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CENTRAL CAROLINA
COMMUNITY COLLEGE
www.cccc.edu

M.A.P.
My Academic Pathway
Goals Progress Success

CENTRAL CAROLINA COMMUNITY COLLEGE

cccc.edu/map

M.A.P. PURPOSE STATEMENT

The purpose of My Academic Pathway (M.A.P.) is to provide a personalized approach that enables new students to make efficient, effective, and timely choices in order to complete their educational and career goals.

THE THREE GOALS OF M.A.P.

1 Goals	Enable each student to select an appropriate academic program
2 Progress	Consistently enhance each student's pathway to goal completion
3 Success	Facilitate timely completion of each student's academic goals

ESSENTIAL M.A.P. ELEMENTS

Admissions, Advising, and ACA courses are the three essential M.A.P. elements that support each student's pathway to academic and career success.

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Central Carolina Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of publication. However, the N.C. General Assembly, the State Board of Community Colleges or the CCCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The N.C. General Assembly may make changes in tuition without notice. The official version of the college catalog can be found at www.cccc.edu.

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THE COLLEGE

Central Carolina Community College is a tax-supported, public, non-profit educational institution under the control of its board of trustees. The College is a member of the North Carolina Community College System, which is governed by the State Board of Community Colleges. The College is governed in accordance with the NC General Statutes and State Board of Community Colleges Code. The College serves Chatham, Harnett, and Lee counties as assigned by the authority of the State Board of Community Colleges. The College's Board of Trustees is responsible for ensuring that the College's financial resources are adequate to provide a sound educational program.

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. The College was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972 and reaffirmed in 1976, 1987, 2008, and 2018. The College offers university transfer and career/technical programs as described in its catalog, which is available electronically at http://www.cccc.edu/catalog/. Each program has appropriately qualified faculty and a program coordinator who reports through an instructional dean to the Chief Academic Officer. The College's operations are guided by its mission to "serve as a catalyst for individual, community, and economic development by empowerment through accessible lifelong learning."

Welcome to CCCC

Welcome to Central Carolina Community College, a top-rated community college within the North Carolina Community College System.

Central Carolina Community College was established to help you achieve your educational goals, whether finishing high school, learning a valuable vocational skill, or completing the first two years of college–at minimal cost– before transferring to a university or four-year college.

At Central Carolina Community College, you can explore different kinds of job opportunities, identify your personal strengths, and start on the path toward new levels of success.

The foundation of Central Carolina Community College's strength is a competent and caring faculty, staff, and administration. We genuinely want to see the student succeed and are willing to go the extra mile to ensure that success. Another part of our commitment to student success is a comprehensive program of student financial and academic assistance.

We are committed to helping our students become well-rounded individuals, so we offer a diversified program of student activities designed to develop social and leadership skills and to make the learning experience more enjoyable.

College Mission, Vision, & Values

Mission

Central Carolina Community College serves as a catalyst for individual, community, and economic development by empowerment through accessible lifelong learning.

Vision

Central Carolina Community College is a nationally recognized, world-class leader providing learning opportunities that contribute to economic progress and cultural enrichment for the students and communities we serve.

Values

Learning—We commit to providing learning opportunities for the ongoing, voluntary, lifelong and self-motivated pursuit of knowledge for either personal or professional reasons among the citizens in our service area.

People—We commit to creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.

Excellence—We set, expect and maintain high educational standards consistent with the needs of the students, region and changing workforce.

Integrity—We are accountable, honest, and transparent while adhering to the highest ethical standards in all that we do.

Communication—We commit to effective, open and proactive communication among faculty, staff, students, and the external community of which we are an integral part.

Community—We commit to active and integral partnerships within the communities we serve, and are dedicated to maintaining positive relationships among our own community of faculty, staff, and students.

Access—We ensure access to higher education by offering clear pathways to academic success and transformative opportunity for the diverse populations we serve.

Innovation—We cultivate resourcefulness, creativity and innovation in all we do.

Stewardship—We honor the trust placed in us by the community, and are accountable for the efficient and effective use of the resources entrusted to us.

CCCC is an Equal Opportunity College

Central Carolina Community college serves the public without regard to race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Services to Students with Disabilities

Central Carolina Community College serves the public without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Central Carolina Community College has approved the following policy to guide its delivery of services to students with disabilities: No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interest. For more information, see the "Student Accessibility Services" section.

Programs

Student success, community service, and educational leadership distinguish Central Carolina Community College. The college takes great pride in its long history of innovative program development to meet the ever-changing educational needs of its students and the communities and businesses it serves.

Curriculum

Central Carolina Community College offers Associate in Arts, Associate of Engineering, and Associate in Science degree programs that transfer to four-year colleges and universities, two-year programs that lead to an Associate in Applied Science degree, and one-year programs that lead to a diploma and/or a certificate. Articulation agreements with four-year colleges and universities enable graduates to move seamlessly into additional education, if that is their goal.

Many decisions precede the implementation of any new curriculum program. Surveys are used to determine student interest and the availability of employment. Advisory committees are organized in order that community interest, advice, and counsel may be solicited. Funds must be available for instructors and necessary equipment and

instructional space must be available. Only after the approval of the Board of Trustees, the State Board of Community Colleges, and the Southern Association of Colleges and Schools (SACSCOC) may a new program be implemented.

A strong asset of the North Carolina Community College System is the flexibility in programs. When the job market no longer provides employment for graduates in certain areas, programs can be phased out so more critical labor needs may be met. It is not the purpose of the college to adopt a fixed curriculum; rather, its aim is to modify all programs to meet the ever-changing needs in the fields of employment.

The college reserves the right to cancel any course or program in cases of low enrollment or decreased budget. The college reserves the right to change any curriculum, and such changes may be made without prior notice.

Non-curriculum

The college also offers non-curriculum courses in basic education, technical, vocational, enrichment, and general interest areas. These non-curriculum courses do not count toward a college degree or diploma, but a certificate of completion is given and continuing education units are awarded. The Adult High School/GED program awards a diploma or certificate. Continuing Education classes award a diploma or certificate with continuing education units.

Lee Early College

The college's Lee Main Campus is home to Lee Early College, an innovative partnership with Lee County Schools. Students earn both a high school diploma and an associate degree in five years. The student body is diverse, but its members are united by their personal motivation and ability to thrive in a college setting.

Harnett County Early College (HCEC)

The college's Dunn Center is home to HCEC which encourages access to and completion of a college degree by year 13 with opportunities for transferability to senior institutions and options for accelerated coursework in the four areas of business, culinary, early education, and information technology.

Chatham County School of Science & Engineering (CCSSE)

CCSSE is an innovative opportunity that includes a focus in Science, Math, Engineering, and advanced course options. Enrolling 9th graders have the opportunity to earn a high school diploma and an associate degree and transfer credits within the UNC system of colleges and universities. CCSSE is housed primarily at the Chatham Center for Innovation in Siler City with students visiting the Chatham Main Campus for most college coursework.

Confucius Classroom

Central Carolina Community College offers a Confucius Classroom through an agreement with North Carolina State University's Confucius Institute. An instructor from a Chinese university teaches Chinese language, history, and culture.

Facilities

Central Carolina Community College has full-service campuses in Chatham, Harnett and Lee counties as well as multiple centers that provide environments conducive to learning.

History and Leadership

For more than 55 years, Central Carolina Community College has thrived on an ongoing vision of leadership, service, and success. Over the years, that vision has been transformed into reality by planning, commitment, hard work, and community support.

From a single extension class offered in 1961 in Lee County, the school has grown to a fully accredited community college of high reputation serving the people, businesses, and industries of Chatham, Harnett, and Lee counties. Its distance education programs reach far beyond those physical boundaries to enrich students' lives around the world.

In 1958, the North Carolina State Board of Education chartered the institution as Lee County Industrial Education Center. The first classes were held in 1961. Two years later, it became a part of the North Carolina Department of Community Colleges.

In 1965, the Center became Central Carolina Technical Institute, with authority to award associate degrees. The name was changed to Central Carolina Technical College in 1979 and then to its current name, Central Carolina Community College, in 1988.

A spirit of leadership spans the college's history. Back in 1965, it was the first community college in the state to offer an Animal Hospital Technician curriculum, now Veterinary Medical Technology. In 2002, it became the first community college in the nation to offer an Associate in Applied Science in Sustainable Agriculture. Leadership is also shown in programs such as Laser and Photonics Technology, which is one of only about a dozen nationwide that trains on high-power lasers. The college is nicknamed "Green Central" for its commitment to environmentally friendly sustainable education.

In 2010, the U.S. Department of Energy recognized Central Carolina Community College as "a strong force for educational opportunities, economic progress and cultural enrichment in the communities it serves." Also in 2010, Central Carolina Community College was ranked among the top 50 community colleges in the nation by Washington Monthly magazine.

