 111 Art Appreciation   3   0   0   0   3
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 113 Art Methods and Materials	0	6	0	0	3

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 114 Art History Survey I	3	0	0	0	3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 115 Art History Survey II	3	0	0	0	3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 121 Two-Dimensional Design	0	6	0	0	3

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

ART 122 Three-Dimensional Design	0	6	0	0	3

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 131 Drawing I	0	6	0	0	3

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

ART 132 Drawing II 0 6 0 0 3

Prerequisite: State, Take: ART 131

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 for transfer under the CAA as a premajor and/or elective course requirement.*

ART 135 Figure Drawing I 0 6 0 0 3

Prerequisite: State, Take: ART 131

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 for transfer under the CAA as a premajor and/or elective course requirement.*

ART 171 Computer Art I 0 6 0 0 3

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

ART 212 Gallery Assistantship I 0 6 0 0 3

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 213 Gallery Assistantship II 0 6 0 0 3

Prerequisite: State, Take: ART 212

This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 214 Portfolio and Résumé 0 2 0 0 1

This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 222 Wood Design I	0	6	0	0	3

This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 235 Figure Drawing II	0	6	0	0	3

Prerequisite: State, Take: ART 135

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 240 Painting I	0	6	0	0	3

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 241 Painting II	0	6	0	0	3

Prerequisite: State, Take: ART 240

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 260 Photography Appreciation	3	0	0	0	3

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 261 Photography I	0	6	0	0	3

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
ART 262 Photography II	0	6	0	0	3

Prerequisite: State, Take: ART 261

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposures. 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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

ART 264 Digital Photography I   0   6   0   0   3
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 265 Digital Photography II   0   6   0   0   3
Prerequisite: State, Take: ART 264
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 266 Videography I   0   6   0   0   3
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 267 Videography II   0   6   0   0   3
Prerequisite: State, ART 266
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 283 Ceramics I   0   6   0   0   3
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 for transfer under the CAA as a premajor and/or elective course requirement.*

ART 284 Ceramics II   0   6   0   0   3
Prerequisite: State, Take: ART 283
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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

ART 288 Studio 0 6 0 0 3
Prerequisite: Local, ART 132, ART 235, ART 241, ART 262, ART 267, or ART 271
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

AEROSTRUCTURE MANUFACTURING AND REPAIR

ASM 110 Aerostructure Shop Prac 2 2 0 0 3
This course introduces specialized hand tools, equipment, aerostructure components, and assembly plant layouts commonly found in the aerostructure manufacturing industry. Emphasis is placed on precision instruments, identification of aerostructure components, and common procedures used in the manufacturing and repair of aerostructures. Upon completion, students should be able to demonstrate the proper use of tools and equipment common to the manufacturing and repair of aerostructure components.

ASM 111 Aero Industry Standards 3 0 0 0 3
This course introduces the aerospace industry's standardized model for quality assurance in design, development and production. Emphasis is placed on how to prepare a process-oriented method of management to meet the quality standards prescribed for the aerospace industry. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality assurance and apply them to the work environment.

ASM 112 Aero Assembly Methods I 1 3 0 0 2
This course introduces the planning, fabrication, and assembly methods used in aerostructure manufacturing and repair processes. Emphasis is placed on working in teams, fabrication, tooling and assembly processes, change management principles and configuration controls. Upon completion, students should be able to demonstrate an understanding of the concepts and principles used in the manufacturing, assembly and repair of aerostructures.

ASM 113 Aero Assembly Methods II 1 3 0 0 2
Prerequisite: State, ASM 112
This course introduces the advanced-level planning, fabrication, and assembly methods used in aerostructure manufacturing and repair processes. Emphasis is placed on working in teams, advanced-level fabrication, tooling and assembly processes, change management principles, and configuration controls. Upon completion, students should be able to demonstrate an understanding of advanced-level concepts and principles used in the manufacturing, assembly and repair of aerostructures.

ASM 114 Aerostructure Composites 3 0 0 0 3
This course introduces provides an overview of the manufacturing of non-metallic aerostructures including associated computer numerical control (CNC) machining. Emphasis is placed on composite materials technology, fiber and resin properties, lay-up and curing procedures, tooling concepts, process planning and materials. Upon completion, students should be able to demonstrate a thorough understanding of the fundamentals of composite structure fabrication methods, materials, and application techniques.

	Class	Lab	Clinic	Work Exp.	Credit

ASM 115 Composite Repair Proced 2 6 0 0 4

This course is designed to provide students with general knowledge of techniques used to repair composite aerostructures. Emphasis is placed on procedures involving safe and effective finish removal, disassembling, and the repair and/or replacement of damaged composite components. Upon completion, students should be able to demonstrate proper and safe procedures required for the repair of composite aerostructure components.

ASM 116 Composite Material Test 2 3 0 0 3

This course is designed to provide students with general knowledge of the inspection process used during the repair of composite aerostructures. Emphasis is placed on composite material inspection procedures involving nondestructive inspection techniques and procedures. Upon completion, students should be able to demonstrate an understanding of proper and safe procedures involving nondestructive inspection.

ASM 210 Computer-Aided 3D Appl 2 3 0 0 3

This course introduces computer aided three-dimensional interactive application (CATIA) software used to develop computerized solid models, parts, and engineering drawings for the aerostructure manufacturing industry. Emphasis is placed on drawing, editing, file management, and plotting of components using CATIA software in an aerostructure manufacturing environment. Upon completion, students should be able to produce and plot computer-aided design (CAD) drawing using CATIA software in an aerostructure manufacturing environment.

ASM 212 Aerostructure Join Mthds 2 3 0 0 3

This course provides an introduction to a wide variety of joining processes used in aerostructure manufacturing. Emphasis is placed on conducting technical research for proper process selection and exploring case study examples of industry joining processes for various aerostructure applications. Upon completion, students should be able to demonstrate an understanding of the process of joining composite and metal components using aerostructure assembly techniques and guidelines.

ASM 215 Aero Sheet Metal Struct 1 8 0 0 5

This course covers tools, maintenance and repair practices employed on modern metallic aircraft. Topics include metallurgy, fastener types and selection, and acceptable practices of repair and maintenance of sheet metal structures. Upon completion, students should be able to select the proper fasteners and procedures to effect proper metallic structure repairs.

ASTRONOMY

AST 111 Descriptive Astronomy 3 0 0 0 3

Prerequisite: Local, DRE 097

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
AST 111A Descriptive Astronomy Lab	0	2	0	0	1

Prerequisite: Local, DRE 097
Corequisite: State, Take: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
AST 151 General Astronomy I	3	0	0	0	3

Prerequisite: Local, DRE 097, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
AST 151A General Astronomy I Lab	0	2	0	0	1

Prerequisite: Local, DRE 097, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Corequisite: State, Take: AST 151
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
AST 152 General Astronomy II	3	0	0	0	3

Prerequisite: State, Take: AST 151
The course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the CAA as a general education course in Natural Science.*

	Class	Lab	Clinic	Work Exp.	Credit
AST 152A General Astronomy II Lab	0	2	0	0	1

Prerequisite: State, Take: AST 151
Corequisite: State, Take: AST 152
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the CAA as a general education course in Natural Science.*

ALTERNATIVE TRANSPORTATION TECH

ATT 115 Green Trans Safety & Service   1   2   0   0   2

This course covers workplace safety, hazardous material and environmental regulation relevant to electric, hybrid and alternative fueled vehicles. Topics include safety of high voltage vehicle systems, gaseous fuel systems and alternative liquid fuels. Upon completion, students should be able to demonstrate safe work practices, utilize appropriate shop tools and explain government regulations associated with alternative transportation.

ATT 125 Hybrid-Electric Trans   2   4   0   0   4

Prerequisite: State, TRN 120

This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles.

AUTOMATION AND ROBOTICS

ATR 211 Robot Programming   2   3   0   0   3

Prerequisite: State, CIS 110 or CIS 111

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR 212 Industrial Robots   2   3   0   0   3

This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshot industrial robots.

AUTOMOTIVE BODY REPAIR

AUB 111 Painting & Refinishing I   2   6   0   0   4

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II   2   6   0   0   4

Prerequisite: State, AUB 111

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.

	Class	Lab	Clinic	Work Exp.	Credit

AUB 114 Special Finishes   1   2   0   0   2

Prerequisite: State, AUB 111

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   0   0   3

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II   2   6   0   0   4

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I   2   4   0   0   4

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

AUB 132 Structural Damage II   2   6   0   0   4

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

AUB 136 Plastics & Adhesives   1   4   0   0   3

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

AUTOMOTIVE CUSTOMIZING TECHNOLOGY

AUC 111 Auto Customizing Research   3   0   0   0   3

This course covers planning, designs, and research used in automotive customizing. Emphasis is placed on auto customization planning, cost analysis, creative design techniques, and research of available add-on components used in auto customizing. Upon completion, students should be able to develop designs and prepare cost analyses incorporated into a plan of action for customizing vehicles.

	Class	Lab	Clinic	Work Exp.	Credit

AUC 112 Auto Custom Fabrication   2   4   0   0   4

This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques.

AUC 114 Custom Fiberglass Skills   2   4   0   0   4

This course will provide instruction in non-metallic customizing and repair techniques. Emphasis will be placed on diagnosis and repair of cracks, proper use of bonding agents, fiberglass body parts removal/replacement, and custom fabrication techniques using fiberglass materials. Upon completion, students should be able to identify types of fiberglass and demonstrate the ability to properly prepare, apply, and finish fiberglass components.

AUC 117 Custom Airbrushing   2   6   0   0   4

This course covers custom airbrushing techniques, finish application, and equipment selection. Emphasis is placed on the design and application of custom airbrushing techniques and proper equipment maintenance. Upon completion, students should be able to design and apply custom air brush graphics using a variety of techniques.

AUTOMOTIVE

AUT 113 Automotive Servicing I   0   6   0   0   2

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, 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 to operate appropriate equipment.

AUT 116 Engine Repair   2   3   0   0   3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab   0   3   0   0   1

Corequisite: State, AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

	Class	Lab	Clinic	Work Exp.	Credit

AUT 141 Suspension & Steering Sys   2   3   0   0   3
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 steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems   2   3   0   0   3
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 151A Brakes Systems Lab   0   3   0   0   1
Corequisite: State, AUT 151
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 163 Adv Auto Electricity   2   3   0   0   3
Prerequisite: State, TRN 120
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 181 Engine Performance 1   2   3   0   0   3
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance 2   2   6   0   0   4
Prerequisite: State, AUT 181
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

	Class	Lab	Clinic	Work Exp.	Credit

AUT 212 Auto Shop Management   3   0   0   0   3

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 213 Automotive Servicing 2   1   3   0   0   2

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, 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 to operate appropriate equipment.

AUT 221 Auto Transm/Transaxles   2   3   0   0   3

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 231 Man Trans/Axles/Drtrains   2   3   0   0   3

This course covers the operation, diagnosis, and repair of manual transmission/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

BIOLOGY

BIO 094 Concepts of Human Biology   3   2   0   0   4

Corequisite: State, Take: DRE 098, Local, ENG 095, or 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 physiologycourses.

BIO 111 General Biology I   3   3   0   0   4

Prerequisite: Local, DMA 010, DMA 020, DMA 030

Corequisite: Local, DRE 098

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, 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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
BIO 112 General Biology II	3	3	0	0	4

Prerequisite: State, Take: BIO 111
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, 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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 120 Introductory Botany	3	3	0	0	4

Prerequisite: State, Take: BIO 110 or BIO 111
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 for transfer under the CAA as a general education course in Natural Science.*

BIO 140 Environmental Biology	3	0	0	0	3

Corequisite: Local, BIO 140A, DRE 098
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 for transfer under the CAA as a general education course in Natural Science.*

BIO 140A Environmental Biology Lab	0	3	0	0	1

Corequisite: State, Take: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science.*

BIO 161 Intro to Human Biology	3	0	0	0	3

Prerequisite: Local, DRE 097
Corequisite: Local, DRE 098
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

	Class	Lab	Clinic	Work Exp.	Credit

BIO 163 Basic Anat & Physiology   4   2   0   0   5
Corequisite: Local, DRE 098
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 for transfer under the CAA as a premajor and/or elective course requirement.*

BIO 168 Anatomy and Physiology I   3   3   0   0   4
Prerequisite: Local, HS Chemistry with a "C" or better or BIO 094 or BIO 111 or BIO 163 or CHM 090 or CHM 094, or CHM 130 and CHM 130A, DRE 098
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 systems 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 for transfer under the CAA as a premajor and/or elective course requirement.*

BIO 169 Anatomy and Physiology II   3   3   0   0   4
Prerequisite: State, Take: BIO 168
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 for transfer under the CAA as a premajor and/or elective course requirement.*

BIO 250 Genetics   3   3   0   0   4
Prerequisite: State, Take: BIO 112
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, and 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 for transfer under the CAA as a premajor and/or elective course requirement.*

BIO 271 Pathophysiology   3   0   0   0   3
Prerequisite: State, Take One: BIO 163, BIO 166, or BIO 169
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

BIO 275 Microbiology　　3　3　0　0　4

Prerequisite: State, Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

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 for transfer under the CAA as a premajor and/or elective course requirement.*

BIO 280 Biotechnology　　2　3　0　0　3

Prerequisite: State, Take One: BIO 111, CHM 131, or CHM 151

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

BLUEPRINT READING

BPR 111 Print Reading　　1　2　0　0　2

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

BPR 121 Blueprint Reading-Mech　　1　2　0　0　2

Prerequisite: State, BPR 111 or MAC 131

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

BPR 130 Print Reading-Construction　　3　0　0　0　3

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BPR 135 Schematics & Diagrams　　2　0　0　0　2

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

| | Class | Lab | Clinic | Work Exp. | Credit |

BUSINESS

BUS 110 Introduction to Business   3   0   0   0   3
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

BUS 115 Business Law I   3   0   0   0   3
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

BUS 116 Business Law II   3   0   0   0   3
Prerequisite: State, BUS 115
This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

BUS 121 Business Math   2   2   0   0   3
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 Personal Finance   3   0   0   0   3
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   0   0   3
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   0   0   3
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

BUS 152 Human Relations   3   0   0   0   3

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

BUS 153 Human Resource Management   3   0   0   0   3

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

BUS 225 Business Finance   2   2   0   0   3

Prerequisite: State, ACC 120

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   0   0   3

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 260 Business Communication   3   0   0   0   3

Prerequisite: State, ENG 111

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270 Professional Development   3   0   0   0   3

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 280 REAL Small Business   4   0   0   0   4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time 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.

COMPUTER ENGINEERING TECHNOLOGY

CET 110 Intro to CET   0   3   0   0   1

This course introduces the basic skills required for computer technicians. Topics include career choices, safety practices, technical problem solving, scientific calculator usage, soldering/desoldering, keyboarding skills, engineering computer applications, and other related topics. Upon completion, students should be able to safely solder/desolder and use a scientific calculator and computer applications to solve technical problems.

CET 111 Computer Upgrade/Repair I   2   3   0   0   3

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

CET 150 Computer Forensics I   2   3   0   0   3

This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigate techniques to identify and retrieve data from various types of computer media.

CET 211 Computer Upgrade/Repair II   2   3   0   0   3
Prerequisite: Local, CET 111

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CET 250 Computer Forensics II   2   3   0   0   3

This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks.

	Class	Lab	Clinic	Work Exp.	Credit

CHEMISTRY

CHM 130 Gen, Org, & Biochemistry 3 0 0 0 3
Prerequisite: LocalDMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DRE 097
Corequisite: Local, 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 for transfer under the CAA as a premajor and/or elective course requirement.*

CHM 130A Gen, Org, & Biochem Lab 0 2 0 0 1
Corequisite: State, Take: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

CHM 131 Introduction to Chemistry 3 0 0 0 3
Prerequisite: Local, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Corequisite: Local, CHM 131A, DRE 098
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 for transfer under the CAA as a general education course in Natural Science.*

CHM 131A Intro to Chemistry Lab 0 3 0 0 1
Corequisite: State, Take: 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 for transfer under the CAA as a general education course in Natural Science.*

CHM 132 Organic and Biochemistry 3 3 0 0 4
Prerequisite: State, Take One Set: Set 1: CHM 131 and CHM 131A, Set 2: CHM 151
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science.*

	Class	Lab	Clinic	Work Exp.	Credit

CHM 151 General Chemistry I 3 3 0 0 4
Prerequisite: Local, DRE 098 and DMA 080
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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

CHM 152 General Chemistry II 3 3 0 0 4
Prerequisite: State, Take: CHM 151
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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

CHM 251 Organic Chemistry I 3 3 0 0 4
Prerequisite: State, Take: CHM 152
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

CHM 252 Organic Chemistry II 3 3 0 0 4
Prerequisite: State, Take: CHM 251
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

INFORMATION SYSTEMS

CIS 070 Fundamentals of Computing 0 2 0 0 1
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

	Class	Lab	Clinic	Work Exp.	Credit

CIS 110 Introduction to Computers   2   2   0   0   3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. 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 for transfer under the CAA as a general education course in Mathematics (Quantitative).*

CIS 111 Basic PC Literacy   1   2   0   0   2

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115 Intro to Prog & Logic   2   3   0   0   3

Prerequisite: State, DMA 010–040, MAT 121, or MAT 171

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to 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 science/mathematics (Quantitative Option).*

CIS 160 MM Resources Integration   2   2   0   0   3

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 work 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.

CRIMINAL JUSTICE

CJC 100 Basic Law Enforcement Training   10   30   0   0   20

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

CJC 111 Intro to Criminal Justice   3   0   0   0   3

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

CJC 112 Criminology   3   0   0   0   3

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice   3   0   0   0   3

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 Law Enforcement Operations   3   0   0   0   3

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 131 Criminal Law   3   0   0   0   3

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

CJC 132 Court Procedure & Evidence   3   0   0   0   3

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

CJC 141 Corrections   3   0   0   0   3

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

CJC 160 Terrorism: Underlying Issu   3   0   0   0   3

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

	Class	Lab	Clinic	Work Exp.	Credit

CJC 212 Ethics & Comm Relations   3   0   0   0   3
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 214 Victimology   3   0   0   0   3
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 Investigative Principles   3   2   0   0   4
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics   3   0   0   0   3
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231 Constitutional Law   3   0   0   0   3
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability   3   0   0   0   3
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CONSTRUCTION MANAGEMENT

CMT 120 Codes and Inspections   3   0   0   0   3
This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects.

	Class	Lab	Clinic	Work Exp.	Credit
CMT 210 Construction Management Fund	3	0	0	0	3

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

COMMUNICATION

	Class	Lab	Clinic	Work Exp.	Credit
COM 110 Introduction to Communication	3	0	0	0	3

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 for transfer under the CAA as a general education course in English Composition.*

	Class	Lab	Clinic	Work Exp.	Credit
COM 231 Public Speaking	3	0	0	0	3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
COM 251 Debate I	3	0	0	0	3

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 for transfer under the CAA as a premajor and/or elective course requirement.*

COSMETOLOGY

	Class	Lab	Clinic	Work Exp.	Credit
COS 111 Cosmetology Concepts I	4	0	0	0	4

Corequisite: State, 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.

	Class	Lab	Clinic	Work Exp.	Credit
COS 111A Cosmetology Concepts IA	2	0	0	0	2

Corequisite: State, COS 112A

	Class	Lab	Clinic	Work Exp.	Credit
COS 111B Cosmetology Concepts IB	2	0	0	0	2

Corequisite: State, COS 112B
COS 111A and COS 111B are the equivalent of COS 111

	Class	Lab	Clinic	Work Exp.	Credit

COS 112 Salon I — Class 0, Lab 24, Clinic 0, Work Exp. 0, Credit 8

Corequisite: State, 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 112A Salon IA — Class 0, Lab 12, Clinic 0, Work Exp. 0, Credit 4

Corequisite: State, COS 111A

COS 112B Salon IB — Class 0, Lab 12, Clinic 0, Work Exp. 0, Credit 4

Corequisite: State, COS 111B

COS 112A and COS 112B are the equivalent of COS 112

COS 113 Cosmetology Concepts II — Class 4, Lab 0, Clinic 0, Work Exp. 0, Credit 4

Prerequisite: State, Take All: COS 111 and COS 112

Corequisite: Local, 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 113A Cosmetology Concepts IIA — Class 2, Lab 0, Clinic 0, Work Exp. 0, Credit 2

Prerequisite: State, Take All: COS 111 and COS 112

Corequisite: Local, COS 114A

COS 113B Cosmetology Concepts IIB — Class 2, Lab 0, Clinic 0, Work Exp. 0, Credit 2

Prerequisite: State, Take All: COS 111 and COS 112

Corequisite: Local, COS 114B

COS 113A and COS 113B are the equivalent of COS 113

COS 114 Salon II — Class 0, Lab 24, Clinic 0, Work Exp. 0, Credit 8

Prerequisite: State, Take All: COS 111 and COS 112

Corequisite: Local, 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 114A Salon IIA — Class 0, Lab 12, Clinic 0, Work Exp. 0, Credit 4

Prerequisite: State, Take All: COS 111 and COS 112

Corequisite: Local, COS 113A

COS 114B Salon IIB — Class 0, Lab 12, Clinic 0, Work Exp. 0, Credit 4

Prerequisite: State, Take All: COS 111 and COS 112

Corequisite: Local, COS 113B

COS 114A and COS 114B are the equivalent of COS 114

	Class	Lab	Clinic	Work Exp.	Credit
COS 115 Cosmetology Concepts III	4	0	0	0	4

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, 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.

	Class	Lab	Clinic	Work Exp.	Credit
COS 115A Cosmetology Concepts IIIA	2	0	0	0	2

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 116A

	Class	Lab	Clinic	Work Exp.	Credit
COS 115B Cosmetology Concepts IIIB	2	0	0	0	2

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 116B
COS 115A and COS 115B are the equivalent of COS 115

	Class	Lab	Clinic	Work Exp.	Credit
COS 116 Salon III	0	12	0	0	4

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

	Class	Lab	Clinic	Work Exp.	Credit
COS 116A Salon IIIA	0	6	0	0	2

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 115A

	Class	Lab	Clinic	Work Exp.	Credit
COS 116B Salon IIIB	0	6	0	0	2

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 115B
COS 116A and COS 116B are the equivalent of COS 116

	Class	Lab	Clinic	Work Exp.	Credit
COS 117 Cosmetology Concepts IV	2	0	0	0	2

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

	Class	Lab	Clinic	Work Exp.	Credit
COS 117A Cosmetology Concepts IVA	1	0	0	0	1

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 118A

	Class	Lab	Clinic	Work Exp.	Credit
COS 117B Cosmetology Concepts IVB	1	0	0	0	1

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 118B
COS 117A and COS 117B are the equivalent of COS 117

	Class	Lab	Clinic	Work Exp.	Credit
COS 118 Salon IV	0	21	0	0	7

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

	Class	Lab	Clinic	Work Exp.	Credit
COS 118A Salon IV A	0	12	0	0	4

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 117A

	Class	Lab	Clinic	Work Exp.	Credit
COS 118B Salon IV B	0	9	0	0	3

Prerequisite: State, Take All: COS 111 and COS 112
Corequisite: Local, COS 117B
COS 118A and COS 118B are the equivalent of COS 118

	Class	Lab	Clinic	Work Exp.	Credit
COS 119 Esthetics Concepts I	2	0	0	0	2

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

	Class	Lab	Clinic	Work Exp.	Credit
COS 120 Esthetics Salon I	0	18	0	0	6

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

	Class	Lab	Clinic	Work Exp.	Credit
COS 125 Esthetics Concepts II	2	0	0	0	2

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

	Class	Lab	Clinic	Work Exp.	Credit
COS 126 Esthetics Salon II	0	18	0	0	6

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

	Class	Lab	Clinic	Work Exp.	Credit
COS 250 Computerized Salon Ops	1	0	0	0	1

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.

	Class	Lab	Clinic	Work Exp.	Credit

COMPUTER SCIENCE

CSC 134 C++ Programming   2   3   0   0   3

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 139 Visual BASIC Programming   2   3   0   0   3

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 151 JAVA Programming   2   3   0   0   3

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, 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 239 Advanced Visual BASIC Prog   2   3   0   0   3

Prerequisite: State, CSC-139

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CONSTRUCTION

CST 111 Construction I   3   3   0   0   4

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

	Class	Lab	Clinic	Work Exp.	Credit

CST 112 Construction II   3   3   0   0   4
Prerequisite: State, CST 111
This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

CST 131 OSHA/Safety/Certification   2   2   0   0   3
This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 150 Building Science   2   2   0   0   3
This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance.

CST 211 Construction Surveying   2   3   0   0   3
Prerequisite: Take One: MAT 121 or MAT 171
This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST 241 Planning/Estimating I   2   2   0   0   3
Prerequisite: Take One: BPR-130, MAT 121, or MAT 171
This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

COMPUTER INFORMATION TECHNOLOGY

CTS 115 Info Sys Business Concepts   3   0   0   0   3
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

CTS 120 Hardware/Software Support 2 3 0 0 3

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

CTS 125 Presentation Graphics 2 2 0 0 3

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

CTS 130 Spreadsheet 2 2 0 0 3

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 210 Computer Ethics 3 0 0 0 3

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

CTS 240 Project Management 2 2 0 0 3

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

CTS 285 Systems Analysis & Design 3 0 0 0 3

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

CTS 289 System Support Project 1 4 0 0 3

Prerequisite: State, Take All: CTI 110, CTI 120, and CTS 115

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

COMPUTER TECH INTEGRATION

CTI 110 Web, Pgm, & Db Foundation   2   2   0   0   3

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network & Sec Foundation   2   2   0   0   3

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CULINARY

CUL 110 Sanitation & Safety   2   0   0   0   2
Corequisite: Local, CUL 110A
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 110A Sanitation & Safety Lab   0   2   0   0   1
Corequisite: State, CUL 110
This course provides a laboratory experience for enhancing student skill in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 112 Nutrition for Foodservice   3   0   0   0   3
Corequisite: Local, CUL 112A
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

	Class	Lab	Clinic	Work Exp.	Credit

CUL 112A Nutrition for Fdsv Lab

Corequisite: State, CUL 112   0   3   0   0   1

This course provides a laboratory experience for enhancing student skills in the principles of nutrition and its relationship to the foodservice industry. Emphasis is placed on personal nutrition fundamentals, weight management/exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 120 Purchasing   2   0   0   0   2

Corequisite: Local, CUL 120A

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 120A Purchasing Lab   0   2   0   0   1

Corequisite: State, CUL 120

This course provides a laboratory experience for enhancing student skills in purchasing for foodservice operations. Emphasis is placed on practical experiences in yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.

CUL 130 Menu Design   2   0   0   0   2

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

CUL 135 Food & Beverage Service   2   0   0   0   2

Corequisite: Local, CUL 135A

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

CUL 135A Food & Beverage Serv Lab   0   2   0   0   1

Corequisite: State, CUL 135

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

	Class	Lab	Clinic	Work Exp.	Credit
CUL 140 Culinary Skills I	2	6	0	0	5

Corequisite: State, CUL 110
This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

	Class	Lab	Clinic	Work Exp.	Credit
CUL 150 Food Science	1	2	0	0	2

Corequisite: Local, CUL 150A
This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

	Class	Lab	Clinic	Work Exp.	Credit
CUL 150A Food Science Lab	0	2	0	0	1

Corequisite: State, CUL 150
This course provides a laboratory experience for enhancing student skills with the chemical and physical changes that occur in food when cooking, handling and processing. Emphasis is placed on practical applications of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

	Class	Lab	Clinic	Work Exp.	Credit
CUL 160 Baking I	1	4	0	0	3

Prerequisite: State, CUL 110
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

	Class	Lab	Clinic	Work Exp.	Credit
CUL 170 Garde Manger I	1	4	0	0	3

Prerequisite: State, CUL 110
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

	Class	Lab	Clinic	Work Exp.	Credit
CUL 230 Global Cuisines	1	8	0	0	5

Prerequisite: State, Take All: CUL 110 and CUL 140
Corequisite: Local, CUL 230A
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

	Class	Lab	Clinic	Work Exp.	Credit

CUL 230A Global Cuisines Lab   0   3   0   0   1
Prerequisite: State, Take All: CUL 110 and CUL 140
Corequisite: State, CUL 230
This course provides a laboratory experience for enhancing student skills with cuisines from around the world. Emphasis is placed on production of global cuisines based on historical and geographical influences, ingredients, customs, and cooking techniques. Upon completion, students should be able to exhibit an understanding of the culinary practices and techniques of specific countries.

CUL 240 Culinary Skills II   1   8   0   0   5
Prerequisite: State, CUL 110 and CUL 140
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 260 Baking II   1   4   0   0   3
Prerequisite: State, CUL-110 and CUL 160
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

CUL 270 Garde Manger II   1   4   0   0   3
Prerequisite: State, CUL 110, CUL 140, and CUL 170
This course is designed to further students knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.

CUL 275 Catering Cuisine   1   8   0   0   5
Prerequisite: State, Take All: CUL 110, CUL 140, and CUL 240
This course covers the sequential steps to successful catering that include sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events.

CUL 283 Farm-To-Table   2   6   0   0   5
Prerequisite: State, Take All: CUL 110 and CUL 140
This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine.