The college is committed to sustainability in its programs and on its campuses. It is a signatory to the American College & University Presidents' Climate Commitment (ACUPCC). It was the first North Carolina community college to sign on to the Association for the Advancement of Sustainability in Higher Education STARS rating system on sustainability. In 2011, it received a Silver

ranking from AASHE for its achievements in this area. Only 61 colleges and universities in the United States and Canada earned this ranking, which was the highest awarded.

Central Carolina Community College's educational, cultural, and economic impact is far-reaching. Its graduates, both curriculum and continuing education, give back to their communities through myriad careers from which the economic fabric of every community is woven. Many of its graduates continue their education and enter the workforce as highly educated professionals who strengthen their communities, counties, state, and nation.

The Central Carolina Community College family of administrators, faculty, staff, and students are building on the strong foundations laid in the past to achieve even greater accomplishments in the present and future. Welcome to our family!

Accreditations

Central Carolina 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 Central Carolina Community College.

NOTE: *The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.*

The college was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools in 1972 and reaffirmed in 1976, 1987, 1997, 2008, and 2018.

CCCC is a member of the American Association of Community Colleges. Its trustees are members of the Association of Community College Trustees.

In addition to being accredited by the Southern Association of Colleges and Schools Commission on Colleges, a number of curriculum programs are approved by various accrediting or licensing agencies:

• The Barbering program is licensed by the North Carolina State Barbering Board.

• The Basic Law Enforcement Training program is certified by the North Carolina Criminal Justice Education and Training Standards Commission.

• The Cosmetology program is licensed by the North Carolina State Board of Cosmetic Arts.

• The Dental Assisting program is accredited by the Commission on Dental Accreditation.

• The Dental Hygiene program is accredited by the Commission on Dental Accreditation.

• The Computer-Integrated Machining with an emphasis in Tool, Die, and Mold Making program is accredited by the National Institute for Metalworking Skills (NIMS).

• The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

•The Nursing programs are approved by the North Carolina Board of Nursing.

• The Radio Broadcasting program is approved by the Federal Communications Commission.

• The Veterinary Medical Technology program is accredited by the Committee on Veterinary Technician Educational Activities (CVTEA) of the American Veterinary Medical Association (AVMA).

Student Services Division

The purpose of the Student Services Division is to assist students with various aspects of their education, from admissions through graduation and job placement. More specifically, the Student Services Division handles admissions, testing, counseling, registration and records, financial aid, veterans' benefits assistance, job placement, career counseling, assistance to the disabled, graduation ceremonies, transfer assistance, and coordination of student activities.

• The hours of operation for Admissions are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 3:30 p.m.

• The hours of operation for Financial Aid are Monday and Wednesday, 8:00 a.m. to 5:00 p.m., Tuesday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 3:30 p.m.

• The hours of operation for the Registrar's Office: Monday through Thursday 7:30 a.m. -5:30 p.m., Friday 7:30 a.m.-3:30 p.m.

• Summer hours of operation are Monday through Thursday, 7:00 a.m. to 6:00 p.m. The college is closed on Friday between spring and fall semesters.

Visitors/Children on Campus

CCCC welcomes visitors to our various campus locations. Visitors must comply with all CCCC policies, including policies regarding free speech, public assembly, and solicitation.

Visitors may be required to provide personal identification to college officials or campus security. Visitors who do not comply with requests for identification or who interfere with normal college operations/environment will be asked to leave. Individuals who refuse to leave will be considered trespassing and will be subject to arrest. CCCC shall not be held responsible for accidents or injuries to visitors who are in violation of these policies.

In order to protect health, safety, and security of our educational environment, children under eighteen years of age are not permitted on campus unless accompanied by a parent/legal guardian or enrolled in a college-sponsored program. Children accompanying employees, students, or visitors of CCCC must be under the constant supervision of a responsible adult while on CCCC property. Children of employees, students, or visitors are not permitted in classes, labs, shops, or other learning environments, unless

sanctioned and authorized by college administration. CCCC assumes no responsibility or liability for children, or for any accidents or injuries to children.

Intellectual Property

Central Carolina Community College supports and values an educational climate that promotes the development of innovative, creative approaches to teaching, learning, and scholarship. The College recognizes that through the pursuit of teaching and learning, employees and students may create work which is potentially copyrightable or patentable. This policy is intended to encourage innovation and to clarify and protect the intellectual property rights of employees, students, and the College.

Intellectual property is defined as any creative work which qualifies for protection under the copyright or patent laws of the United States of America. Intellectual property includes, but is not limited to: all inventions, improvements, software, instructional aides, strategies, methods, techniques, devices, artifacts, videos, programs, distance education sites and content, musical work, and tangible research materials produced by employees and students of Central Carolina Community College.

Intellectual property that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion with the aid of the College's facilities, staff, resources, or through funds administered by the College shall be considered to be the property of the College. The College will not collect revenue derived from the creation and production of intellectual property.

Central Carolina Community College may release or share its rights of ownership of Intellectual Property. However, Central Carolina Community College will retain a royalty-free license to use this Intellectual Property for research and education. Central Carolina Community College will be granted a nonexclusive perpetual license to use any part of any category mentioned above without charge to the College. Such developed property includes materials and objects developed for or as the result of an instructional exercise. Employees or students who engage in such development activities will retain their rights to continue to use the intellectual property even if when they are no longer associated with Central Carolina Community College.

Prior to the development of Intellectual Property, an employee or student who plans to develop the product may enter into a written agreement with the College. The President or designee, with approval from the Board of Trustees, may enter into a written agreement with an employee or student for an equitable arrangement for joint ownership or reimbursement to the College for its costs and support. In all such cases, the agreement shall provide that the College will have a perpetual license.

Intellectual property created by an employee or student of the College when the employee or student created the intellectual property outside of the course or scope of his/her employment and without the support or resources of the College is considered independent work. This work is the result of an individual initiative, not a product of the employee's job duties, produced on time outside of the employee's job responsibilities, and without the funds, resources, or facilities of the College.

In the case of students, Intellectual Property produced through individual initiative without the use of significant resources as a part of a student's coursework in a Central Carolina Community College class for which the student has paid tuition and fees ordinarily belongs to the student. This includes papers, artistic and musical works, and other creative works made by students in the instructional process. In situations when student works are made during the course of employment at Central Carolina Community College, or significant use of college resources were used, the ownership of such work is assigned to the College.

Any work which could result in a challenge to intellectual property rights must be reviewed by the College President or designee, if necessary, a written agreement must be filed. Disputes about the ownership of intellectual property requires the parties to first endeavor to negotiate in good faith. Disputes that cannot be resolved are to be addressed by the due process policies of the Central Carolina Community College Board of Trustees.

ADMISSIONS

General Information

All students are admitted to the College without regard to Race, Color, National Origin, Religion, Age, Sex or Sexual Orientation, Gender, Family status, Disability status, Veteran status, or any Health or Genetic Information. Admission policies are in accordance with 1D SBCCC 400.2. To be admitted to a curriculum program, applicants must have a high school diploma or a high school equivalency. Exceptions to admissions policies may be determined after a conference between the applicant and the Vice President of Student Services or his or her designee.

Home-schooled Applicants

Home-schooled applicants must provide the following documentation for admission:

• Proof of listing with the N.C. Division of Non-Public Education (DNPE).

• A full, final high school transcript (including a list of all courses taken, the term and year courses were taken, final course grades, and a final grade point average). The transcript should include the official school name and the administrator's signature (usually one of the parents or guardians is the administrator).

• NC requires 20 credits for high school graduation for students who entered ninth grade between 2000-2009.
Required Courses (College Prep Diploma)
English - 4 units (I, II, III, and IV)
Foreign Language - 2 units (Both must be in same language)

Mathematics - 4 units (Algebra I, II, Geometry, and one beyond Algebra II)
Science - 3 units (A physical science, Biology, and Earth Science)
Social Studies - 3 units (Civics and Economics, United States History, World History)
Health and Physical Education - 1 unit
Electives - 4 units

• NC requires 21 credits for high school graduation for students who entered ninth grade between 2009-2011.
Required Courses (Future Ready Core Diploma)
English – 4 units (I, II, III, and IV)
Mathematics – 4 units (Algebra I, II, Geometry, and one beyond Algebra II)
Science – 3 units (Civics and Economics, United States History, World History)
Health and Physical Education – 1 unit
Electives – 6 units (2 units must be Foreign Language in same language for UNC admission, 4 units recommended from same concentration of CTE, JROTC, Arts Education)

• NC requires 22 credits for high school graduation for students who entered ninth grade since 2012 and later.
Required Courses (Future Ready Core Diploma)
English – 4 units (I, II, III, and IV)
Mathematics – 4 units (Algebra I, II, Geometry, and one beyond Algebra II)
Science – 3 units (A physical science, Biology, and Environmental Science)
Social Studies – 4 units (Civics and Economics, United States History, World History, additional social studies unit)
Health and Physical Education – 1 unit
Electives – 6 units (2 units must be Foreign Language in same language for UNC admission, 4 units recommended from same concentration of CTE, JROTC, Arts Education)

NOTE: *All academic instruction in core subjects MUST come from parents, legal guardians, or a member of the household and not from anyone outside the household. (Two household schools are permitted to work together.) Colleges generally assume that a member of the household was the supervising instructor for each of the core subjects unless contrary evidence is presented. The home school may be asked to present a statement that a member of the household was the instructor of the core subjects. The NCDNPE can provide information identifying which subjects are core subjects.*

A copy of test scores for the last two years of home school instruction of a nationally standardized test, which measures competencies in verbal and quantitative areas. The home school is permitted to establish its own minimum scores on this test. The home school established minimum score must be indicated on the transcript and scores must meet or exceed such scores.