DATABASE MANAGEMENT TECHNOLOGY

DBA 110 Database Concepts	2	3	0	0	3

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DRAFTING

DFT 111 Technical Drafting I	1	3	0	0	2

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

DFT 119 Basic CAD	1	2	0	0	2

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 120 Advanced CAD	1	2	0	0	2

Prerequisite: State, DFT 119
This course is designed for non-drafting majors to build upon basic computer-aided drafting skills by the use of application-specific assignments. Emphasis is placed on advanced 2D, 3D, isometric, and modeling applications via the CAD system. Upon completion, students should be able to generate, manage, and output engineering drawings via the computer, printer, and plotter.

DFT 151 CAD I	2	3	0	0	3

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II	2	3	0	0	3

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 154 Intro Solid Modeling	2	3	0	0	3

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

	Class	Lab	Clinic	Work Exp.	Credit

DFT 170 Engineering Graphics   2   2   0   0   3

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

DFT 231 Jig & Fixture Design   1   2   0   0   2

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

DEVELOPMENTAL MATHEMATICS

DMA 010 Operations With Integers   0.75   0.50   0   0   1

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020 Fractions and Decimals   0.75   0.50   0   0   1

Prerequisite: State, Take: DMA 010

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030 Propor/Ratio/Rate/Percent   0.75   0.50   0   0   1

Prerequisite: State, Take: DMA 010 and DMA 020

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040 Express/Lin Equat/Inequal   0.75   0.50   0   0   1

Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020 and DMA 030, Set 2: MAT 060

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

	Class	Lab	Clinic	Work Exp.	Credit

DMA 050 Graphs/Equations of Lines   0.75   0.50   0   0   1
Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030 and DMA 040
Set 2: DMA 040 and MAT 060
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060 Polynomial/Quadratic Appl   0.75   0.50   0   0   1
Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050, Set 2: DMA 040, DMA 050, and MAT 060, Set 3: MAT 060 and MAT 070
This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 065 Algebra for Precalculus   1.50   1   0   0   2
Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, Set 2: DMA 010, DMA 020, DMA 030, and DMA 045, Set 3: DMA 025, DMA 040, and DMA 050, Set 4: DMA 025 and DMA 045
This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.

DMA 070 Rational Express/Equation   0.75   0.50   0   0   1
Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060, Set 2: DMA 040, DMA 050, DMA 060, and MAT 060, Set 3: DMA 060, MAT 060, and MAT 070, Set 4: DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070
This course provides a study of problems involving algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Radical Express/Equations   0.75   0.50   0   0   1
Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070, Set 2: DMA 060, DMA 070, MAT 060, and MAT 070, Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060, Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070
This course provides a study of problems involving algebraic representations of the manipulation of radical expressions and the application of radical equations. Topics include simplifying and performing operations with radical expressions and rational exponents, solving radical equations, and determining the reasonableness of a solution. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DEVELOPMENTAL MATH SHELL

DMS 001 Developmental Math Shell 1   0.75   0.50   0   0   1

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DEVELOPMENTAL READING/ENGLISH

DRE 096 Integrated Reading and Writing   2.5   1   0   0   3

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark.

DRE 097 Integrated Reading Writing II   2.5   1   0   0   3

Prerequisite: State, Take: DRE 096

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.

DRE 098 Integrated Reading Writing III   2.5   1   0   0   3

Prerequisite: State, Take: DRE 097

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

ELECTRONIC COMMERCE

ECM 210 Intro. to E-Commerce   2   2   0   0   3
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 setup a working e-commerce Internet web site.

ECONOMICS

ECO 251 Prin of Microeconomics   3   0   0   0   3
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. This is a Universal General Education Transfer Component (UGETC) course. This is a Universal General Education Transfer Component (UGETC) course.*

ECO 252 Prin of Macroeconomics   3   0   0   0   3
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course. This is a Universal General Education Transfer Component (UGETC) course.*

EDUCATION

EDU 119 Intro to Early Child Educ   4   0   0   0   4
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

	Class	Lab	Clinic	Work Exp.	Credit

EDU 131 Child, Family, and Community 3 0 0 0 3
Corequisite: State, DRE 097
This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144 Child Development I 3 0 0 0 3
Corequisite: State, DRE 097
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 145 Child Development II 3 0 0 0 3
Corequisite: State, DRE 097
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 146 Child Guidance 3 0 0 0 3
Corequisite: State, DRE 097
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

	Class	Lab	Clinic	Work Exp.	Credit

EDU 151 Creative Activities   3   0   0   0   3
Corequisite: State, DRE 097
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 152 Music, Movement, and Language   3   0   0   0   3
Corequisite: State, DRE 097
This course introduces a historical perspective of music and movement while integrating whole language learning concepts with emphasis on differentiated instruction. Topics include music, movement, and whole language concepts, learning approaches for culturally, linguistically, and ability diverse children, and use of assistive technology. Upon completion, students should be able to integrate music, movement and language across the curriculum for each child.

EDU 153 Health, Safety and Nutrition   3   0   0   0   3
Corequisite: State, DRE 097
This course covers promotions and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU 161 Intro to Exceptional Chil   3   0   0   0   3
Corequisite: State, DRE 097
This course covers children with exceptionalities as life long learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes.

EDU 163 Classroom Mgmt and Instruction   3   0   0   0   3
Corequisite: State, DRE 097
This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

	Class	Lab	Clinic	Work Exp.	Credit
EDU 175 Intro to Trade & Industri	3	0	0	0	3

Corequisite: State, DRE 097

This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emerging trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education.

| **EDU 176 Occ Analysis & Course Dev** | 3 | 0 | 0 | 0 | 3 |

Corequisite: State, DRE 097

This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods.

| **EDU 177 Instructional Methods** | 2 | 2 | 0 | 0 | 3 |

Corequisite: State, DRE 097

This course covers instructional methods in technical education with emphasis on competency-based instruction. Topics include writing objectives, industrial methods, and determining learning styles. Upon completion, students should be able to select and demonstrate the use of a variety of instructional methods.

| **EDU 179 Vocational Student Organ**. | 3 | 0 | 0 | 0 | 3 |

Corequisite: State, DRE 097

This course covers planning and organizing vocational youth clubs by understanding the structure and operating procedures to use club activities for personal and professional growth. Topics include self-assessment to set goals, club structure, election and installation of officers, club activities, function of committees, running meetings, contest preparation, and leadership skills. Upon completion students should be able to set personal goals, outline club structure, elect and install officers.

| **EDU 221 Children With Exceptionalities** | 3 | 0 | 0 | 0 | 3 |

Prerequisite: State, Take one set: Set 1: EDU 144, EDU 145; Set 2: PSY 244, PSY 245
Corequisite: State, DRE 098

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

	Class	Lab	Clinic	Work Exp.	Credit

EDU 234 Infants, Toddlers, and Twos   3   0   0   0   3
Prerequisite: State, EDU 119
Corequisite: State, DRE 098
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 235 School-Age Develop & Programs   3   0   0   0   3
Corequisite: State, DRE 098
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan implement developmentally appropriate programs and activities.

EDU 251 Exploration Activities   3   0   0   0   3
Corequisite: State, DRE 098
This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

EDU 259 Curriculum Planning   3   0   0   0   3
Corequisite: State, DRE 098
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU 261 Early Childhood Admin I   3   0   0   0   3
Corequisite: State, DRE 098 and EDU 119
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

	Class	Lab	Clinic	Work Exp.	Credit

EDU 262 Early Childhood Admin II   3   0   0   0   3
Prerequisite: State, EDU 261, DRE 098 and EDU 119
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271 Educational Technology   2   2   0   0   3
Corequisite: State, DRE 098
This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 280 Language/Literacy Experiences   3   0   0   0   3
Corequisite: State, DRE 098
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 281 Instruc Strat/Read & Writ   2   2   0   0   3
Corequisite: State, DRE 098
This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 282 Early Childhood Literature   3   0   0   0   3
Corequisite: State, DRE 098
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques for children who are culturally, linguistically, and ability diverse.

	Class	Lab	Clinic	Work Exp.	Credit

EDU 284 Early Child Capstone Prac   1   9   0   0   4

Prerequisite: State, Take One Set: Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151; Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151; Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151; Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151

Corequisite: State, DRE-098

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

ENGINEERING

EGR 131 Intro to Electronics Tech   1   2   0   0   2

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

EGR 150 Intro to Engineering   1   2   0   0   2

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals.
This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EGR 220 Engineering Statics   3   0   0   0   3

Prerequisite: State, Take: PHY 251

Corequisite: State, Take: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

EGR 225 Engineering Dynamics   3   0   0   0   3
Prerequisite: State, Take: EGR 220
Corequisite: State, Take: 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 for transfer under the CAA as a premajor and/or elective course requirement.*

EGR 250 Statics/Strength of Mater   4   3   0   0   5
Prerequisite: State, Take One: MAT 121, or MAT 171
This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

EGR 285 Design Project   0   4   0   0   2
This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELECTRICITY

ELC 113 Residential Wiring   2   6   0   0   4
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print 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 residential electrical installations.

ELC 128 Intro to PLC   2   3   0   0   3
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC 131 Circuit Analysis I   3   3   0   0   4
Corequisite: Local, DMA 050
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

	Class	Lab	Clinic	Work Exp.	Credit

ELC 220 Photovoltaic Sys Tech   2   3   0   0   3

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

ELECTRONICS

ELN 131 Analog Electronics I   3   3   0   0   4

Prerequisite: Local, ELC 131

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics   3   3   0   0   4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 231 Industrial Controls   2   3   0   0   3

This course introduces the fundamental concepts of control of rotating, machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232 Intro to Microprocessors   3   3   0   0   4

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

EMERGENCY MEDICAL SCIENCE

EMS 110 EMT   6   6   0   0   8

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

	Class	Lab	Clinic	Work Exp.	Credit
EMS 110A EMT	3	3	0	0	4
EMS 110B EMT	3	3	0	0	4

EMS 110A and EMS 110B are the equivalent of EMS 110

	Class	Lab	Clinic	Work Exp.	Credit
EMS 120 Advanced EMT	4	6	0	0	6

Prerequisite: State, EMS 110
Corequisite: State, EMS 121
This course is designed to provide the essential information on interventions/treatments appropriate to the Advanced EMT and is required for Advanced EMT certification. Topics include airway management, automatic external defibrillation, cardiac electrophysiology, vascular access, acid-base balance, pharmacology, medical emergencies, traumatic injuries, and fluids and electrolytes. Upon completion, students should be able to properly obtain vascular access, manage medical and trauma patients, utilize simple and advanced airways, and correctly interpret arterial blood gases.

	Class	Lab	Clinic	Work Exp.	Credit
EMS 121 AEMT Clinical Practicum	0	0	6	0	2

Prerequisite: State, EMS 110
Corequisite: State, EMS 120
This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competence at the Advanced EMT skill level.

	Class	Lab	Clinic	Work Exp.	Credit
EMS 122 EMS Clinical Practicum I	0	0	3	0	1

Prerequisite: State, EMS 110
Corequisite: State, EMS 130
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

	Class	Lab	Clinic	Work Exp.	Credit
EMS 125 EMS Instructor Methodology	1	2	0	0	2

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

	Class	Lab	Clinic	Work Exp.	Credit
EMS 130 Pharmacology	3	3	0	0	4

Prerequisite: State, EMS 110
Corequisite: State, EMS 122
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

	Class	Lab	Clinic	Work Exp.	Credit
EMS 131 Advanced Airway Management	1	2	0	0	2

Prerequisite: State, EMS 110

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

| **EMS 140 Rescue Scene Management** | 1 | 3 | 0 | 0 | 2 |

This course introduces rescue scene management. Topics include response to hazardous material conditions, 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 & EMS Comm** | 1 | 3 | 0 | 0 | 2 |

This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. 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 160 Cardiology I** | 1 | 3 | 0 | 0 | 2 |

Prerequisite: State, EMS 110

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

| **EMS 220 Cardiology II** | 2 | 3 | 0 | 0 | 3 |

Prerequisite: State, EMS 122, EMS 130, and EMS 160

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

| **EMS 221 EMS Clinical Practicum II** | 0 | 0 | 6 | 0 | 2 |

Prerequisite: State, EMS 122 and EMS 130

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

| **EMS 231 EMS Clinical Pract III** | 0 | 0 | 9 | 0 | 3 |

Prerequisite: State, EMS 130 and EMS 221

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

	Class	Lab	Clinic	Work Exp.	Credit

EMS 235 EMS Management   2   0   0   0   2

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 Patients W/ Special Challenges   1   2   0   0   2

Prerequisite: State, EMS 122 and EMS 130

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV   0   0   12   0   4

Prerequisite: State, EMS 130 and EMS 231

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Medical Emergencies   3   3   0   0   4

Prerequisite: State, EMS 122 and EMS 130

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies   1   3   0   0   2

Prerequisite: State, EMS 122 and EMS 130

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies   2   3   0   0   3

Prerequisite: State, EMS 122 and EMS 130

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. 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.

	Class	Lab	Clinic	Work Exp.	Credit

EMS 280 EMS Bridging Course   2   2   0   0   3

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

EMS 285 EMS Capstone   1   3   0   0   2

Prerequisite: State, EMS 220, EMS 250, and EMS 260

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

ENGLISH

ENG 110 Freshman Composition   3   0   0   0   3

Prerequisite: State, Take: DRE 097

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

ENG 111 Writing and Inquiry   3   0   0   0   3

Prerequisite: State, Take: DRE 098

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, 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. This is a Universal General Education Transfer Component (UGETC) course. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 112 Writing/Research in the Disc   3   0   0   0   3

Prerequisite: State, Take: ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit

ENG 113 Literature-Based Research 3 0 0 0 3
Prerequisite: State, Take: ENG 111
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 for transfer under the CAA as a general education course in English Composition.*

ENG 114 Prof Research & Reporting 3 0 0 0 3
Prerequisite: State, Take: ENG 111
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. *This course has been approved for transfer under the CAA as a general education course in English Composition.*

ENG 125 Creative Writing I 3 0 0 0 3
Prerequisite: State, Take: ENG 111
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 for transfer under the CAA as a premajor and/or elective course requirement.*

ENG 231 American Literature I 3 0 0 0 3
Prerequisite: State, Take One: ENG 112, ENG 113, or ENG 114
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 analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 232 American Literature II 3 0 0 0 3
Prerequisite: State, Take One: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit

ENG 241 British Literature I 3 0 0 0 3
Prerequisite: State, Take: ENG 112, ENG 113, or ENG 114
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 for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 242 British Literature II 3 0 0 0 3
Prerequisite: State, Take One: ENG 112, ENG 113, or ENG 114
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 for transfer under the CAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

GEOGRAPHY

GEO 111 World Regional Geography 3 0 0 0 3
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

GRAPHIC ARTS

GRA 110 Graphic Arts Orientation 2 0 0 0 2
This course covers the history, development, and commercial applications of the major printing processes. Topics include offset lithography, screen printing, intaglio, relief printing, and emerging technologies. Upon completion, students should be able to demonstrate an understanding of the major characteristics, advantages, and disadvantages of each process.