Failure to meet all transcript verification requirements may result in the college's inability to certify the secondary school's validity for the purpose of Title IV funding.

Persons home schooled may also elect to take the high school equivalency exam from their local community college in lieu of a high school diploma. If the student passes this test, the high school equivalency is equivalent and can take the place of a high school diploma. The cost of the high school equivalency exam is minimal.

Correspondence Schools for High School Diplomas

Central Carolina Community College will accept any correspondence school registered with the state of North Carolina's Department of Non-Public Education for admission to the college. However, the college may be unable to certify the validity of some schools for the purpose of Title IV funding.

While Central Carolina Community College does not endorse any of the following schools, successful completion of one of these programs will fulfill the high school graduation admissions requirement for the college. This is not an exhaustive list.

• American School
• A Becka Academy
• Continental Academy - degree must have been received after July 2006
• Keystone National High School
• Penn Foster, formerly Thompson Educational Direct - degree must have been completed after November 1, 2002
• Ashworth High School (part of Ashworth University) formerly James Madison High School

If you have questions about another correspondence school, please contact the Registrar's Office. Correspondence schools must have regional accreditation at the time of graduation for the college to accept the diploma. For more information about regional accreditation, please go to Distance Learn Accreditation Information or Council for Higher Education Accreditation directory.

Undocumented Immigrant Applicants

Under the State Board of Community Colleges' rule "Admission to Colleges," undocumented immigrants will be admitted if the following requirements are met:

• Must be a graduate of an United States public high school, private high school, or home school that operates in compliance with state or local law
• Must pay the out-of-state tuition rate
• Undocumented immigrants are not permitted to pursue a Health Science program or any program that has an admissions wait list.
• Undocumented immigrants will be permitted to register for classes once the late registration period begins.

Deferred Action for Childhood Arrivals (DACA) Applicants

Applicants who have been granted deferral under the DACA program are responsible for presenting documentation to establish that they have DACA classification. This documentation includes the I-797, Employment Authorization Document (EAD), and social security card. DACA students are held to the general

admission standards and procedures and pay the out-of-state tuition rate. Students with DACA classification are not permitted to pursue any program that has an admissions wait list. Verified DACA students do not have to wait until the late registration period to enroll in classes.

Students Needing State Authorization

Students needing state authorization must follow the general admission standards and procedures. If an institution is offering postsecondary education through distance or correspondence education to students in a state in which it is not physically located or in which it is otherwise subject to state jurisdiction as determined by the state, the institution must meet any state requirements for it to be legally offering postsecondary distance or correspondence education in that state. An institution must be able to document to the Secretary of Education the state's approval upon request. As part of the State Authorization process, the College is pursuing reciprocity with multiple states. Students who live in states or pursue programs of study other than those for which we are approved will be admitted to CCCC, but will not be allowed to register until authorization has been obtained from the student's physical state of residence. Students are encouraged to consult with their state prior to enrolling in programs that require licensure or certification.

GENERAL ADMISSIONS

General Admissions Standards and Procedures

All applicants to CCCC will be provisionally admitted to the college. To be officially accepted into a curriculum program, a student must complete all curriculum program admission requirements. Only students who have been officially accepted into a curriculum program will be eligible to receive federal aid, Veteran's benefits, or third party sponsorship.

1. Complete and return the admission application.

2. Submit an official high school transcript or high school equivalency. Official transcripts are required. A transcript is an "official transcript" when it is received by the college through the mail or secure electronic document provider directly from the high school, college, or other institution. It is the applicant's responsibility to request that transcripts be sent.

3. Students who desire to have the Registrar's Office evaluate any previous coursework for transfer credit evaluation must request transcripts from previously attended institutions of higher education. If transcripts are not requested by the student and received by the college, the student is therefore forfeiting any potential credit and must take all of the prescribed courses in their chosen program of study here at the college.

4. Students must satisfy the placement testing requirement by meeting the state-required waiver or qualifying GPA submitting by submitting official high school transcript and/or official placement test scores, or taking the placement test.

NOTE: *Applicants who take the placement test, but do not meet the minimum required test scores may be required to take developmental courses. These courses may lengthen the time required to complete the credential. See specific course descriptions and prerequisites/ corequisites. Only students who have graduated high school more than 10 years or who have completed high school in another country are eligible to take the placement assessment. The following students may be exempt from taking the placement test at CCCC:*

- *Through fall 2018 semester, students who have graduated high school within the last five years with a qualifying unweighted GPA and a fourth qualifying math course OR have acceptable SAT/ACT scores within the last five years. (Multiple Measures)*
- *Beginning spring 2019 semester, students who have graduated high school within the last ten years with a qualifying unweighted GPA OR have acceptable SAT/ACT scores within the last ten years.*
- *Students who have acceptable SAT, ACT, Asset, Compass, or Accuplacer test scores within the last five to ten years dependent upon the student's semester of application.*
- *Students who have transfer credits for English and Mathematics courses required for the curriculum major. (If students switch to a major requiring additional English and/or mathematics courses for which they do not have transfer credits, they may need to take the placement test or be evaluated by the placement model to determine appropriate proficiency level.)*
- *Students who enter CCCC under the terms of an articulation agreement with another college, provided they have completed the English and mathematics courses required for the articulated program.*
- *Students who have acceptable Advanced Placement (AP) credits for required English and mathematics courses earned in the last ten years.*

5. Students using VA benefits must obtain all college transcripts from all previously attended institutions of higher education.

6. Students applying for all Health Science programs (Dental Programs, Medical Sonography, Health Information Technology, Medical Assisting, Nursing Programs, and Veterinary Medical Technology) must obtain college transcripts from all previously attended institutions of higher education.

7. Students must supply additional information if requested. The admissions decision for the Associate Degree Nursing, Dental Assisting, Dental Hygiene, Medical Sonography, Health Information Technology, Medical Assisting, Practical Nursing, and Veterinary Medical Technology is made by an admissions committee which selects the most academically qualified candidates for entry guided by college approved standards. Students must meet the Minimum Admissions Criteria in order to submit an application by the published application deadline. Please see the individual program curriculum descriptions for additional information. Additional admission procedures and requirements for certain programs are listed in the

catalog and on the individual program website. The programs are:

- Accelerated Associate in Arts
- Associate Degree Nursing
- Basic Law Enforcement Training (BLET)
- Cosmetology Instructor Training
- Dental Assisting
- Dental Hygiene
- Esthetics Instructor Training
- Health Information Technology
- Medical Assisting
- Medical Sonography
- Nurse Aid
- Paralegal Technology Diploma
- Practical Nursing
- Veterinary Medical Technology

Admissions and the Open Door Policy

All 58 campuses of the North Carolina Community College System operate under an "open door" admissions policy. This means that any person, whether a high school graduate or non-graduate, who is eighteen years old or older and who is able to profit from further formal education, will be served by the institution. An "open door" policy, however, does not mean that an applicant will not have to meet additional admissions requirements set for specific, individual curriculum programs. Such requirements can be found in this College Catalog (also available online), a curriculum guide sheet, or from an admissions counselor. Students that withdraw from such programs must meet these specific program admissions requirements, plus any new or modified ones, again should they wish to attempt to re-enter the program. The College reserves the right to limit enrollment in a curriculum program to a number that can be accommodated by the resources of the College and to satisfy accreditation standards.

The College may refuse admissions to applicants who meet at least one of the following exceptions:

1. Admissions may be denied to any applicant during any period of time that he/she is suspended or expelled from any other educational entity.

2. Admission may be denied to any applicant to protect the safety of the applicant, student body, faculty/staff, and library patrons when there is an articulable, imminent, and significant threat by documenting (a) the detailed facts supporting the rationale for denying admission, (b) the time period within which the refusal to admit the applicant shall be applicable, and (c) the conditions upon which the applicant would be eligible to be admitted.

The Director of Admissions, working through the Admissions staff, will recommend to the Vice President of Student Services if an applicant should be denied admission based on safety concerns. The Vice President of Student Services, who is designated as the Chief Admissions Officer of the College, will then notify the applicant in writing of the College's admissions decision. Any appeals of admission denials should be made in writing directly to the Office of the College President.

Readmission of Military Students

The college will promptly readmit a student with the same academic status as he/she had when last attending or accepted for admission if they cannot attend school due to military service. The student must notify the college of his/her military service and intention to return through oral or written notice of such service as far in advance as is reasonable under the circumstances, or by an attestation of military service that necessitated the student's absence from school upon readmission. Notification can be provided to the Admissions Office, Registrar's Office, or the Office of the Vice President of Student Services. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice. Notice of intent to return to school must be within three years after the completion of the period of service. If a student is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service, the student must notify the college within two years after the end of the period needed for recovery from the illness or injury. A student who fairs to apply for readmission within these periods will be subject to the college's established general practices concerning leave of absence.