GRA 121 Graphic Arts I 2 4 0 0 4
This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.

GRA 151 Computer Graphics I 1 3 0 0 2
This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool.

	Class	Lab	Clinic	Work Exp.	Credit

GRA 152 Computer Graphics II — 1 3 0 0 2
Prerequisite: State, GRA 151
This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.

GRA 153 Computer Graphics III — 1 3 0 0 2
Prerequisite: State, GRA 152
This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications.

GRA 154 Computer Graphics IV — 1 3 0 0 2
Prerequisite: State, GRA 153
This course is a continuation of GRA 153. Emphasis is placed on advanced techniques using a variety of hardware and software applications to produce complex projects. Upon completion, students should be able to use electronic document production tools.

GRA 221 Graphic Arts II — 2 4 0 0 4
Prerequisite: State, GRA 121, GRA 151
This course is a continuation of GRA 121. Topics include multi-color image preparation, pre-press production, control of close/hairline register in image assembly and press operation, and post-press procedures. Upon completion, students should be able to demonstrate competence in all phases of graphic arts production.

GRA 222 Graphic Arts III — 2 4 0 0 4
Prerequisite: State, GRA 221, GRA 152
This course is a continuation of GRA 221. Topics include advanced electronic pre-press, press operation, and post-press procedures. Upon completion, students should be able to demonstrate competence in all phases of advanced graphic arts production.

GRA 250 E-Document Publishing — 1 3 0 0 2
Prerequisite: State, GRA 151
This course provides instruction in electronic publishing of cross-media, cross-platform digital documents and the workflow requirements associated with output options. Topics include the creation, editing, conversion, color separation, output requirements and options, interactivity, and delivery methods. Upon completion, students should be able to create, output, and distribute cross-media, cross-platform digital documents within specifications.

GRA 255 Image Manipulation I — 1 3 0 0 2
Prerequisite: State, GRA 151 or GRD 151
This course covers applications associated with electronic image manipulation, including color correction, color separation, special effects, and image conversion. Topics include image-capturing hardware, image-processing software, and output options. Upon completion, students should be able to utilize hardware and software to acquire, manipulate, and output images to satisfy design and production.

	Class	Lab	Clinic	Work Exp.	Credit
GRA 256 Image Manipulation II	1	3	0	0	2

Prerequisite: State, GRA 255

This course covers electronic color separation and its relationship to multi-color printing. Topics include color theory, separation, color matching, proofing, and output of process and spot color images. Upon completion, students should be able to use hardware and image processing software to produce color separations and proofs for various printing processes.

GRAPHIC DESIGN

GRD 110 Typography I	2	2	0	0	3

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

GRD 141 Graphic Design I	2	4	0	0	4

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142 Graphic Design II	2	4	0	0	4

Prerequisite: State, GRD 141 or ART 121

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 167 Photographic Imaging I	1	4	0	0	3

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.

GRD 168 Photographic Imaging II	1	4	0	0	3

This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.

GRD 265 Digital Print Production	1	4	0	0	3

Prerequisite: State, GRD 151 or GRA 151

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

	Class	Lab	Clinic	Work Exp.	Credit

GRD 271 Multimedia Design I   1   3   0   0   2
Prerequisite: State, GRA 151
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GRD 280 Portfolio Design   2   4   0   0   4
Prerequisite: State, GRD 142 and GRA 152
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GUNSMITHING

GSM 111 Gunsmithing I   2   12   0   0   6
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.

GSM 120 Gunsmithing Tools   2   12   0   0   6
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing.

GSM 123 Basic Stockmaking   2   12   0   0   6
This course introduces the design, layout, and proper wood selection for stocks. Topics include building stocks by hand, one-butt stocks, and fore-ends for a two-piece shotgun. Upon completion, students should be able to choose a suitable piece of wood, lay out a stock, and produce a butt stock and fore-end for a firearm.

GSM 125 Barrel Fitting/Alteration   3   9   0   0   6
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes.

GSM 127 General Repair   3   9   0   0   6
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.

	Class	Lab	Clinic	Work Exp.	Credit

GSM 223 Rifle Stockmaking   2   12   0   0   6

This course introduces inletting, shaping, and finishing of custom rifle stocks. Emphasis is placed on the design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, and shape and finish a custom rifle stock.

GSM 225 Gunmetal Refinishing   2   12   0   0   6

This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal.

GSM 227 Adv Repair Technology   2   12   0   0   6

This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.

GSM 230 Handgun Technology   2   9   0   0   5

This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns.

GSM 235 Current Gunsmithing Tech   2   12   0   0   6

This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding.

GSM 240 Modern Sporting Firearms   2   12   0   0   6

This course covers current custom gunsmithing applications are related to modern sporting firearms. Emphasis is placed on gunsmithing procedures that are commonly performed on modern sporting firearms. Upon completion, students should be able to perform a range of customization and alteration tasks that relate to modern firearms used in sporting and competition events.

HEALTH

HEA 110 Personal Health/Wellness   3   0   0   0   3

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

HEA 112 First Aid & CPR   1   2   0   0   2

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   0   0   3

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

HEALTHCARE BUSINESS INFORMATICS

HBI 110 Issues and Trends in HBI   3   0   0   0   3

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

HBI 113 Survey of Med Insurance   3   0   0   0   3

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.

HBI 250 Data Mgmt and Utilization   2   2   0   0   3

Prerequisite: State, DBA 110, DBA 120, or DBA 110

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.

HISTORY

HIS 111 World Civilizations I   3   0   0   0   3

Prerequisite: Local, DRE 097

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit

HIS 112 World Civilizations II   3   0   0   0   3
Prerequisite: Local, DRE 097
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 121 Western Civilization I   3   0   0   0   3
Prerequisite: Local, DRE 097
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

HIS 122 Western Civilization II   3   0   0   0   3
Prerequisite: Local, DRE 097
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

HIS 131 American History I   3   0   0   0   3
Prerequisite: Local, DRE 097
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 132 American History II   3   0   0   0   3
Prerequisite: Local, DRE 097
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
HIS 211 Ancient History	3	0	0	0	3

Prerequisite: Local, DRE 097
This course traces the development of the cultural, intellectual, and political foundations of western civilization. Topics include the civilizations of the Near East, the classical Greek and Hellenistic eras, the Roman world, Judaism, and Christianity. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the ancient world. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
HIS 231 Recent American History	3	0	0	0	3

Prerequisite: Local, DRE 097
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 for transfer under the CAA as a premajor and/or elective course requirement.*

HORTICULTURE

	Class	Lab	Clinic	Work Exp.	Credit
HOR 112 Landscape Design I	2	3	0	0	3

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

	Class	Lab	Clinic	Work Exp.	Credit
HOR 114 Landscape Construction	2	2	0	0	3

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

	Class	Lab	Clinic	Work Exp.	Credit
HOR 116 Landscape Management I	2	2	0	0	3

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

	Class	Lab	Clinic	Work Exp.	Credit
HOR 124 Nursery Operations	2	3	0	0	3

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

	Class	Lab	Clinic	Work Exp.	Credit
HOR 134 Greenhouse Operations	2	2	0	0	3

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

	Class	Lab	Clinic	Work Exp.	Credit

HOR 142 Fruit & Vegetable Prod 1 2 0 0 2

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate and understanding of the principles related to the production of selected fruits and vegetables.

HOR 150 Intro to Horticulture 2 0 0 0 2

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

HOR 160 Plant Materials I 2 2 0 0 3

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 162 Applied Plant Science 2 2 0 0 3

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Hort Pest Management 2 2 0 0 3

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 Soils & Fertilizers 2 2 0 0 3

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

HOR 168 Plant Propagation 2 2 0 0 3

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 213 Landscape Design II 2 2 0 0 3

Prerequisite: State, HOR 112

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

	Class	Lab	Clinic	Work Exp.	Credit

HOR 215 Landscape Irrigation   2   2   0   0   3

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

HOR 217 Landscape Management II   1   3   0   0   2

Prerequisite: State, HOR 110 or HOR 116

This course provides additional opportunities to design plans, write contracts, and present proposals. Emphasis is placed on the development, pricing, and presentation of proposals and additional exploration of cultural applications. Upon completion, students should be able to analyze a property, develop a management plan, and price and present that plan.

HOR 245 Hor Specialty Crops   2   2   0   0   3

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.

HOR 253 Horticulture Turfgrass   2   2   0   0   3

Prerequisite: State, HOR 162 or HOR 166

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or mange a quality turf.

HOR 265 Advanced Plant Materials   1   2   0   0   2

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses.

HOR 271 Garden Center Mgmt   2   0   0   0   2

This course covers the retail marketing of gardening products and services through mass market and independent garden centers. Topics include garden center layout, customer relations, market choice, product lines, vendors, and the relationship with the broader horticultural community. Upon completion, students should be able to demonstrate an understanding of the principles and practices of the retail garden center.

HOR 273 Hor Mgmt & Marketing   3   0   0   0   3

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

HOTEL AND RESTAURANT MANAGEMENT

	Class	Lab	Clinic	Work Exp.	Credit
HRM 160 Info Systems for Hosp	2	2	0	0	3

This course covers current technology and technological issues for the future as they apply to the hospitality industry. Emphasis is placed on the effect of technology on e-commerce, human resources, menu management, and hospitality management systems. Upon completion, students will be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

	Class	Lab	Clinic	Work Exp.	Credit
HRM 215 Restaurant Management	3	0	0	0	3

Prerequisite: State, CUL 135

This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

	Class	Lab	Clinic	Work Exp.	Credit
HRM 215A Restaurant Management Lab	0	2	0	0	1

Prerequisite: State, CUL 135 or HRM 124
Corequisite: State, HRM 215

This course provides a laboratory experience for enhancing student skills in the responsibilities and activities encountered in managing a food and beverage operation. Emphasis is placed on practical applications of planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management operations which may include overseeing and execution of production and service.

	Class	Lab	Clinic	Work Exp.	Credit
HRM 245 Human Resource Mgmt-Hosp	3	0	0	0	3

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

HUMAN SERVICES

	Class	Lab	Clinic	Work Exp.	Credit
HSE 110 Intro to Human Services	2	2	0	0	3

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

	Class	Lab	Clinic	Work Exp.	Credit
HSE 112 Group Process I	1	2	0	0	2

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

	Class	Lab	Clinic	Work Exp.	Credit

HSE 123 Interviewing Techniques   2   2   0   0   3

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling   2   2   0   0   3

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210 Human Services Issues   2   0   0   0   2

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 225 Crisis Intervention   3   0   0   0   3

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 226 Intellectual Disabilities   3   0   0   0   3

This course covers intellectual disabilities and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of intellectual disabilities. Upon completion, students should be able to demonstrate a general knowledge of individuals with intellectual disabilities.

HSE 255 Health Prob & Prevent   2   2   0   0   3

This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HUMANITIES

HUM 110 Technology and Society   3   0   0   0   3

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

	Class	Lab	Clinic	Work Exp.	Credit

HUM 115 Critical Thinking   3   0   0   0   3
Prerequisite: State, Take: DRE 098
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

HUM 120 Cultural Studies   3   0   0   0   3
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

HUM 122 Southern Culture   3   0   0   0   3
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

HUM 220 Human Values and Meaning   3   0   0   0   3
Prerequisite: State, Take: ENG 111
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

HYDRAULICS

HYD 110 Hydraulics/Pneumatics I   2   3   0   0   3
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INTERNATIONAL BUSINESS

INT 110 International Business   3   0   0   0   3
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

INDUSTRIAL SCIENCE

ISC 112 Industrial Safety   2   0   0   0   2
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 121 Envir Health & Safety   3   0   0   0   3
This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

ISC 131 Quality Management   3   0   0   0   3
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 132 Mfg Quality Control   2   3   0   0   3
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 135 Principles of Industrial Mgmt   4   0   0   0   4
This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 136 Productivity Analysis I   2   3   0   0   3
This course covers modern methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

	Class	Lab	Clinic	Work Exp.	Credit

ISC 153 Motion & Time Study　　2　　3　　0　　0　　3

This course covers the principles of motion and time study including practice in time study using a stop watch. Emphasis is placed on the principles of motion economy, performance rating, allowances, and development of standards. Upon completion, students should be able to perform motion and time study, MTM analysis, and work-sampling studies.

ISC 170 Problem-Solving Skills　　3　　0　　0　　0　　3

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

ISC 221 Statistical Qual Control　　3　　0　　0　　0　　3

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

ISC 222 Project Planning/ Control　　1　　2　　0　　0　　2

This course covers how to plan, schedule and control projects typical in manufacturing and service industries. Topics include fundamental project management concepts and hands-on computer application experience with process flow charting and PERT/CPM project managers. Upon completion, students should be able to plan, schedule and control projects using state-of-the-art computer application programs.

ISC 225 Facility Layout　　3　　2　　0　　0　　4

This course provides a practical study of facility planning with emphasis on a structured approach to solving layout problems. Emphasis is placed on investigating and designing an effective facility layout. Upon completion, students should be able to design a basic work area indicating effective use of allowable resources.

ISC 226 Facilities Design　　3　　2　　0　　0　　4

This course introduces the methods and principles used to design efficient facilities. Emphasis is placed on efficient processes required to optimize facilities design. Upon completion, students should be able to design efficient facilities.

ISC 233 Industrial Org & Mgmt　　3　　0　　0　　0　　3

Prerequisite: State, ISC 128 or ISC 133

This course covers advanced organization and management philosophies for organization improvement. Emphasis is placed on understanding comprehensive organization improvement concepts such as reengineering, MBQA, ISO 9000, and teams. Upon completion, students should be able to demonstrate an understanding of organizations and assess their strengths and weaknesses.

	Class	Lab	Clinic	Work Exp.	Credit

ISC 243 Prod & Oper Management I   2   3   0   0   3

This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

ISC 273 Design of Experiments I   2   0   0   0   2

This course introduces various methods of evaluating production variables to minimize production of non-conforming products. Topics include basic principles such as hypotheses testing, factorial design, and Taguchi principles. Upon completion, students should be able to plan and conduct experiments concerning products or processes.

GLOBAL LOGISTICS TECHNOLOGY

LOG 110 Introduction to Logistics   3   0   0   0   3

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 125 Transportation Logistics   3   0   0   0   3

This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.