Communicable Diseases

Neither infected students nor employees will be excluded from enrollment or restricted in their access to college facilities/services unless medically-based judgments establish that exclusion or restriction is necessary to the welfare of the individual or community.

Employees, employees of contractors or contracted services, and students who are infected with a communicable disease or who have a reasonable basis for believing they might be infected have the responsibility of reporting the infection to Human Resources (in the case of employees and employees of contractors) or to the Vice President of Student Services (in the case of students). All such information reported shall remain confidential. Only persons with a need to know will be informed. The college will support a program of educating and informing employees and students about communicable diseases, warning signs, and protective measures through publications, seminars, and other appropriate means.

Career and College Promise

Career and College Promise provides seamless dual enrollment educational opportunities tuition-free for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Central Carolina offers Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education.

Central Carolina Promise Program

The Central Carolina Promise program provides recent high school graduates with free tuition and fees for two academic years (up to five consecutive semesters). The requirements differ slightly by the student's home county.

- **Chatham County**
  Students qualify if they meet the following requirements:
  - Chatham County Resident
  - Recent graduate from a Chatham County High School (2019, 2020, 2021 and 2022) including charter schools, home schools, and private schools
  - Completion of the FAFSA.
  - Completion of 12 credit hours of Career and College Promise courses. *(This requirement is waived for 2019 Chatham County high school graduates). For 2020 graduates, this requirement is for two courses or six credit hours).*
  - *More information can be found at* http://www.cccc.edu/promise/

- **Harnett and Lee County**
  Students qualify if they meet the following requirements:
  - Harnett County or Lee County Resident
  - Recent graduate from a Harnett or Lee County High School (2019, 2020, 2021 and 2022) including charter schools
  - Completion of the FAFSA.
  - Completion of 12 credit hours of Career and College Promise courses.
  - *More information can be found at* http://www.cccc.edu/promise/

International Students

CCCC is not currently accepting international applicants who do not reside in the United States. Central Carolina Community College does not issue any student an I-20 required for an F-1 immigration student visas.

Special Credit Students

An applicant 18 years or older may enroll as a special credit student without specifying an educational objective or program of study. To be admitted, the special credit student needs only to complete an application. It is to the student's advantage to declare an educational objective and to complete all of the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or veteran's benefits and must meet all prerequisite requirements for each course enrollment.

Counseling

Counseling services are available to all enrolled and prospective students. Students are invited to use the services as they plan, upgrade, modify, and/or consider changes in their educational goals. The counselors are highly qualified and are available to discuss concerns that may influence students' educational programs. Counselors will arrange confidential conferences advising meetings to discuss any concerns, to provide needed guidance, and/or to make individual referrals.

Mental health counselors are not available on campus. However, students should contact the Admissions office to be referred resources available in the local community.

Testing

The Office of Admissions administers the placement test to students who have been out of high school more than 10 years or graduated high school outside of the United States. The purpose of the test is to assess a student's ability and readiness for the requirements of the curriculum. Test scores are used for academic advisement and course placement, to include a transitions course or a Math or English course with a co-requisite course if needed

Students enrolled in select Health Science programs are required to complete additional testing. Please see the program admissions specialist for further information.

The following placement testing policies will apply:

1. Students must present photo identification in order to take the placement test.
2. Placement test scores will be valid to use for placement for five (5) years.
3. Students are permitted to take the placement test twice within five (5) years. If a student retests, the highest score on each section will be used for advisement and course placement.
4. Students are not permitted to take the placement test if they are currently enrolled in a developmental course.
5. Placement test scores are transferable to other colleges with permission of the student.
6. Additional testing may be required for students, who based upon placement test scores, are placed into Mastering Mathematics and/or Mastering Reading.
7. It is the discretion of the Director of Admissions and/or the Vice President of Student Services to grant or deny further retesting attempts or testing exemptions.

Career Center Services

Career services are available through the Career Center in Student Services. The Career Center assists students in selecting a curriculum major, preparing for a career, and transitioning from a student to a professional. The center offers online career assessments, a reference library, Internet research stations, and workshops and individual one-on-one sessions covering areas such as resume writing, cover letters, thank you notes, interviewing techniques, and job searches. The Career Center maintains partnerships with North Carolina Works Career Centers, Vocational Rehabilitation, Veterans Office and business and industries throughout the college's service area.

Quality Enhancement Plan: My Academic Pathway (M.A.P.)

CCCC is committed to providing guidance for students exploring possible career options and selecting the appropriate program of study at the college. CCCC also provides ongoing assistance and support to students for completing their academic goals. The college's quality enhancement plan (QEP) is an initiative to guide students so that they have selected an academic and career pathway consistent with their interests and academic goals. More information about the QEP can be found at www.cccc.edu/qep.

Residence Status for Tuition Payment

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for nonresidents. Session Law 2013 – 360 directs the University of North Carolina (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid.

Purpose and Background of North Carolina Residency

The state of North Carolina partially subsidizes the cost of tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Since it first became a state, North Carolina has abided by the philosophy that an educated public is necessary to a democratic government and that the State, therefore, has an obligation to provide for the education of its people. Article IX, Section 9, of the State Constitution states: "The General Assembly shall provide that the benefits of the University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense." Therefore, while North Carolina welcomes out-of-state students it considers the privilege of providing a reduced in-state tuition rate to be a taxpayer benefit.

The General Assembly legislatively directed UNC General Administration (GA), the NC Community College System (NCCCS), the NC State Education Assistance Authority (SEAA) and the NC Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. This centralized process is known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition, a residency determination from RDS is required as part of admission. To learn more about residency and complete a determination go to: www.NCresidency.org.

Residency Determination Service (RDS)

The purpose and mission of RDS is to provide leadership and administration of residency determinations in accordance with North Carolina residency laws and applicable federal statutes. The RDS goal is to provide students access to transparent information and the opportunity to claim NC residency in a simple, accurate, and straight forward manner. For more information on residency for tuition purposes contact RDS at:
Phone: (844) 896-2411
Fax: (919) 835-2427
www.NCresidency.org

Determining Residency Status

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person, or a dependent person (dependent according to IRS tax code), whose parent or legal guardian has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education.

Under North Carolina law, to qualify for in-state tuition, you must show that:

- You have established your legal residence (domicile) in North Carolina.
- You have maintained that domicile for at least twelve (12) consecutive months before the beginning of the term.
- You have a residentiary presence in the state.
- You intend to make North Carolina your permanent home indefinitely (rather than being in North Carolina solely to attend college).

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina "resident for tuition purposes" and will be charged out-of-state tuition. To learn more about residency and complete a determination go to www.NCresidency.org.

Information relating to claimed North Carolina Residence for tuition purposes will be required from all applicants. The NC Residency Determination Service, RDS, provides the sole determination for NC residency status. Applicants seeking reclassification who claim to be North Carolina residents must work through RDS for reclassification or to appeal. When a student is reclassified, the student must

notify the college to have the new status applied to the student's account. Individuals on active military duty in North Carolina and their dependents may be granted waivers that reduce tuition to in-state rates. The federally mandated Choice Act allows recently discharged military personnel who served at least 90 days of active duty service to be awarded in-state rates. The burden of establishing facts, which justify classification of a student as a non-resident entitled to in-state tuition rates, is the responsibility of the applicant. Decisions by school officials will be based on the requirements of the North Carolina General Statutes and regulations specified in the Residence Manual to assist the public higher education institutions for North Carolina in the matter of student residence classification for tuition purposes.

Applicants with questions not covered by this section should read detailed guidelines provided in the North Carolina State Residence Classification Manual which may be found at cccc.edu/registrar/residency. The Residency Status determination is a part of the application; however, applicants will be required to complete a more in-depth form if reclassification or waiver is requested.

EXPENSES

Business Office

Receipt of tuition and fees, collection of parking fines, and payment of refunds are major responsibilities of the Business Office. The Business Office is open between 8:00 a.m. and 5:00 p.m. daily, Monday through Thursday, and between 8:00 a.m. and 3:30 p.m. on Friday, excluding holidays. The Business Office is also open during evening hours during the registration period at the beginning of each term.

Tuition

The tuition rate is set by the North Carolina General Assembly and is subject to change for the 2019-2020 academic year. Visit the Business Office website (CCCC tuition) for the most up-to-date information.

A senior citizen may audit a course section without payment of any required tuition or registration fee.

Refund Policy – Tuition

A tuition refund shall not be made except for the following circumstances:

1. A 100% refund shall be made if the student officially drops prior to the first day of the academic semester as noted in the college calendar. 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.

2. A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the course session or semester. State Board of Community College Code IE SBCCC 900.

Should a student, having paid the required tuition for a term, die during that term (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased. This is state policy as stated in the North Carolina Administrative Code, Chapter 23 2D.0202.

Bookstores

The Bookstores on the Lee Main Campus and the Harnett Main Campus are operated by Follett Higher Education Group. Students may come on campus to purchase books and supplies or they may use our website cccc.edu/bookstore to purchase books and course materials and have them shipped directly to their home.

The bookstore has a rental program that includes many of the books that are used for the classes offered at a savings of up to 50%. Buybacks are conducted daily to give the students an opportunity to sell their books.

The bookstore offers textbooks, course materials, school supplies and clothing, and gift items featuring the college logo.

The hours of operation are posted on the bookstore website listed above and also on the college's website www.cccc.edu.

Special hours are observed during registration and from the first day of class through the drop add period of each term.

Follett Higher Education offers a wide variety of options to the students with the introduction of a rental program and the ever increasing number of books that are offered through Cafescribe, the E-book option.

Special Apparel and Equipment

Students enrolled in the Automotive Technician, Barbering, Basic Law Enforcement Training, Cosmetology, Dental Assisting, Dental Hygiene, Esthetics, Industrial Plant Maintenance, Machining, Medical Assisting, Medical Sonography, Motorcycle Mechanics, Associate Degree Nursing, Tool and Die Making, and Veterinary Medical Technology curriculums will be required to purchase special items of apparel and/or equipment, such as uniforms, lab jackets, tools, gloves, etc. Most of these items may be purchased in the college Bookstore.

FEES

Student Insurance

Certain risks are inherent in any work involving regular contact with mechanical and electrical equipment. While stringent precautions will be taken to ensure safety, it is felt to be in the best interest of all students to provide some measure of insurance protection. All students in healthcare and personal service programs must have malpractice insurance.

The college will maintain a group policy providing insurance protection, and all students will be covered. The cost of accident insurance to the student is included in the student fee for curriculum students. International students are encouraged to secure more complete coverage.

Malpractice Insurance

A $10 malpractice insurance fee will be charged each fall and spring semester for students enrolled in applicable programs. There will be no malpractice insurance charged for the summer semester. For questions regarding the malpractice insurance policy, please contact the Business Office.

Security Fee

A security fee of $10 per semester is charged to all curriculum students.

Breakage Fee

Breakage, damage, or loss due to student negligence, carelessness, or other mishandling of school supplies, materials, or equipment is the responsibility of the student. The student will be required to pay for such items and may be subject to disciplinary action.

Student Fee

Students registering for credit classes on campus during the fall and spring semesters are charged a student activity fee of $30 and a Security Fee of $10, for a total fee of $40. Summer term student activity fees are $5 per semester hour.

The student activity fee provides the revenue necessary to provide services and activities for the student body. Typically, student activity fees provide the following benefits: SGA handbook, parking stickers, various student activities, guest speakers, and intramurals, as well as other events. The student fee also funds the CCCC intercollegiate athletic program.

The student fee includes the cost of accident insurance. Students are covered for accidents that occur while traveling to and from college.

Persons 65 years of age or over are exempt from the student fee.

Computer Use and Technology Fee

The computer use and technology fee is used to support the procurement, operations, and repair of computer and other instructional technology including supplies and materials that support technology.

Curriculum students enrolled in 12 or more credit hours will be charged $16 per semester. Curriculum students enrolled in fewer than 12 credit hours will be charged $8 per semester. Occupational extension students will be charged $5 per class.

Distance Education Fee

A $15 distance education fee will be charged for each course taken online. Hybrid, blended, video-conference and lab co-requisite courses are exempt from this fee. This fee is used to support the licensing, hosting, and maintenance of online technologies used in distance education including the learning management system, plagiarism detection service, and streaming video content.

No separate fees or costs associated with verification of student identity are required.

Student Housing

The college does not operate dormitory facilities nor does it assume responsibility for housing and maintenance. The Student Services Department will provide lists of available housing to students on a non-discriminatory basis. Payment for such facilities is the responsibility of the student and must be made directly to the landlord.

Vehicle Registration

All students and employees on all campuses must register their vehicles at the Business Office and display a college-issued parking decal. Designated parking for handicapped, visitors, faculty, and cosmetology patrons are restricted. All other parking is on a 'first-come' basis. Students who park in faculty and staff spaces or other designated restricted, reserved or no parking areas may be assessed a fine.

Policy on Solicitation and Fund Raising

For purposes of this policy, solicitation or fundraising is any activity that represents an effort to achieve a contribution, a donation, or a sale/purchase of goods or services on any property owned, leased, or under the jurisdiction of CCCC.

Individuals representing college groups, clubs, or associations, may solicit funds, in-kind donations, or engage in campus fund raising activities with prior approval of the campus Provost where applicable, and the Vice President of Student Services or Dean of Student Support Services. Solicitation and/or fundraising by any “For Profit” individual or group are strictly prohibited.

College employees and/or students may not use their employee and/or student status to endorse commercial products or services.

The sale of items for charitable organizations by CCCC employees must be approved by the appropriate Vice President and must not conflict with normal working duties. Employees must not use the College’s e-mail network for sales or solicitation for outside individuals or groups.

Exceptions to this policy must be approved in writing by the Vice President of Student Services or his/her designee

Drone/Unmanned Aircraft Use on Campus

Individual students, groups, or outside entities are not allowed to operate unmanned aircraft/drones on any campus or site of Central Carolina Community College for reasons of safety, security, and privacy. All law enforcement agencies are; however, exempt from this prohibition. Exceptions to this policy can be made for official institutional use or teaching purposes, and those instances will be approved through the College President or the Vice President of Student Services and the Campus Security Office.

Policy on Internet Acceptable Use

Faculty, staff, students and community patrons are responsible for good behavior on College computer networks. Communications on the network are often public in nature. General College rules for behavior and communications apply.

Network storage areas may be treated as public space. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the institution's servers will always be private.

Use of Central Carolina Community College (CCCC) wired and wireless network or the Internet in general is at the user's sole risk. CCCC is not liable for any loss, damage, security infringement, or injury which the user may sustain as a result of being allowed access to CCCC's networks.

The CCCC wireless network is not secure (i.e., it is not encrypted using WEP, WPA, etc.). CCCC offers its wireless hotspots as a free, public service for users. Unlimited access will be granted to this network in the designated hotpot areas as technology and network capacities allow. CCCC does not provide personal technical support for users attempting to access its free public wireless network and does not guarantee specific rates of speed or uninterrupted service. Users are responsible for ensuring they have the appropriate compliant wireless card (802.11b, g, or n) and are running up-to-date antivirus and antispyware software on their device. The user is responsible for any actions taken from their device, whether intentional or unintentional, that causes damages or otherwise affects other devices are users of the network.

The CCCC network, wired or wireless, is not to be used for:

- Unauthorized commercial use
- Malicious actions, such as denial of service attacks
- Distribution of pornographic materials
- Copyright violations
- Offering of DHCP or Domain Name Services
- File-sharing or other bandwidth intensive applications that may degrade quality of service.
- Sending or displaying obscene messages, pictures or language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Using others' passwords
- Trespassing in others' folders, work, or files
- Employing the network for commercial purposes

Sanctions:

- Violations may result in a loss of access
- When applicable, law enforcement agencies may be involved

The level of security of your transactions, files on your hard drive, and general web surfing will depend on the level of security precautions you have taken with your computer. Users must be aware that as they connect their devices to any wired or wireless network they may be exposing their devices to worms, viruses, Trojan horses, denial –of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. CCCC highly discourages the conducting of confidential transactions (such as online banking, credit card usage) over any wireless network, including our own. CCCC also strongly recommends that you turn off file sharing on your operating system. If the college receives complaints of improper activity, an immediate cessation of that activity is expected upon notification to the user. Ports may be disabled on an emergency basis to stop violations of acceptable use restrictions. Failure to abide by these policies may result in loss of access to network and computing resources, disciplinary action, and/or other legal action.

Policy on Copyright – Computer Software

The College will rigidly comply with all copyright laws including those which apply to computer software. It is against college policy to utilize copyrighted software in a college-owned or leased computer unless an individual or site license, receipt or letter of permission from the copyright owner is on file in the Information Technology Department of Central Carolina Community College.

College employees and students shall not reproduce copyrighted software without the written permission of the copyright owner nor shall the computer be linked or otherwise configured to circumvent copyright law.

College employees and students shall not install 'any' program(s) on a college computer without the permission from CCCC's Director of Information Technology. (If permission is granted, proof of purchase or other evidence of compliance with copyright law will be required before allowing the program to be installed on a college-owned or leased computer.)

Failure to comply with this policy could result in disciplinary action by the college and/or punitive action by the copyright owner.

Policy on Copyright – Printed Material and Video

The college will comply with the copyright limitations set forth in federal legislation for protection of original works of authorship (Copyright Gov).

FINANCIAL AID

Financial Aid

Financial aid options are available at Central Carolina Community College for degree-seeking students in qualified programs. CCCC awards federal and state grants, scholarships, and/or work-study employment. Eligible students may receive one or more of these types of financial aid to assist with tuition, fees, books, and other educational related expenses.