LOG 211 Distribution Management   2   2   0   0   3

Prerequisite: State, LOG 110

This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

LOG 215 Supply Chain Management   3   0   0   0   3

Prerequisite: State, LOG 110

This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units and describe the materials management processes.

	Class	Lab	Clinic	Work Exp.	Credit

LOG 225 Logistics Systems 3 2 0 0 4
Prerequisite: State, LOG 215
This course covers the design, implementation, and application of logistics software systems utilized by businesses to improve accountability, and capabilities of their logistics processes. Emphasis is placed on an in-depth understanding of logistical software applications, optimization models, automated data collection, electronic data interchange, and other logistics software tools. Upon completion, students should be able to identify the various logistics software applications and explain how they are utilized to improve business and logistics processes.

LOG 235 Import/Export Management 3 0 0 0 3
Prerequisite: State, LOG 125
This course introduces the elements of import and export operations, from transportation to documentation, finance, and security and the effects on the global supply chain. Emphasis is placed on existing import/export regulations, customs documentation, intermodal transportation, foreign freight forwarders, global technology, and homeland security initiatives. Upon completion, students should be able to perform import/export operations, channels of distribution, implemented technologies, and associate with operating a secure supply chain.

LOG 240 Purchasing Logistics 3 0 0 0 3
Prerequisite: State, LOG 110
This course introduces the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with international logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.

LOG 250 Advanced Global Logistics 3 2 0 0 4
Prerequisite: State, LOG 125
This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment. Emphasis is placed on a in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.

MACHINING

MAC 111 Machining Technology I 2 12 0 0 6
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II 2 12 0 0 6
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

	Class	Lab	Clinic	Work Exp.	Credit
MAC 112AB Machining Technology IIA	1	6	0	0	3
MAC 112BB Machining Technology IIB	1	6	0	0	3

Prerequisite: Local, MAC 112A
MAC 112A and MAC 112B are the equivalent of MAC 112.

MAC 113 Machining Technology III	2	12	0	0	6

Prerequisite: State, MAC 112
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114 Intro to Metrology	2	0	0	0	2

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121 Intro to CNC	2	0	0	0	2

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning	1	3	0	0	2

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling	1	3	0	0	2

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151 Machining Calculations	1	2	0	0	2

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Adv Machining Calc	1	2	0	0	2

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 160 Coordinate Measuring Mach	2	2	0	0	3

This course introduces methods in the setup and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming, operation, and setup of coordinate measuring machines.

	Class	Lab	Clinic	Work Exp.	Credit

MAC 171 Measure/Material & Safety 0 2 0 0 1

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices.

MAC 172 Job Plan, Bench & Layout 0 2 0 0 1

This course introduces the basics of job process planning, sawing, and manual operations including benchwork and layout. Topics include deciphering blueprints and/or schematics, dimensions, design and using various instruments required in the layout of various components. Upon completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry.

MAC 173 Manual Milling/Drilling 1 3 0 0 2

This course introduces the fundamental skills associated with the design, setup and operation of drill presses and manual milling machines. Topics include blueprints, cutting tools, coolants, component identification, drill presses and manual milling machine operations, process plans, setup, speeds and feeds, and work holding devices. Upon completion, students should be able to demonstrate the proper set-up and operation of a drill press and manual milling machine.

MAC 174 Manual Turning 1 3 0 0 2

This course introduces the fundamental skills associated with the design, setup and safe operation of manual lathes including the identification of all major lathe components. Topics include setup and operation of a lathe including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to demonstrate the proper setup and operation of a manual lathe.

MAC 222 Advanced CNC Turning 1 3 0 0 2

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224 Advanced CNC Milling 1 3 0 0 2

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 231 CAM: CNC Turning 1 4 0 0 3

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, including machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

	Class	Lab	Clinic	Work Exp.	Credit

MAC 232 CAM: CNC Milling   1   4   0   0   3
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MAC 233 Appl in CNC Machining   2   12   0   0   6
This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

MAC 234 Adv Multi-Axis Machin   2   3   0   0   3
This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.

MAC 241 Jigs & Fixtures I   2   6   0   0   4
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

MAC 247 Production Tooling   2   0   0   0   2
This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide tooling problems.

MATHEMATICS

MAT 050 Basic Math Skills   3   2   0   0   4
Prerequisite: Local, Placement
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 110 Math Measurement & Literacy   2   2   0   0   3
Prerequisite: State, Take: DMA 010, DMA 020, DMA 030
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

	Class	Lab	Clinic	Work Exp.	Credit

MAT 121 Algebra/Trigonometry I   2   2   0   0   3
Prerequisite: State, Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 122 Algebra/Trigonometry II   2   2   0   0   3
Prerequisite: State, Take: MAT 121
This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 141 Mathematical Concepts I   3   0   0   0   3
Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030, and DMA 040; Set 2: MAT 121; Set 3: MAT 171
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. *Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

MAT 143 Quantitative Literacy   2   2   0   0   3
Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098; Set 2: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; Set 3: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit

MAT 152 Statistical Methods I   3   2   0   0   4

Prerequisite: State, Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 171 Precalculus Algebra   3   2   0   0   4

Prerequisite: State, Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065; Set 3: MAT 121

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 172 Precalculus Trigonometry   3   2   0   0   4

Prerequisite: State, Take: MAT 171

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 263 Brief Calculus   3   2   0   0   4

Prerequisite: State, Take: MAT 171

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include 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 for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
MAT 271 Calculus I	3	2	0	0	4

Prerequisite: State, Take: MAT 172

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
MAT 272 Calculus II	3	2	0	0	4

Prerequisite: State, Take: MAT 271

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the 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 select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA as a Universal General Education Transfer Component (UGETC): Math/AS*

	Class	Lab	Clinic	Work Exp.	Credit
MAT 273 Calculus III	3	2	0	0	4

Prerequisite: State, Take: MAT 272

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics.*

	Class	Lab	Clinic	Work Exp.	Credit
MAT 280 Linear Algebra	2	2	0	0	3

Prerequisite: State, Take: MAT 271

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
MAT 285 Differential Equations	2	2	0	0	3

Prerequisite: State, Take: MAT 272

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

MECHANICAL

MEC 110 Intro to CAD/CAM   1   2   0   0   2
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I   1   4   0   0   3
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

MEC 112 Machine Processes II   2   3   0   0   3
Prerequisite: State, MEC 111
This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 128 CNC Machining Processes   2   4   0   0   4
This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC machines.

MEC 130 Mechanisms   2   2   0   0   3
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 Mfg Materials I   2   3   0   0   3
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

MEC 172 Intro to Metallurgy   2   2   0   0   3
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

	Class	Lab	Clinic	Work Exp.	Credit

MEC 180 Engineering Materials   2   3   0   0   3
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 181 Introduction to CIM   2   0   0   0   2
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

MEC 265 Fluid Mechanics   2   2   0   0   3
This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.

MEDICAL ASSISTING

MED 110 Orientation to Med Assist   1   0   0   0   1
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 113 Ori to Clinic Setting II   0   0   6   0   2
Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400), MED 118 or OST 149, MED 130, MED 131
Corequisite: Local, MED 270
This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment.

MED 118 Medical Law and Ethics   2   0   0   0   2
Corequisite: Local, DRE 098
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I   3   0   0   0   3
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

	Class	Lab	Clinic	Work Exp.	Credit

MED 122 Medical Terminology II — Class 3, Lab 0, Clinic 0, Work Exp. 0, Credit 3

Prerequisite: State, MED 121

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Admin Office Proc I — Class 1, Lab 2, Clinic 0, Work Exp. 0, Credit 2

Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400)
Corequisite: Local, MED 122, MED 131

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Admin Office Proc II — Class 1, Lab 2, Clinic 0, Work Exp. 0, Credit 2

Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400), MED 118 or OST 149
Corequisite: Local, MED 130

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 Exam Room Procedures I — Class 3, Lab 4, Clinic 0, Work Exp. 0, Credit 5

Prerequisite: Local; Enrollment in the Medical Assisting Program (A45400), BIO 163, MED 122, MED 130
Corequisite: Local, MED 232, MED 274

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I — Class 3, Lab 4, Clinic 0, Work Exp. 0, Credit 5

Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400), BIO 163, MED 122, MED 140
Corequisite: Local, MED 240, MED 270

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 230 Admin Office Proc III — Class 1, Lab 2, Clinic 0, Work Exp. 0, Credit 2

Prerequisite: State, MED 131, Local, Enrollment in the Medical Assisting Program (A45400), MED 113
Corequisite: Local, MED 260

This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

	Class	Lab	Clinic	Work Exp.	Credit

MED 232 Medical Insurance Coding   1   3   0   0   2
Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400), BIO 163,
MED 118 or OST 149, MED 122, MED 131
Corequisite: Local, MED 140, MED 274
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic
and procedural coding in the outpatient facility. Upon completion, students should be able to
demonstrate proficiency in coding for reimbursement.

MED 240 Exam Room Procedures II   3   4   0   0   5
Prerequisite: State, MED 140, Local, Enrollment in the Medical Assisting Program (A45400)
Corequisite: Local, MED 150, MED 270
This course is designed to expand and build upon skills presented in MED 140. Emphasis is
placed on advanced exam room procedures. Upon completion, students should be able to
demonstrate enhanced competence in selected exam room procedures.

MED 260 MED Clinical Practicum   0   0   15   0   5
Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400), MED 113
Corequisite: Local, MED 230
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a
medical facility. Emphasis is placed on enhancing competence in clinical and administrative
skills necessary for comprehensive patient care and strengthening professional communications
and interactions. Upon completion, students should be able to function as an entry-level health
care professional.

MED 264 Med Assisting Overview   2   0   0   0   2
Prerequisite: Local, MED 113
Corequisite: Local, MED 230, MED 260
This course provides an overview of the complete medical assisting curriculum. Emphasis is
placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical
procedures performed in the medical environment. Upon completion, students should be able to
demonstrate competence in the areas covered on the national certification examination for
medical assistants.

MED 270 Symptomatology   2   2   0   0   3
Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400) MED 274
Corequisite: Local, MED 240, MED 150
This course covers the study of disease symptoms and the appropriate actions taken by medical
assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing
skills and appropriate triage, preparing patients for procedures, and screening test results. Upon
completion, students should be able to recognize how certain symptoms relate to specific
diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy   3   0   0   0   3
Prerequisite: Local, Enrollment in the Medical Assisting Program (A45400), BIO 163,
MED 122, MAT 110
Corequisite: Local, MED 113, MED 150, MED 240, MED 270
This course focuses on major drug groups, including their side effects, interactions, methods of
administration, and proper documentation. Emphasis is placed on the theory of drug
administration. Upon completion, students should be able to identify, spell, recognize side effects
of, and document the most commonly used medications in a physician's office.

	Class	Lab	Clinic	Work Exp.	Credit

MED 274 Diet Therapy/Nutrition   3   0   0   0   3
This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

MENTAL HEALTH

MHA 150 Mental Health Systems   3   0   0   0   3
Prerequisite: State, Take: HSE 110
This course introduces the treatment and services available at both public and private mental health facilities. Topics include intake procedures, admission criteria, history, and structure of mental health facilities. Upon completion, students should be able to demonstrate competence in articulating both the theory and practice of mental health services delivery.

MHA 155 Psychological Assessment   3   0   0   0   3
Prerequisite: State, Take: PSY 150; Local, DRE 098
This course covers psychological assessment. Emphasis is placed on different types of psychological tests. Upon completion, students should be able to recognize and understand the purpose of various psychological tests.

MHA 240 Advocacy   2   0   0   0   2
Prerequisite: State, Take: HSE 110
This course covers the roles and duties of the client advocate. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from contact initiation to termination.

MARKETING AND RETAILING

MKT 120 Principles of Marketing   3   0   0   0   3
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121 Retailing   3   0   0   0   3
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 122 Visual Merchandising   3   0   0   0   3
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

	Class	Lab	Clinic	Work Exp.	Credit
MKT 123 Fundamentals of Selling	3	0	0	0	3

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales Promotio	3	0	0	0	3

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225 Marketing Research	3	0	0	0	3

Prerequisite: State MKT 120
This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

MKT 227 Marketing Applications	3	0	0	0	3

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

MKT 232 Social Media Marketing	3	2	0	0	4

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MAINTENANCE

MNT 110 Intro to Maint Procedures	1	3	0	0	2

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 111 Maintenance Practices	2	2	0	0	3

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

	Class	Lab	Clinic	Work Exp.	Credit
MNT 240 Indust Equip Troubleshoot	1	3	0	0	2

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

THERAPEUTIC MASSAGE

	Class	Lab	Clinic	Work Exp.	Credit
MTH 110 Fundamentals of Massage	6	9	3	0	10

Prerequisite: Local, Admission into Therapeutic Massage Program (D45750D) and MAT 070 or DMA 010–050 or MAT 060 and DMA 040–050
Corequisite: Local, BIO 163
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

MTH 120 Ther Massage Applications	6	9	3	0	10

Prerequisite: State, MTH 110; Local, BIO 163
Corequisite: Local, BIO 271
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.

MTH 121 Clinical Supplement I	0	0	3	0	1

Corequisite: State, Take one: MTH 110, MTH 120, MTH 125, MTH 210 or MTH 220
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.

MTH 125 Ethics of Massage	2	0	0	0	2

This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion of this course the student should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.

MTH 130 Therapeutic Massage Mgmt	2	0	0	0	2

Prerequisite: State, MTH 110
This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice.

	Class	Lab	Clinic	Work Exp.	Credit

MTH 210 Adv Skills of Massage   4   9   3   0   8
Prerequisite: State, MTH 120 or MRH 121; Local, MTH 125, BIO 271
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.

MTH 220 Outcome-Based Massage   4   6   3   0   7
Prerequisite: State, MTH 120, MTH 121, or MTH 221; Local, MTH 210
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.