The Financial Aid Office utilizes the Free Application for Federal Student Aid (FAFSA) to determine student

eligibility for financial aid. All students are encouraged to complete the FAFSA as early as possible each year.

Financial Aid Eligibility Requirements

In order to receive financial aid from federal programs and to continue one's eligibility once aid has been awarded, the following criteria must be met:

- Be a U.S. citizen or eligible non-citizen
- Not be in default of any prior student loan or owe monies to any Federal Student Aid program
- Have a valid Social Security number
- Demonstrate financial need
- Not have a drug conviction for an offense that occurred while receiving federal student aid
- Be registered with Selective Service if you are a male
- Apply for admissions to CCCC and have all admissions requirements met
- Be officially accepted into a curriculum program
- Be currently maintaining Satisfactory Academic Progress (SAP). The SAP Policy can be found at: cccc.edu/financialaid/policies

Dependency/Independency Status for Financial Aid

A student will need to determine whose information to report on the FAFSA. An independent student will report income and asset information for self and spouse (if married). A dependent student will report income and asset information for self and parents. Not living with parents or not being claimed by them on tax forms does not determine dependency status for federal student aid. For more information, you may view studentaid.ed.gov.

Financial Aid Application Process

Students interested in applying for federal and/or state financial aid must:

- Create a FSA username and password
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov

Review the FAFSA:

The * FSA ID has replaced the FAFSA PIN. Create a FSA ID. The FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID (different than the old PIN number) you can create one when logging into fafsa.gov. If you have a FAFSA PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
OR
Request a paper FAFSA by calling (800) 433-3242; for hearing impaired contact
(800) 730-8913.

Follow up:

You will receive a Student Aid Report (SAR) at the address and/or the email address you listed on the FAFSA. This form is for your records. You will receive notification from the Financial Aid Office when or if:

- additional information is required to complete your application
- your eligibility status has been determined
- an award has been placed on your student record

Federal Aid Enrollment Status for Credit Hour Programs

Federal student aid is awarded based on full-time status and split for Fall and Spring semesters. Enrollment status classification for financial aid students will be prorated as follows:

Students enrolled for less than 6 credit hours are NOT eligible to receive NC Community College Grant (NCCCG) or NC Education Lottery Grant (NCELS). NC Education Lottery Grant is awarded on a full or half-time amount only. NCELS and NCCCG are not funded in the summer.

ENROLLMENT STATUS	# OF CREDIT HOURS	PRORATION PERCENTAGE
Full Time	12+ Credits Hours	100% of award
Three – Quarter Time	9-11 Credit Hours	75% of award
Half Time	6-8 Credit Hours	50% of Award
Less than Half Time	1-5 Credit Hours	25% of Award

Enrollment Status for Clock Hour Programs

BLET – Basic Law Enforcement Training (C55120) and Esthetics Certificate (C55230) are clock hour programs, not credit hour programs. Enrollment status is determined by the number of clock hours completed as the semester progresses. For additional information regarding clock hour programs, contact the Financial Aid Office.

Financial Aid Award Process

Students are notified of financial aid award decisions for the academic year once the financial aid file is complete. All notifications will be emailed and available on WebAdvisor unless the student has "opted in" to receiving paper notifications. To ensure prompt processing of the financial aid application, students must complete the FAFSA early and turn in all required paperwork to the CCCC Financial Aid Office by notated priority dates (available on the web site: cccc.edu/financialaid) each semester.

Types of Financial Aid

A. Federal Programs

Federal Pell Grant
Federally-funded, need-based

Offers financial assistance to students enrolled full-time or part-time in a curriculum program

Federal Supplemental Educational Opportunity Grant
Federally-funded, need-based
Offers financial assistance to students enrolled in a curriculum program with the most financial need

Federal Work study
Federally-funded, need-based
Provides part-time on and off campus employment opportunities to students enrolled part-time (at least six credit hours) in a curriculum program

B. State Programs

North Carolina Community College Grant
State-funded, need-based
Offers financial assistance to students enrolled in at least six credit hours in a curriculum program
Not available for summer sessions

North Carolina Education Lottery Grant
State-funded, need-based
Offers financial assistance to students enrolled in at least six credit hours in a curriculum program
Not available for summer sessions

North Carolina Targeted Assistance Program
State-funded, need-based
Offers financial assistance to students enrolled full-time in a curriculum program that is identified as low enrollment for a high demand occupation

North Carolina Less Than Halftime Grant
State-funded, need-based
Offers financial assistance to students enrolled in less than six credit hours per semester in a curriculum program

North Carolina State Child Care Grant
State-funded, need-based
Offers financial assistance to students for dependent childcare costs who are enrolled at least part-time (six credit hours) in a curriculum program

C. Other Programs

Scholarships
Federal and state-funded, need and non-need based
Offers financial assistance to students enrolled in various curriculum programs
Central Carolina Community College Foundation Scholarships
Institutionally and/or locally funded, need and merit-based
Offers financial assistance to students enrolled full-time or part-time in a curriculum program

Private Education Loans

Nonfederal Loan made by a lender such as a bank, credit union, state agency or school

- Apply with a lender of student's choice
- Have a valid FAFSA on file
- Must be enrolled in at least six credit hours

Other Financial Assistance

Veterans' benefits may be available to eligible active duty, veterans and their dependents. Please see the Veterans Information section of the CCCC catalog on our website for more information.

Child Care Assistance Program Grants are available for students enrolled full-time. Grants are limited and are based on greatest need. Contact the Financial Aid Office for additional information.

Scholarships at CCCC are considered gift aid based on academic performance, talent, or achievement. For a complete list of scholarships, go to cccc.edu/financialaid/scholarships.

Other outside scholarships and funds may be available to assist students. Some of these include employer-paid tuition, the Workforce Investment Act through the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and the NC Veterans Administration. Please see the appropriate agency to determine qualification for any of these programs.

Financial Aid Satisfactory Academic Progress

In accordance with federal and state regulations, CCCC's Financial Aid Office is required to evaluate a student's satisfactory academic progress at the end of each term (fall, spring, summer), to determine financial aid eligibility for the following term. Satisfactory academic progress evaluations will include all periods of enrollment whether students received or did not receive financial aid for periods of enrollment and include credit hours earned at other institutions and transferred into the student's program of study at CCCC.

In order to be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based) and qualitative (grade-based) standards.

Grade-based Standard (GPA):

Grade Point: Maintain a minimum cumulative grade point average (GPA) of 2.0.

Time-based Standard (PACE):

Completion Rate: Complete 67% percent of the total cumulative credit hours attempted. For example, if a student has attempted 100 credits, the student must complete 67 credits to meet the completion rate requirement.

Maximum Timeframe: Complete the requirements for an eligible program of study within a timeframe not to exceed 150% of the published program length. For example, if an academic program length is 60 credit hours, the maximum credit hours that is eligible for financial aid is 90 (60 * 150% = 90). Students may only

receive financial aid for two programs at CCCC.

Note: Remedial coursework will be included in the time-based standard and is limited to 30 credit hours.

Treatment of Selected Grades:

Withdrawals/Drops: Credit hours in which a student receives a grade of "W" or "WF" are included in the number of attempted hours, but do not count toward successfully completed hours. Excessive withdrawals may affect your ability to meet satisfactory academic progress standards.

Incompletes: Credit hours in which a student receives a grade of "I" are included in the number of attempted hours, but do not count toward successfully completed hours. Grades of "I" are treated as an "F", which negatively affects GPA.

Fails: Credit hours in which a student receives a grade of "F", "WF", "R" are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, these grades negatively affect GPA. Students with failed grades may have difficulty meeting the satisfactory academic progress standards.

Audit and Never Attend: An audit "AU" or never attended "NA" grade is not considered attempted coursework. It is not included in the students' GPA or completion rate evaluation. A student cannot receive financial aid for courses that he/she audits or never attends.

Repeat Courses: Per federal regulations, a student may repeat a previously passed course (grade of "D" or better) on additional time. Repeat courses are included in total attempted earned hours.

Credit by Exam: Credit hours in which a student receives a "CE" is included in attempted and completed hours for the time-based standards of completion rate and maximum time frame. A student cannot receive financial aid for a "CE" credit.

Transfer Credit: All hours transferred and accepted from other institutions are included in the number of hours attempted and completed. In addition, a student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours towards his/her degree.

Eligibility Status:

Satisfactory: Students who meet the minimum requirements (cumulative 2.0 GPA, 67% completion rate, and have not reached 150% maximum time frame for enrolled program of study) of satisfactory academic progress standards are placed on this status.

Warning: Students who do not meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) after an official evaluation at the end of a semester will be placed on WARNING for the following semester. Students may continue to receive financial aid during the warning period.

Suspension: Students on Warning status who fail to meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) or have not met the minimum requirements for two consecutive terms will no longer be eligible for financial aid.