MUSIC

MUS 110 Music Appreciation   3   0   0   0   3
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

MUS 111 Fundamentals of Music   3   0   0   0   3
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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 112 Introduction to Jazz   3   0   0   0   3
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of dis criminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This is a Universal General Education Transfer Component (UGETC) course.*

MUS 113 American Music   3   0   0   0   3
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

	Class	Lab	Clinic	Work Exp.	Credit

MUS 121 Music Theory I   3   2   0   0   4

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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 122 Music Theory II   3   2   0   0   4

Prerequisite: State, Take: MUS 121

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 131 Chorus I   0   2   0   0   1

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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 132 Chorus II   0   2   0   0   1

Prerequisite: State, Take: MUS 131

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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 151 Class Music I   0   2   0   0   1

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 152 Class Music II   0   2   0   0   1

Prerequisite: State, Take: MUS 151

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

MUS 161 Applied Music I   1   2   0   0   2

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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 162 Applied Music II   1   2   0   0   2

Prerequisite: State, Take: MUS 161

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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 170 Business of Music   3   0   0   0   3

This course introduces the basic elements of the music business. Topics include copyright law, musical arrangements and abridgements, recording and songwriting contracts, agents and managers, performing rights organizations, and the musician's union. Upon completion, students should be able to demonstrate an understanding of the basic elements of the music business. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 212 American Musical Theatre   3   0   0   0   3

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

MUS 217 Elementary Conducting   1   2   0   0   2

Prerequisite: State, Take: MUS 111

This course introduces the basic patterns and skills for conducting instrumental and vocal groups. Emphasis is placed on conducting beat patterns, expressive gestures, fermatas, accents, tempos, and rehearsal techniques. Upon completion, students should be able to demonstrate the above skills by conducting vocal and/or instrumental groups. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 231 Chorus III   0   2   0   0   1

Prerequisite: State, Take: MUS 132

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

MUS 261 Applied Music III   1   2   0   0   2
Prerequisite: State, Take: MUS 162
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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 262 Applied Music IV   1   2   0   0   2
Prerequisite: State, Take: MUS 261
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 for transfer under the CAA as a premajor and/or elective course requirement.*

MUS 280 Music for the El Classrm   3   0   0   0   3
Prerequisite: State, Take: MUS 110
This course covers the skills necessary for teaching music in the elementary school. Emphasis is placed on integrating music activities which are suitable for all ages of elementary students, including theory, performance, and conducting, into classroom activities. Upon completion, students should be able to utilize a variety of music activities in the elementary school classroom. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

NETWORKING TECHNOLOGY

NET 110 Networking Concepts   2   2   0   0   3
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 113 Home Automation Systems   2   2   0   0   3
This course covers the design, installation, testing, troubleshooting, and customer service of a fully automated home. Emphasis is placed on a structured wiring system that integrates the home phone, TV, home theater, audio, video, computer network, lighting, security systems, and automation systems into a pre-wired, remote controlled system. Upon completion, students should be able to design, install, and maintain home automation systems.

NET 125 Introduction to Networks   1   4   0   0   3
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

	Class	Lab	Clinic	Work Exp.	Credit

NET 126 Routing Basics   1   4   0   0   3

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 225 Routing & Switching I   1   4   0   0   3

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing and Switching II   1   4   0   0   3

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, and describe the Spanning Tree protocol.

NET 289 Networking Project   1   4   0   0   3

Prerequisite: State, Take All: CTI 110, CTI 120, and CTS 115

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

NETWORKING OPERATING SYSTEMS

NOS 110 Operating System Concepts   2   3   0   0   3

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User   2   2   0   0   3

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

	Class	Lab	Clinic	Work Exp.	Credit
NOS 220 Linux/Unix Admin I	2	2	0	0	3

Prerequisite: State, NOS 120

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

NOS 230 Windows Administration I	2	2	0	0	3

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure Windows Server operating system.

NURSING

NUR 101 Practical Nursing I	7	6	6	0	11

Prerequisite: Local, Admission into the Practical Nursing Program (D45660)
Corequisite: Local, PSY 150

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 Practical Nursing II	7	0	9	0	10

Prerequisite: State, NUR 101, Admission into the Practical Nursing Program (D45660)
Corequisite: Local, ENG 111

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 Practical Nursing III	6	0	9	0	9

Prerequisite: State, NUR 102

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

	Class	Lab	Clinic	Work Exp.	Credit

NUR 107 LPN Refresher　　　　9　　0　　9　　0　　12
Prerequisite: Local, Licensed Practical Nurse approved by the NC Board of Nursing
This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

NUR 111 Intro to Health Concepts　　　　4　　6　　6　　0　　8
Prerequisite: Local, Admission to the Associate Degree Nursing Program (A45110)
Corequisite: Local, NUR 117, PSY 150
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts　　　　3　　0　　6　　0　　5
Prerequisite: State, NUR 111; Local, NUR 117
Corequisite: Local, PSY 241, ENG 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts　　　　3　　0　　6　　0　　5
Prerequisite: State, NUR 111; Local, NUR 112, NUR 114, NUR 117, NUR 211
Corequisite: Local, ENG 112, BIO 275
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts　　　　3　　0　　6　　0　　5
Prerequisite: State, NUR 111; Local, NUR 112, NUR 117, NUR 211
Corequisite: Local, COM 231
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

	Class	Lab	Clinic	Work Exp.	Credit

NUR 117 Pharmacology   1   3   0   0   2

Prerequisite: Local, Admission to the Associate Degree Nursing Program (A45110)
Corequisite: Local, NUR 111, PSY 150
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 Health Care Concepts   3   0   6   0   5

Prerequisite: State, NUR 111; Local, NUR 112, NUR 117
Corequisite: Local, PSY 241, ENG 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts   3   0   6   0   5

Prerequisite: State, NUR 111; Local, NUR 112, NUR 113, NUR 114, NUR 117, NUR 211
Corequisite: Local, ENG 112, BIO 275
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts   4   3   15   0   10

Prerequisite: State, NUR 111 Local, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, NUR 117 and BIO 275
Corequisite: Local, HUM/FINE Arts Elective
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUTRITION

NUT 110 Nutrition   3   0   0   0   3

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being.

OFFICE ADMINISTRATION

Course	Class	Lab	Clinic	Work Exp.	Credit
OST 080 Keyboarding Literacy	1	2	0	0	2

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

Course	Class	Lab	Clinic	Work Exp.	Credit
OST 131 Keyboarding	1	2	0	0	2

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

Course	Class	Lab	Clinic	Work Exp.	Credit
OST 134 Text Entry & Formatting	2	2	0	0	3

Prerequisite: Local, OST 131
This course is designed to provide 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 documents and key timed writings at speeds commensurate with employability.

Course	Class	Lab	Clinic	Work Exp.	Credit
OST 136 Word Processing	2	2	0	0	3

This course is designed to introduce 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.

Course	Class	Lab	Clinic	Work Exp.	Credit
OST 140 Internet Comm/Research	1	2	0	0	2

This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

Course	Class	Lab	Clinic	Work Exp.	Credit
OST 141 Med Office Terms I	3	0	0	0	3

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.

Course	Class	Lab	Clinic	Work Exp.	Credit
OST 142 Med Office Terms II	3	0	0	0	3

Prerequisite: State, OST 141
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.

	Class	Lab	Clinic	Work Exp.	Credit

OST 148 Med Ins & Billing   3   0   0   0   3
Prerequisite: Local, MED 121 or OST 141
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 Medical Legal Issues   3   0   0   0   3
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 162 Executive Terminology   3   0   0   0   3
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

OST 164 Office Editing   3   0   0   0   3
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 166 Speech Recognition   1   2   0   0   2
Prerequisite: State, CIS 110 or CIS 115 or OST 137
This course is designed to provide skills needed to compose and edit documents using speech recognition technology. Emphasis is placed on specialized speech recognition features, intensive editing, and proofreading skills. Upon completion, students should be able to produce mailable business documents using speech recognition software.

OST 181 Office Procedures   2   2   0   0   3
This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management   2   2   0   0   3
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 Admin Office Transcript I   2   2   0   0   3
Prerequisite: State, OST 164; and OST 134 or OST 136
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

	Class	Lab	Clinic	Work Exp.	Credit

OST 224 Admin Ofc Transcript II   1   2   0   0   2
Prerequisite: State, OST 223
This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.

OST 233 Office Publications Design   2   2   0   0   3
Prerequisite: State, OST 136
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 Adv Word/Information Proc   2   2   0   0   3
Prerequisite: State, OST 136
This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 241 Med Ofc Transcription I   2   2   0   0   3
Prerequisite: State, MED 121 or OST 141
This course introduces current transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, editing and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable medical documents in the covered specialties.

OST 242 Med Ofc Transcription II   2   2   0   0   3
Prerequisite: State, OST 241
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing and editing medical documents.

OST 243 Med Office Simulation   2   2   0   0   3
Prerequisite: State, OST 148
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 244 Med Document Production   2   2   0   0   3
Prerequisite: State, OST 134
This course provides a hands-on approach in processing medical documents. Emphasis is placed on creating and editing medical documents. Upon completion, students should be able to prepare accurately formatted medical documents.

	Class	Lab	Clinic	Work Exp.	Credit

OST 247 Procedure Coding   2   2   0   0   3
Prerequisite: State, MED 121 or OST 141
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 Diagnostic Coding   2   2   0   0   3
Prerequisite: State, MED 121 or OST 141
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249 Med Coding Certification Prep   2   3   0   0   3
Prerequisite: State, OST 247 and OST 248
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

OST 284 Emerging Technologies   1   2   0   0   2
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 286 Professional Development   3   0   0   0   3
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Admin Capstone   2   2   0   0   3
Prerequisite: State, OST 164 and either OST 134 or OST 136
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

PUBLIC ADMINISTRATION

PAD 151 Intro to Public Admin   3   0   0   0   3
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

	Class	Lab	Clinic	Work Exp.	Credit

PAD 152 Ethics in Government 3 0 0 0 3
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

PAD 251 Public Finance & Budgeting 3 0 0 0 3
This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

PAD 252 Public Policy Analysis 3 0 0 0 3
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

PAD 253 Intro to Urban Planning 3 0 0 0 3
This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

PHYSICAL EDUCATION

PED 110 Fit and Well for Life 1 2 0 0 2
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *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 0 0 1
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

PED 117 Weight Training I 0 3 0 0 1

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *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 0 0 1

Prerequisite: State, Take: PED 117

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 0 0 1

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *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 0 0 1

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 requirement.*

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

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 125 Self-Defense: Beginning 0 2 0 0 1

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

PED 126 Self-Defense: Intermediate　　0　　2　　0　　0　　1
Prerequisite: State, Take: PED 125
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. *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　　0　　0　　1
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 142 Lifetime Sports　　0　　2　　0　　0　　1
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved for transfer under the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 143 Volleyball-Beginning　　0　　2　　0　　0　　1
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *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　　0　　0　　1
Prerequisite: State, Take: PED 143
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　　0　　0　　1
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
PED 146 Basketball-Intermediate	0	2	0	0	1

Prerequisite: State, Take: PED 145

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 150 Baseball-Beginning	0	3	0	0	1

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 151 Baseball/Intermediate	0	3	0	0	1

Prerequisite: State, Take: PED 150

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 252 Officiating/Bsball/Sfball	1	2	0	0	2

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. *This course has been approved to transfer under the CAA as a pre-major and/or elective course requirement.*

PED 254 Coaching Basketball	1	2	0	0	2

This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 256 Coaching Baseball	1	2	0	0	2

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit

PHYSICS

PHY 110 Conceptual Physics   3   0   0   0   3
Corequisite: Local, DRE 097
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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 110A Conceptual Physics Lab   0   2   0   0   1
Corequisite: State, Take: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY110. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 131 Physics-Mechanics   3   2   0   0   4
Prerequisite: State, Take: MAT 121 or MAT 171
Corequisite: Local, DRE 097
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   0   0   4
Prerequisite: State, Take: MAT 171 or MAT 271; Local, DRE 097
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 152 College Physics II   3   2   0   0   4
Prerequisite: State, Take: PHY 151
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit

PHY 251 General Physics I 3 3 0 0 4
Prerequisite: State, Take: MAT 271; Local, DRE 098
Corequisite: State, Take: 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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 252 General Physics II 3 3 0 0 4
Prerequisite: State, Take All: MAT 272 and PHY 251
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 for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PLUMBING

PLU 115 Basic Plumbing 2 6 0 0 4
This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices.

POLITICAL SCIENCE

POL 120 American Government 3 0 0 0 3
This course is a study of the origins, development, structure, and functions of American 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 process. 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

PRINTING

PRN 155 Screen Printing I   1   3   0   0   2

This course covers screen printing techniques and materials. Topics include methods, materials, design, and image and stencil preparation techniques. Upon completion, students should be able to produce single- or multi-color projects.

POLYSOMNOGRAPHY

PSG 110 Intro to Polysomnography   3   2   0   0   4

Prerequisite: Local, Admission into the Polysomnography Program (45670)

Corequisite: Local, BIO 163, MED 121

This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations.

PSG 111 Neuro/Cardiopulmonary A & P   4   0   0   0   4

Prerequisite: State, BIO 163 or BIO 165/166 or BIO 168/169, Local, PSG 110

Corequisite: PSG 113, PSG 214, and MAT-121

This course provides a concentrated study of anatomy and physiology essential to the practice of polysomnography. Emphasis is placed on the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSG 112 PSG Fundamentals   3   0   0   0   3

Corequisite: Local, PSG 110

This course provides the knowledge and skills necessary to manage/function in a polysomnographic laboratory. Topics include recordkeeping, scheduling techniques, creation/implementation of departmental policies, reimbursement, the technologist's role as sleep advocate, and case management/patient education. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSG 113 PSG Instrumentation   2   2   0   0   3

Prerequisite: State, PSG 110

This course introduces the fundamental concepts of sleep technology electrical equipment and recording of bio-electric potentials. Topics include Ohm's Law; common mode rejection; components related to recording bio-electric potentials; function and application of sleep technology equipment; and construct/verify montages. Upon completion, students should be able to demonstrate competence in polysomnography equipment, instrumentation, recording of bioelectric potential concepts, and ancillary electrical signals through written and laboratory evaluations.

	Class	Lab	Clinic	Work Exp.	Credit
PSG 114 PSG Clinical Education I	0	0	9	0	3

Prerequisite: State, PSG 110

This course provides orientation to the polysomnography clinical environment. Emphasis is placed on work flows, reviewing patient charts and orders, patient preparation and hook-ups, and proper time management. Upon completion, students should be able to demonstrate successful completion of polysomnography clinical learning outcomes.

	Class	Lab	Clinic	Work Exp.	Credit
PSG 210 Polysomnography I	3	2	9	0	7

Prerequisite: State, PSG 111 or PSG 189; Local, PSG 114, PSG 215

This course provides entry-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

	Class	Lab	Clinic	Work Exp.	Credit
PSG 211 Polysomnography II	2	6	9	0	7

Prerequisite: State, PSG 210

Corequisite: Local, PSG 212, PSG 213

This course provides advanced-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

	Class	Lab	Clinic	Work Exp.	Credit
PSG 212 Infant/Pediatric PSG	3	2	0	0	4

Prerequisite: Local, PSG 210

Corequisite: Local, PSG 211

This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, student should be able to demonstrate competence in concepts through written and laboratory evaluations.

	Class	Lab	Clinic	Work Exp.	Credit
PSG 213 Case Study/Exam Review	0	3	0	0	1

Prerequisite: Local, PSG 210

Corequisite: Local, PSG 211

This course provides an opportunity to review clinical cases and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams.