Maximum Time Frame: Students who have reached the maximum credit hours allowed for his/her program of study will be placed on this status. Attempted credits from all enrollment periods at the college plus all applicable transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

Probation: Students who have successfully appealed financial aid suspension are placed in Probation Status. Students in Probation Status are eligible to receive financial aid for one (1) semester, after which they must be in satisfactory status or meeting the requirements of an academic progress plan that was pre-approved by the College Success Center.

Termination: Students on probation status who do not adhere to the Success plan that he/she was given will be placed on Financial Aid Termination. Students who have been terminated are no longer eligible for financial aid until the minimum satisfactory academic progress standards are met.

Appeals/Regaining Eligibility for Financial Aid

Students who fail to meet satisfactory academic progress standards will be immediately ineligible for financial aid. In order to regain financial aid eligibility, students must meet the minimum requirements of CCCC's Satisfactory Academic Progress Standards by enrolling for classes at his/her own expense.

Students with documented extenuating circumstances that are beyond their control may submit an appeal to the Financial Aid Office. If the appeal is approved, financial aid eligibility will be reinstated on a probationary status.

SAP Evaluations and Notifications of Eligibility Status

Returning students are evaluated on a continuous basis from the first enrollment at CCCC unless a mitigating circumstance is considered. Returning students who were previously enrolled under an academic progress policy other than the current academic progress policy will be required to meet the standards of the current policy at the end of the returning semester.

The Office of Student Financial Aid will send correspondence of eligibility status to students receiving federal and/or state aid when SAP is evaluated at the end of the semester.

Return of Title IV/State Funds Policy

Students who are receiving financial aid and withdraw from all classes prior to completing more than 60 percent of the semester, will have their eligibility for financial aid recalculated and may be required to repay all or a portion of any federal and/or state financial aid funds received for that semester. Students are responsible for paying any debts to Central Carolina Community College. A "hold" will be placed on the student's record until all charges are paid in full.

ACADEMIC INFORMATION

Central Carolina Community College offers Associate in Arts, Associate in Science, Associate in Engineering and Associate in Applied Science degrees, as well as diplomas and certificates.

Transfer to Four-Year Institutions

In accordance with the Comprehensive Articulation Agreement and Transfer Assured Admissions Policy between the North Carolina Community College System and the University of North Carolina (UNC) System, CCCC graduates who complete an Associate in Arts or Associate in Science degree and meet all other requirements are assured admission into one of the UNC system's 16 public universities. Students who complete the Associate in Engineering and its corresponding requirements are not guaranteed admission into a public or private university but will meet the core requirements for transfer to the state's public and private universities with undergraduate engineering programs. CCCC also has transfer agreements with several colleges and universities outside the UNC System. Check with your academic advisor for more information on transfer credits.

Associate in Applied Science Degree (A.A.S.) Transfer

Although the Associate in Applied Science Degree is designed for workforce training, many colleges and universities will accept transfer credit from CCCC Associate in Applied Science Degree students who wish to pursue a four-year degree. Credit that is granted may range from partial to a full credit toward a bachelor's degree program. A.A.S. students wanting to transfer are encouraged to meet with a CCCC college transfer advisor and with the appropriate admissions officer at the four-year college to discuss transfer credit.

Orientation

All new students are expected to participate in an orientation process that is intentionally planned and guided by administration, the College Success & Student Transitions Department, the Student Services Department, the faculty, and the Student Government Association. CCCC's "extended orientation" model consists of: (1) an on-campus orientation that will help students make an initial connection to the campus, administration, faculty, students and services, and policies; and (2) ACA "first-year experience" courses designed with a common core curriculum that help to introduce students to more intensive academic and college-related concepts to encourage persistence and college/career success. Students are expected to enroll in the required ACA course during one of their first two terms of enrollment. Students who do not enroll or successfully complete the required ACA course in their first term will be expected to take it in the next term.

ACA Course Waiver Guidelines

The following students may be waived from the ACA requirement by an academic dean but may still need to fulfill the one credit hour on their program of study:

a) Those who produce evidence of holding a college-level degree from a regionally accredited institution; or Transfer students who receive at least 18 hours credit for prior academic work and/or who demonstrate competency and skills that will facilitate the successful transfer into and persistence in the chosen degree program at Central Carolina Community College. At the dean's discretion, transfer students with 12 hours of earned credit will also be considered if earned as a fulltime student; or
b) Those who have completed an ACA course at the 100-level or above from Central Carolina Community College or another North Carolina Community College, or who have received prior credit for an equivalent course.

Students who receive the proper signatures on the Credit by Experience form will then be referred to the College Success Center to complete an online ACA tutorial that covers CCCC success.

Registration

All curriculum students must register prior to or at the beginning of each term. All students are expected to register during the time specified for that purpose on the college calendar. Each semester, returning students are encouraged to register early for the subsequent semester. Students are expected to pay tuition charges in full by the designated pay date. Failure to do so results in the student losing his schedule.

Course Load

Students enrolled for 12 or more semester credit hours during the fall and spring semesters are designated as full-time students.

No additional tuition is charged for credit hours over and above 16. Normally, the course load range is from 16-19 semester credit hours.

Students may take no more than 19 semester credit hours during fall or spring semester without special permission of their advisor and the chief academic officer or vice president of student services.

Students enrolled for six or more semester credit hours during the summer semester are designated as full-time

students. Pell recipients must enroll in at least 12 semester credit hours to receive a full Pell award for a summer semester. Students may take no more than 12 semester credit hours during the summer semester without special permission of their advisor and the vice president Student Services or Chief Academic Officer. Students are not permitted to register for more than 14 semester credit hours during the summer semester.

Students experiencing academic difficulty will be advised to take a reduced course load. Employed students may also be advised to take a reduced course load contingent upon their academic standing.

Definition of a Credit Hour

According to CCCC policy, the College follows the requirements of the North Carolina State Board of Community Colleges in awarding curriculum credit hours for instruction. The amount of credit hours awarded for each course is determined by the North Carolina Community College System and listed in the Combined Course Library available on the North Carolina Community College System webpage.

Following is the NCCCS convention for awarding credit hours from course hours:

- For every 16 classroom hours, one semester (credit) hour is awarded.
- For every 32 hours of "experiential laboratory work," one semester (credit) hour is awarded.
- For every 48 hours of "faculty directed laboratory work" one semester (credit) hour is awarded.
- For every 48 clinical hours, one semester (credit) hour is awarded.
- For every 160 work experience hours, one semester (credit) hour is awarded.

All Programs of Study meet the NCCCS requirement set forth in Statewide Curriculum Standards. Following are the number of credit hours required for associate degree, diploma, and certificate programs:

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
*Total Semester Hours Credit (SHC)	64-76	36-48	12-18

**Any CCCC credential that contains a total number of credit hours that falls outside of the defined range are exceptions approved by the NCCCS and show accurately in the required state curriculum standards.*

Double Major

Students wanting to pursue two degrees at the same time may do so by seeing a counselor and completing a Change of Program form. On the form under the question of "New Program," the name of both degrees to be pursued must be indicated. The current college catalog in effect on the date the form is completed will be used to determine the course requirements for the degree(s).

Distance Education

CCCC's comprehensive schedule of distance education courses provides a top-quality, fully-accredited educational alternative for the self-directed, independent learner who values quality, convenience, and flexibility. Distance education courses contain the same basic content, require the same academic rigor, and offer the same semester credits as traditional courses. The major difference between face-to-face courses and distance courses is the instructional delivery method. Courses are offered using four methods: online, hybrid, web-assisted, and video-conferencing. Through distance education, travel to campus is minimal or not required at all. Hybrid, web-assisted, and video-conference course delivery reduces on-site sessions but still requires regular on-campus meetings. Distance courses are learner-focused, challenging, and demand as much or more time than traditional courses. Students who are considering enrolling in a distance program or a distance course should work closely with their faculty advisor or counselor.

The Associate in Arts (A.A.); Associate in Science (A.S.); and the Associate in Applied Science (A.A.S.) in Accounting, Business Administration, Human Resources Management, and Library and Information Technology may be earned entirely through a combination of distance education delivery methods.

Distance Education Online Courses

Online courses use Blackboard, the Internet, e-mail, and other electronic resources to provide opportunities for meaningful student-to-faculty and student-to-student interaction comparable to the traditional college classroom. Additional tools such as software applications, e-texts, and media-enriched digital content are common components. Students must have access to a reliable computer (home, office, or college campus) with Internet access and appropriate software and the ability to use it proficiently.

Online courses have LN1, LN2, LN3, etc. section numbers. These courses are not self-paced; students follow a structured assignment and exam schedule. Successful students are motivated to learn, have easy access to technology, and are comfortable using computers and the Internet.

At the semester start, students must complete the course-specific orientation including a required orientation quiz by the census date to remain enrolled in the course. Students must complete a course-specific orientation by 11:59 p.m. on the 10% census date to remain enrolled in the course.