	Class	Lab	Clinic	Work Exp.	Credit
PSG 214 PSG Clinical Apps I	0	2	0	0	1

Prerequisite: Local, PSG 110

Corequisite: Local, PSG 111, PSG 113

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.

	Class	Lab	Clinic	Work Exp.	Credit
PSG 215 PSG Clinical Apps II	0	2	0	0	1

Prerequisite: Local, PSG 111
Corequisite: Local, PSG 114

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.

PSYCHOLOGY

	Class	Lab	Clinic	Work Exp.	Credit
PSY 118 Interpersonal Psychology	3	0	0	0	3

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

	Class	Lab	Clinic	Work Exp.	Credit
PSY 150 General Psychology	3	0	0	0	3

Prerequisite: Local, DRE 098

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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit
PSY 183 Psychology of Addiction	3	0	0	0	3

Prerequisite: Local, PSY 150

This course covers historical and theoretical perspectives on addictive behavior and the genetic, familial, and sociocultural influences on addiction. Topics include addictions to eating, gambling, alcohol, drugs, relationships, work, and sex. Upon completion, students should be able to demonstrate a knowledge of the theories of addiction and the factors underlying addictive behaviors.

	Class	Lab	Clinic	Work Exp.	Credit
PSY 241 Developmental Psych	3	0	0	0	3

Prerequisite: State, Take: PSY 150

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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

	Class	Lab	Clinic	Work Exp.	Credit
PSY 246 Adolescent Psychology	3	0	0	0	3

Prerequisite: State, Take: PSY 150

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
PSY 249 Psychology of Aging	3	0	0	0	3

Prerequisite: State, Take: PSY 150

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
PSY 260 Assessment Techniques	3	0	0	0	3

Prerequisite: State, Take: PSY 150

This course introduces the field of psychological assessment. Topics include an introduction to standardized testing and methods of test administration and scoring. Upon completion, students should be able to demonstrate a familiarity with commonly used assessment instruments and understand the implications of test results.

	Class	Lab	Clinic	Work Exp.	Credit
PSY 263 Educational Psychology	3	0	0	0	3

Prerequisite: State, Take: PSY 150

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 for transfer under the CAA as a premajor and/or elective course requirement.*

	Class	Lab	Clinic	Work Exp.	Credit
PSY 265 Behavioral Modification	3	0	0	0	3

Prerequisite: State, Take: PSY 150

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

	Class	Lab	Clinic	Work Exp.	Credit

PSY 281 Abnormal Psychology   3   0   0   0   3
Prerequisite: State, Take: PSY 150
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

RADIOGRAPHY

RAD 110 Rad Intro & Patient Care   2   3   0   0   3
Prerequisite: Local, Admission into the Radiography Program (A45700)
Corequisite: State, RAD 111 and RAD 151; Local, BIO 163
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I   3   3   0   0   4
Corequisite: State, RAD 110 and RAD 151; Local, BIO 163
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II   3   3   0   0   4
Prerequisite: State, RAD 110, RAD 111 and RAD 151; Local, BIO 163
Corequisite: Local, RAD 121 and RAD 161
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I   2   3   0   0   3
Prerequisite: State, RAD 110, RAD 111, and RAD 151; Local, BIO 163
Corequisite: State, RAD 112 and RAD 161
This course provides the basic principles of imaging. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of basic radiographic imaging.

RAD 122 Radiographic Imaging II   1   3   0   0   2
Prerequisite: State, RAD 112, RAD 121, and RAD 161
Corequisite: State, RAD 131 and RAD 171
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

	Class	Lab	Clinic	Work Exp.	Credit

RAD 131 Radiographic Physics I　　　　1　　　3　　　0　　　0　　　2
Prerequisite: State, RAD 121; Local RAD 112 and RAD 161
Corequisite: State, RAD 122 and RAD 171
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 RAD Clinical Ed I　　　　0　　　0　　　6　　　0　　　2
Corequisite: State, RAD 110 and RAD 111; Local, BIO 163
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 RAD Clinical Ed II　　　　0　　　0　　　15　　　0　　　5
Prerequisite: State, RAD 110, RAD 111, and RAD 151; Local, BIO 163
Corequisite: State, RAD 112 and RAD 121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Ed III　　　　0　　　0　　　12　　　0　　　4
Prerequisite: State, RAD 112, RAD 121, and RAD 161
Corequisite: State, RAD 122 and RAD 131
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211 RAD Procedures III　　　　2　　　3　　　0　　　0　　　3
Prerequisite: State, RAD 122, RAD 131 and RAD 171
Corequisite: State, RAD 231, RAD 241, and RAD 251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Radiographic Physics II　　　　1　　　3　　　0　　　0　　　2
Prerequisite: State, RAD 171 or RAD 131; Local, RAD 122, RAD 131, and RAD 171
Corequisite: State, RAD 211, RAD 241, and RAD 251
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

	Class	Lab	Clinic	Work Exp.	Credit

RAD 241 Radiobiology/Protection 2 0 0 0 2
Prerequisite: State, RAD 122, RAD 131, and RAD 171
Corequisite: State, RAD 211, RAD 231, and RAD 251
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245 Image Analysis 1 3 0 0 2
Prerequisite: State, RAD 211, RAD 231, RAD 241 and RAD 251
Corequisite: State, RAD 261 and RAD 271
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

RAD 251 RAD Clinical Ed IV 0 0 21 0 7
Prerequisite: State, RAD 122, RAD 131, and RAD 171
Corequisite: State, RAD 211, RAD 231, and RAD 241
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Ed V 0 0 21 0 7
Prerequisite: State, RAD 251; Local, RAD 211, RAD 231, and RAD 241
Corequisite: State, RAD 245 and RAD 271
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 Radiography Capstone 0 3 0 0 1
Prerequisite: State, RAD 211, RAD 231, RAD 241, RAD 251
Corequisite: State, RAD 245, RAD 261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RELIGION

REL 110 World Religions 3 0 0 0 3
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

	Class	Lab	Clinic	Work Exp.	Credit

REL 111 Eastern Religions   3   0   0   0   3
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religious studied. *This course has been approved for the transfer under the CAA as a general education course in Humanities/Fine Arts.*

REL 112 Western Religions   3   0   0   0   3
This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

REL 211 Intro to Old Testament   3   0   0   0   3
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

REL 212 Intro to New Testament   3   0   0   0   3
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

REL 221 Religion in America   3   0   0   0   3
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

SOCIOLOGY

SOC 210 Introduction to Sociology   3   0   0   0   3
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

	Class	Lab	Clinic	Work Exp.	Credit

SOC 213 Sociology of the Family   3   0   0   0   3
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

SOC 220 Social Problems   3   0   0   0   3
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

SOC 225 Social Diversity   3   0   0   0   3
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

SOC 230 Race and Ethnic Relations   3   0   0   0   3
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and inter-group relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

SPANISH

SPA 110 Introduction to Spanish   2   0   0   0   2
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.

SPA 111 Elementary Spanish I   3   0   0   0   3
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

	Class	Lab	Clinic	Work Exp.	Credit

SPA 112 Elementary Spanish II   3   0   0   0   3
Prerequisite: State, Take: SPA 111
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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

SPA 141 Culture and Civilization   3   0   0   0   3
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

SPA 151 Hispanic Literature   3   0   0   0   3
Prerequisite: State, Take: ENG 111
This course includes selected readings by Hispanic writers. Topics include fictional and non-fictional works by representative authors from a variety of genres and literary periods. Upon completion, students should be able to analyze and discuss selected texts within relevant cultural and historical contexts

SPA 181 Spanish Lab 1   0   2   0   0   1
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

SPA 182 Spanish Lab 2   0   2   0   0   1
Prerequisite: State, Take: SPA 111
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

SPA 211 Intermediate Spanish I   3   0   0   0   3
Prerequisite: State, Take: SPA 112
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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

	Class	Lab	Clinic	Work Exp.	Credit

SPA 212 Intermediate Spanish II   3   0   0   0   3
Prerequisite: State, Take: SPA 211
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. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.*

SPA 281 Spanish Lab 3   0   2   0   0   1
Prerequisite: State, Take: SPA 182
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

SPA 282 Spanish Lab 4   0   2   0   0   1
Prerequisite: State, Take: SPA 281
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

SUSTAINABILITY TECHNOLOGIES

SST 110 Intro to Sustainability   3   0   0   0   3
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120 Energy Use Analysis   2   2   0   0   3
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculation, and applicable conservation techniques. Upon completion, students should be able to demonstrate and understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 140 Green Bldg & Design Concepts   3   0   0   0   3
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

	Class	Lab	Clinic	Work Exp.	Credit

SST 210 Issues in Sustainability   3   0   0   0   3
Prerequisite: State, SST 110
This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts.

SST 250 Sustain Capstone Project   1   6   0   0   3
Prerequisite: State, SST 110
This course introduces an integrated team approach to sustainability topic of interest to students, faculty, or professional community. Topics include problem identification, proposal preparation, conceptual design, and an effective project work schedule. Upon completion, students should be able to integrate the many facets of topic based on environmental sustainability into a completed project.

SURGICAL TECHNOLOGY

SUR 110 Intro to Surg Tech   3   0   0   0   3
Prerequisite: Local, Admission into the Surgical Technology Program (D45740)
Corequisite: State, SUR 111; Local, BIO 163
This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 Periop Patient Care   5   6   0   0   7
Prerequisite: Local, Admission into the Surgical Technology Program (D45740)
Corequisite: State, SUR 110; Local, BIO 163
This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122 Surgical Procedures I   5   3   0   0   6
Prerequisite: State, Take All: SUR 110 and SUR 111
Corequisite: State, SUR 123; Local, BIO 275
This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment.

	Class	Lab	Clinic	Work Exp.	Credit
SUR 123 Sur Clinical Practice I	0	0	21	0	7

Prerequisite: State, SUR 110 and SUR 111; Local, BIO 163
Corequisite: State, SUR 122; Local, BIO 275
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 selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

	Class	Lab	Clinic	Work Exp.	Credit
SUR 134 Surgical Procedures II	5	0	0	0	5

Prerequisite: State, SUR 123; Local, BIO 275, SUR 122
Corequisite: Local, SUR 135 and SUR 137
This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance 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 to the clinical operative environment.

	Class	Lab	Clinic	Work Exp.	Credit
SUR 135 SUR Clinical Practice II	0	0	12	0	4

Prerequisite: State, SUR 123; Local, BIO 275, SUR 122
Corequisite: State, SUR 134
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.

	Class	Lab	Clinic	Work Exp.	Credit
SUR 137 Professional Success Prep	1	0	0	0	1

Prerequisite: Local, BIO 275, SUR 122
This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SOCIAL WORK

	Class	Lab	Clinic	Work Exp.	Credit
SWK 110 Intro to Social Work	3	0	0	0	3

Prerequisite: Local, DRE 098
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

	Class	Lab	Clinic	Work Exp.	Credit

SWK 113 Working With Diversity 3 0 0 0 3
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

SWK 115 Community Resources 2 2 0 0 3
This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs.

SWK 214 Social Work Law 3 0 0 0 3
Prerequisite: State, Take: SWK 110
This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice.

SWK 220 Swk Issues in Client Services 3 0 0 0 3
Prerequisite: Local, SWK 110
This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues.

TRANSPORTATION TECHNOLOGY

TRN 110 Intro to Transport Tech 1 2 0 0 2
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 111 Chassis Maint/Light Repair 2 6 0 0 4
This course covers maintenance and light repair of transportation suspension, steering, and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems.

	Class	Lab	Clinic	Work Exp.	Credit
TRN 112 Powertrain Maint/Light Repair	2	6	0	0	4

This course covers maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. Topics include general servicing and inspection procedures of engines, engine lubrication and cooling systems, automatic and manual transmission/transaxles, HVAC components, and fuel, air induction, and exhaust systems. Upon completion, students should be able to perform maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems.

	Class	Lab	Clinic	Work Exp.	Credit
TRN 120 Basic Transp Electricity	4	3	0	0	5

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

	Class	Lab	Clinic	Work Exp.	Credit
TRN 140 Transp Climate Control	1	2	0	0	2

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

	Class	Lab	Clinic	Work Exp.	Credit
TRN 145 Adv Transp Electronicss	2	3	0	0	3

Prerequisite: State, TRN 120

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

	Class	Lab	Clinic	Work Exp.	Credit
TRN 170 Pc Skills for Transp	1	2	0	0	2

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

	Class	Lab	Clinic	Work Exp.	Credit
TRN 180 Basic Welding for Transp	1	4	0	0	3

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

TRUCKING OPERATIONS MANAGEMENT

TOM 120 Introduction to Trucking 3 0 0 0 3
This course provides an introduction to the history, regulations, safety and security of the trucking industry and various regulatory agencies. Topics include the regulations of the Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), State Police, OSHA, EPA and local police as related to the trucking industry. Upon completion, students should be able to define the audit process, CSA (Compliance, Safety, Accountability) requirements, safety plans, accident investigation, hours of service, security, and the federal regulations for driving or operating a truck or a large commercial vehicle.

TOM 130 Fleet Maintenance 3 0 0 0 3
This course provides an overview of the fleet maintenance management operations in the trucking industry. Topics include trucking regulations, managing a maintenance shop, key performance indicators (KPI), maintenance management systems, and truck/trailer specifications. Upon completion, students should be able to define the requirements of fleet maintenance management skills in a trucking based company.

TOM 250 Operations of Trucking I 3 0 0 0 3
This course provides an overview of operating a trucking business. Topics include the business, marketing, economics, finance, accounting, freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to define the skills and personnel needed to operate a successful trucking business.

TOM 260 Operations of Trucking II 3 0 0 0 3
Prerequisite: State, TOM 250
This course covers the advanced aspects of operating a trucking business. Topics include the advanced aspects of business, marketing, economics, finance, accounting, freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to demonstrate the skills needed to operate a trucking business.

UNMANNED AIRCRAFT SYSTEMS

UAS 110 Intro to UAS Operations 3 0 0 0 3
This course provides an introduction to the history, various technologies, and capabilities of unmanned aircraft systems (UAS). Topics include UAS history, operational design and capabilities, popular applications, and the science of flight. Upon completion, students should be able to identify and explain common aspects of unmanned aircraft systems including their historical development, commonly utilized technologies, applications, and unit flight capabilities.

UAS 111 Unmanned Aircraft Systems 3 0 0 0 3
This course provides students with the various products and technologies commonly associated with unmanned aircraft systems utilized by hobbyists, government, industry, and the military. Topics include data acquisition, operations and the various technologies associated with unmanned flight. Upon completion, students should be able to demonstrate an understanding of flight control operations including programming telemetry and data acquisition.

	Class	Lab	Clinic	Work Exp.	Credit

UAS 112 UAS Communications/Telemetry   3   0   0   0   3
This course provides students with basic operational knowledge of unmanned aircraft flight communication and telemetry. Emphasis is placed on programming of specific operational cross-country flight data to include point-to-point navigation, site drop communications, and placement. Upon completion, students should be able to plan, implement and complete an aerial flight operational drop.

UAS 150 UAS Flight Simulation   2   3   0   0   3
This course introduces learners to a flight simulator to help them build and develop knowledge in flight dynamics, the proper manipulation of aircraft controls, and the ability to accurately monitor sensor functions. Emphasis is placed on developing the learner's flight and control skills that will be utilized to operate an unmanned ground control station which is dependent upon piloting and control skills. Upon completion, students should be able to demonstrate the proper use of flight controls required to maintain a non-eventful simulated or actual UAS flight as well as one requiring emergency corrections.

UAS 152 Remote UAS Sensing & Control   2   2   0   0   3
This course provides the student with the necessary skills training required to maintain a controlled unmanned aircraft systems (UAS) flight utilizing appropriate remote sensing devices and vehicle controls. Topics include planning and conducting a series of UAS flying missions, including determining alternate courses of action where required, through guided discussion while utilizing a team approach. Upon completion, students should be able to work in teams to successfully manipulate and control a UAS flight.

UAS 230 UAS Aerial Photo Surveys   2   2   0   0   3
This course introduces students to some of the popular unmanned aerial photographic applications commonly utilized in commercial unmanned aircraft systems (UAS) operations involving aerial surveys and photography. Topics include aerial photography and equipment, aerial vehicles, examples of successful UAS survey and photographic business models, and Federal Aviation Regulations governing airspace applications. Upon completion, students should be able to plan, implement and conduct a successful photo aerial survey mission.

WORK-BASED LEARNING

WBL 110 World of Work   1   0   0   0   1
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.

WBL 111 Work-Based Learning I   0   0   0   10   1
This course provides a work-based learning 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	Clinic	Work Exp.	Credit

WBL 112 Work-Based Learning I 0 0 0 20 2
This course provides a work-based learning 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.

WBL 115 Work-Based Learning Seminar I 1 0 0 0 1
Corequisite: State, WBL 111, WBL 112, WBL 113 or WBL 114
Colleges may add a local suffix to the course number, if needed, to indicate sections if several programs include the same WBL course number. Colleges may also add a program descriptor to the title, such as "Work-Based Learning I-Welding"

WBL 121 Work-Based Learning II 0 0 0 10 1
This course provides a work-based learning 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.

WBL 122 Work-Based Learning II 0 0 0 20 2
This course provides a work-based learning 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.

WBL 125 Work-Based Learning Seminar II 1 0 0 0 1
Corequisite: State, WBL 121 or WBL 122
This course provides an opportunity to apply work-based learning competencies related to the student's program of study. Emphasis is placed on discussion of and the application of work-based competencies within the curriculum components. Upon completion, students should be able to clearly relate their work-based learning experiences to the established program student learning outcomes.

WBL 131 Work-Based Learning III 0 0 0 10 1
This course provides a work-based learning 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.

WBL 132 Work-Based Learning III 0 0 0 20 2
This course provides a work-based learning 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	Clinic	Work Exp.	Credit

WBL 211 Work-Based Learning IV   0   0   0   10   1
This course provides a work-based learning 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.

WBL 212 Work-Based Learning IV   0   0   0   20   2
This course provides a work-based learning 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.

WELDING

WLD 110 Cutting Processes   1   3   0   0   2
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes   1   3   0   0   2
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate   2   9   0   0   5
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 115A SMAW (Stick) Plate   1   6   0   0   3

WLD 115B SMAW (Stick) Plate   1   3   0   0   2
Prerequisites: Local, WLD 115A
WLD 115A and WLD 115B are the equivalent of WLD 115

WLD 116 SMAW (stick) Plate/Pipe   1   9   0   0   4
Prerequisite: State, WLD 115
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 116A SMAW (Stick) Plate/Pipe   1   3   0   0   2

	Class	Lab	Clinic	Work Exp.	Credit

WLD 116B SMAW (Stick) Plate/Pipe 0 6 0 0 2
Prerequisite: Local, WLD 116A
WLD 116A and WLD 116B are the equivalent of WLD 116

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 0 4
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122 GMAW (MIG) Plate/Pipe 1 6 0 0 3
Prerequisite: State, WLD 121
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 GTAW (TIG) Plate 2 6 0 0 4
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 131AB GTAW (TIG) Plate 1 3 0 0 2

WLD 131BB GTAW (TIG) Plate 1 3 0 0 2
Prerequisite: Local, WLD 131AB
WLD 131AB and WLD 131BB are the equivalent of WLD 131

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 0 3
Prerequisite: State, WLD 131
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 Symbols & Specifications 2 2 0 0 3
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 143 Welding Metallurgy 1 2 0 0 2
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

	Class	Lab	Clinic	Work Exp.	Credit

WLD 151 Fabrication I   2   6   0   0   4

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 215 SMAW (stick) Pipe   1   9   0   0   4

Prerequisite: State, WLD 115 or WLD 116

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 221 GMAW (MIG) Pipe   1   6   0   0   3

Prerequisite: State, WLD 122

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 GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

WLD 231 GTAW (TIG) Pipe   1   6   0   0   3

Prerequisite: State, WLD 132

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

WLD 251 Fabrication II   1   6   0   0   3

Prerequisite: State, WLD 151

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 261 Certification Practices   1   3   0   0   2

Prerequisite: State, WLD 115, WLD 121, and WLD 131

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified 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   0   0   3

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.

COLLEGE PERSONNEL 2017–2018

GENERAL ADMINISTRATION

Hunt, Rusty	President B.S. —University of North Carolina at Charlotte C.P.A. —NC State Board of C.P.A.'s M.B.A. —Liberty University Ed. D. —Wingate University
Carraway, Jimmy (Jay)	Vice President of Continuing Education B.S., M.A., Ed.D.—East Carolina University
Grimes, Deborah	Senior Vice President of Instruction and Student Services B.S., M.A.Ed., Ed.D.—East Carolina University
Sutton, Deborah	Senior Vice President of Administrative Services/ Chief Operating Officer A.A.—Lenoir Community College B.S.—East Carolina University C.P.A.—NC State Board of C.P.A.'s
Black, John Paul	Dean of Student Services/Title IX Coordinator B.A.—Elon University M.A.Ed., Ed.D—East Carolina University
Huneycutt, Richy	Director of Marketing, Recruiting and Communications/ Assistant to the President B.A.—East Carolina University
Johnson, Tasha	Director of Human Resources/Deputy Title IX Coordinator B.S.—Mount Olive College M.S.—Western Carolina University
Kennedy, Jeanne	Director of Institutional Advancement/ Assistant to the President A.A.—Lenoir Community College B.S.—North Carolina Wesleyan College Certificate in Nonprofit Management—Duke University M.A.—Liberty University

ADMINISTRATORS OF INSTRUCTIONAL PROGRAMS

Brown, Maggie   Associate Dean of Business, Industry, and
Emerging Technologies
B.S., M.A.—East Carolina University

Clements, Gary   Dean of Business, Industry and Emerging Technologies
A.A.S.—Lenoir Community College
B.S.—Mount Olive College
M.S.A.—Central Michigan University

Maddox, Timothy   Dean of Arts and Sciences
B.A. —Southeastern Free Will Baptist College
M.M. —Bob Jones University

Welch, Alexis   Dean of Health Sciences and Nursing
B.S.N.—Atlantic Christian College
M.A.E.—East Carolina University
Ed.D.—North Carolina State University

ADMINISTRATIVE SUPPORT AND PROFESSIONAL SUPPORT

Andrews, Scott
Developmental Coordinator
B.A. —North Carolina State University

Atkinson-King, La Verne
Financial Aid Verification Coordinator
A.A.S.—Lenoir Community College
B.S.—North Carolina Central University
M.S. —East Carolina University

Banks, Carl
Chief HSE Examiner
A.A.S.—Lenoir Community College
B.S.—Mount Olive College

Battle, Paula
Transitional and Career Studies
Assessment Specialist/Recruiter
B.S.—North Carolina A & T State University

Becton, Deshay
Workforce Innovation and Opportunity Act Career Advisor
B.S. —University of North Carolina at Pembroke

Blackwell, Judith
Communications Resource Coordinator
A.A.S.—Lenoir Community College
B.S.—East Carolina University

Boseman, Darla
Emergency Medical Science Instructor/Coordinator
B.S.—Louisiana State University and A&M College

Bynum, Faith
Director of Health Related Programs—Continuing Education
A.A.S.—Lenoir Community College
B.S.—North Carolina A & T State University
M.A.Ed.—East Carolina University
Ed.D.—Nova Southeastern University

Carmon, Elaine
Human Resources Officer
B.B.A.—North Carolina Central University

Carter, Crystal
Helpdesk Manager/ Trainer
A.A.S.—Lenoir Community College
A.A.S.—College of the Albemarle

Carter, Wesley
Occupational Extension and Curriculum Instructor—
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A.A.S.—Lenoir Community College
B.S.—North Carolina Wesleyan College
MBA—Liberty Univeristy

Coats, Benny
Occupational Extension Instructor—
Greene County Prison Programs
B.S.—East Carolina University

Cotto, Carlos	Director of Latino Programs B.S.—Embry-Riddle Aeronautical University M.S.—Central Michigan University
Cox, Larisa	Webmaster A.A.S.—Lenoir Community College
Davis, Cecil	System Analyst A.A.S.—Lenoir Community College
Egleton, Tezra	Greene County Prison Programs Coordinator B.S.B.A.—Fayetteville State University
Garafolo, Richard	Director of the Learning Resources Center B.A.—Baldwin-Wallace College M.L.S. —North Carolina Central University
Gardner, Biscello (Lee)	Director of Safety
Gibbs, Jeffrey	Director of Financial Aid B.S. — North Carolina Wesleyan
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Gutierrez, Oscar	Systems Manager B.S.—East Carolina University
Hannibal, Gregor	Director of Small Business Center/ Microenterprise Loan Program Agent B.A.—North Carolina Central University
Harris, Vertricia	Transitional and Career Studies Coordinator B.A., M.A. – East Carolina University
Heis, Robert	NC Motorcycle Safety Education Program Range and Equipment Manager A.A.S—Air University—Community College of Air Force
Hill, Karen	College Liaison—Greene Early College High School B.S.B.A., M.A.Ed.—East Carolina University***

Hill, Kimberly	Director of Admissions B.A.—University of North Carolina at Chapel Hill M.A.—Liberty University
Hill, Walter	Transitional and Career Studies Instructor B.S.—Mount Olive College M.S. —Walden University
Irsik, Sherry	Work-Based Learning Coordinator B.S. —Kansas State University
Kantz, Dawn	Director of Continuing Education Special Programs B.S.B.A.—Youngstown State University M.A.Ed.—East Carolina University
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Long, Jason	Emergency Medical Science Instructor/ Coordinator A.A.S. —Lenoir Community College
Lovick, Reed	Director of Maintenance Diploma—School of Interior Design, Atlanta Diploma—PCDI School of Home Inspections License—North Carolina State Home Inspector

May, Brian	Network Administrator A.A.S.—Pitt Community College B.S.—East Carolina University
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                                 M.A.—Liberty University

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                                 B.S.—North Carolina Wesleyan College

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                                 B.S.—Mount Olive College

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                                 B.S.—Mount Olive College
                                 M.A.—Central Michigan University

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                                 B.S.—East Carolina University

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                                 M.S. —Eastern Kentucky University
                                 M.A. —Liberty University

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                                 Extension/and Curriculum Instructor
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Virag, Janos   Aerospace Manufacturing Instructor
                                 Diploma—St. Lawrence College

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FACULTY

Almengor, Dana

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M.A.T.—University of West Alabama

Barker, Vicki

Associate Degree Nursing Program Chair/Instructor
R.N., B.S.N.—University of Tennessee
M.S.N.—East Carolina University

Barnes, Eric

Developmental English/ Reading Instructor
(Women's Basketball Coach)
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Barnes, Laura

Social/Behavioral Sciences Instructor
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M.A.—East Carolina University**

Barnes, Shelly

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B.S.—High Point University
M.A.—East Carolina University

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Berg, Carla

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Medical Office Administration Program Chair/Instructor
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B.S.—East Carolina University

Bianchi-Hall, Cecilia

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Brothers, Jane

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M.A.—East Carolina University
M. Div.—The General Theological Seminary

Brown, Alicia

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Brown, Stephanie

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Cavenaugh, Valerie	Spanish Instructor/ Women's Head Volleyball Coach B.S.—Southern Illinois University, Carbondale M.S.—University of Tennessee
Copley, Michael	Gunsmithing Instructor A.A.S—Lenoir Community College
Cruz, Jessica	Music Instructor M. Div.—Campbell University
Cullipher, Sterling	English Instructor B.S.—University of North Carolina at Wilmington M.A.—East Carolina University
Dail, Rebecca	Medical Assisting Program Chair/ Clinical Coordinator/ Instructor A.A.S.—Lenoir Community College
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Davis, Bethany	Nursing Instructor R.N., B.S.N.—Pensacola Christian College M.S.N.—University of Phoenix
DeVine, Jarret	Biology Instructor B.S.—Virginia Tech M.S.—East Carolina University
Dolde, Nathan	Art Instructor B.F.A., M.F.A.—East Carolina University
Downie, Dwight	Graphic Arts and Imaging Technology Program Chair/ Instructor/ Printing Department Head A.A.—Chowan College B.S.—Appalachian State University
Eubanks, Sandra	Nursing Instructor B.S.N., M.S.N.—East Carolina University
Evans, Toby	Automotive Customizing Technology Program Chair/ Instructor A.A.S.—Wilkes Community College
Felzer, Steven	Mathematics Program Chair/ Instructor B.A., M.A.—University of North Carolina at Wilmington Ph.D.—North Carolina State University

Futrell, Rita	Developmental Mathematics Instructor B.A.—University of North Carolina at Wilmington M.A.Ed.—East Carolina University
Gridley, Jane	Early Childhood Associate Program Chair/Instructor B.S.—East Carolina University
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Harrison, Douglas	Graphic Arts and Imaging Technology Instructor— Greene County Center B.A.—NC State University
Harvell, Justin	Welding Technology Instructor A.A.S. —Sampson Community College
Hill, Russell	Computer Integrated Machining Instructor A.A.S. —Lenoir Community College
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Jones, Tyrone	Medical Assisting Instructor A.A.S.—Lenoir Community College B.S.—Miller-Motte College
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Davis, Thad	Environmental Services Technician
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Frederick, Ann	Environmental Services Coordinator
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