Distance Education Hybrid, Blended, and Video-Conference Courses

Hybrid, blended, and video-conference courses blend traditional class meetings on campus with online experiences. In hybrid, blended, and video-conference courses, Blackboard, the Internet, email, software applications, e-texts, and media-enriched digital content are common components. Hybrid courses are designed and facilitated that more time is spent online than in a synchronous face-to-face setting while blended courses are the opposite; blended courses require more time synchronous face-to-face than online. Video-conference classes are synchronous across campus sites or through a web conference software and may be taught fully face-to-face, hybrid, or blended.

All modalities provide opportunities for student-faculty and student-student interaction. Requirements for these courses include attendance at regularly scheduled on-campus class meetings and access to a reliable computer (home, office, or college campus) with Internet access and appropriate software. Students need the ability to use technology for learning.

At the semester start students must complete the course-specific orientation including a required orientation quiz by the census date to remain enrolled in the course. Failure to meet this orientation requirement or demonstrate attendance in a face-to-face class meeting will result in being withdrawn from the course at the student's expense.

Auditing Courses

A student who desires to take a course without credit may choose to audit the course by completing the Audit Declaration form, having it signed by either the instructor, department chair, or dean, turning it in at registration, and paying full tuition. An audit student cannot change the course from audit to credit or from credit to audit after the last day to register or drop/add a course. A grade of "AU" will be assigned to the student upon completion of the course.

Auditing a course is subject to permission of the instructor and is contingent upon space available in the class.

The registrar will ensure that all faculty receive a copy of the completed Audit Declaration Form in order to know who is auditing their classes.

Financial aid is not available for course audit.

A special exclusion exists for senior citizens who wish to audit a class. Individuals 65 years and older may elect to audit a course if space allows. No tuition will be charged to the individual although the student will be responsible for any applicable fees. A grade of SR will be assigned to the student at the time of enrollment. No credits attempted or completed will be reflected on the student's transcript and no quality points will be awarded. The student must provide a photo ID documenting the age requirement or a birth certificate and complete the auditing form. This exclusion cannot be utilized until the add registration period has ended to insure space availability for credit seeking students.

Course Substitution

Central Carolina Community College may allow courses to be substituted in a curriculum for a student only under extenuating circumstances and only if the substitution is within the North Carolina Community College System's curriculum standards.

The course(s) used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course.

- The substitute course(s) must have relevance to the curriculum and to the course for which the substitution is made, unless the course is being used as a free elective.
- Required core course as outlined in North Carolina Community College System curriculum standards may not be substituted without review and approval of the chief academic officer.
- Requests to substitute courses that were completed at institutions other than a North Carolina community college, must be accompanied by a full course description and accreditation status at the time the course was completed from the institution from which the course is being transferred. If necessary, the department chair/program director may request a course syllabus if the course description is not detailed enough. It is the responsibility of the student to provide all requested documentation.
- Course substitutions must be submitted and processed prior to the census date of the substituted course.
- The Registrar's Office requires documentation in order to process the substitution in the student information system.
- The Course Substitution form must be used.

Independent Study

Under extenuating circumstances, independent study may be scheduled for selected courses with the approval of the subject instructor, department chairperson/program director, and the program dean. Student and faculty must meet for a minimum of 10 contact hours for any independent study course.

Academic Advisors

Students are assigned to an academic advisor upon enrollment. The role of the advisor is to serve as the primary contact with the student for his or her total academic activities while enrolled at CCCC, to provide referrals to college resources, and to assist in overall academic and career planning.

The student is expected to confer periodically with his or her advisor (at least twice each semester) regarding academic standing, early registration, or any other areas of concern. Students are required to meet with their advisor to release registration holds for the subsequent semester.

More information about advising at CCCC, including the roles of advisors and how they work with students, can be found at https://www.cccc.edu/advising/

Alternative Credit

The Student Learning and Student Services Divisions collaboratively ensure appropriate procedures and guidelines exist for granting and recording the amount and level of credit for each course. At least 1/4 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College.

Amount of Alternative Credit Allowed

At least 1/4 of credit for a certificate, diploma, or associate degree required for graduation must be an earned grade at Central Carolina Community College.

No more than 20% of credit for a certificate, diploma, or associate degree required for graduation may be earned through credit by experience.

A student may earn alternative credit in the following ways:

Resident Transfer Credit

When a student transfers from one curriculum to another within the college, all courses applicable to the new program for which the student has earned credit will transfer as resident credit depending upon the curriculum guidelines and academic policies in effect at the time of transfer. Some courses may be ineligible for transfer based on time limitations set by specific curriculum programs.

Transfer Credit from Another Institution

CCCC accepts transfer credit from regionally accredited institutions under the following rules:

• Higher education institutions (colleges) transfer credits may be accepted only from regionally accredited institutions.

• A course grade of "C" or better is required for all transfer credit.

• Students must request official transcripts to be sent to the Registrar's Office for evaluation.

• When deemed necessary students must provide course descriptions and/or course syllabi if they are needed to determine credit eligibility.

• Some courses may be ineligible for transfer credit based on time limitations as set by specific curriculum programs.

• Credit will be granted on a course-by course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted. Transferred credit will not be calculated in the grade point average.

Advanced Placement (AP), CLEP, DANTES

Students may request credit for subjects tested under advanced placement exams such as AP, CLEP, and DANTES. Subjects must be applicable to the student's current curriculum program requirements and test scores must meet American Council on Education (ACE) recommendations. Such credit must be supported by official test score reports. The following rules apply:

• Students must request that official score reports to be sent to the CCCC Registrar's Office for evaluation.

• Credit will be granted only for scores earned within the last ten (10) years unless approved by the Chief Academic Officer.

• Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the college and must meet the credit hours of the CCCC course for which transfer credit is granted.

• Such credit will not be calculated in the grade point average.

• An exam score of 3 or better is required to receive credit for an AP course.

• Recommended ACE cut-off scores will be used for CLEP and DANTES.

• Advanced Placement Credit will not be calculated into the GPA

Credit by Examination

Students with prior proficiency in a course due to previous educational or work experience may apply for credit by examination. This option is available for selected courses as determined by the department chair/program director. A proficiency demonstration may be a written exam, oral exam, shop exercise, or lab exercise. The following rules for the student apply:

• Student shows evidence of preparedness for a proficiency demonstration (e.g., high achievement in secondary school, military service, and/or work experience) that must be submitted to and approved by the department chair/program director

- Student registers and pays tuition for the course.
- Financial aid will not pay tuition for proficiency courses.
- Student takes the proficiency exam administered by the instructor of record during the first week of the term.
- Student must earn a grade of 85% or better on the proficiency exam.
- Instructor of record submits a Student Termination form to signify proficiency; reason for termination will be "Passed by Proficiency."
- The Records Office creates a proficiency section, processes a Student Termination form by dropping original course, adding the proficiency section and assigning a grade of "CE" (Credit by Examination) to the "OP" (Proficiency) section.
- Credit granted through a proficiency exam will not be calculated in the grade point average.
- Proficiency demonstrations may only be attempted for initial enrollment for any course.
- Credit for proficiency demonstration may not be

granted for a course being audited by the student.

- The instructor will complete a Student Termination form and assign a grade of "CE" (Credit by Examination).

Financial aid is not available for Credit by Examination.

Articulated CTE High School to Community College Credit

Students may request articulated credit based on CTE courses completed from a NC public high school. and who meet the following criteria:

- To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.
- Student must have earned a final grade of B or higher in high school CTE course.
- Student must have earned a score of 93 or higher on the standardized CTE post-assessment.
- Student will complete Articulated Credit form received from admissions counselor and submit to registrar.
- Registrar will verify high school graduation date, CTE course taken, course grade and post-assessment grade.
- Awarded credit will be issued tech prep non-course credit with a grade of CE which will not be included in GPA calculations.

Credit by Experience

Students may request credit for work experience, skills, or professional licensure or certification that directly correlate with competencies required in a specific course. The following procedures for that student apply:

• Requests for credit by experience must be properly made and acted upon prior to the 10% point of the class and must be made in writing on the Request for Credit by Experience form.

• Credit by experience may not be granted for cooperative work experience courses.

• The department chairperson/program director or lead instructor will guide the student in determining the appropriate documentation necessary to evaluate the request. Documentation required will vary depending upon the field of study.

• For guidance, the following are examples of the appropriate documentation: official work history with job responsibilities and proficiency ratings verified by supervisors and human resource officers within the company; a completed thesis verified by an official transcript could serve as verification that a student should receive credit for a technical writing course; electronically recorded presentations (taped presentations could be evaluated to determine credit by experience for an oral communications class); and brochures announcing a pottery exhibit and displaying the creations of the student could be used for an art class.

• Experiences, which may require a demonstration of one's ability, must be approved by the student's curriculum department chairperson/program director or lead instructor, the subject area department chairperson/program director, and the Chief Academic Officer.

• Experiences must be officially documented per the college's request.

• Veterans may apply credit for training received under the armed forces college training programs and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided.

• The approved credit recommendation should be submitted to the Registrar's Office.

• The registrar will record a grade of "EL" on the transcript with credit hours; however, no quality points will be assigned.

• Documentation shall be kept on file for five (5) years in the Registrar's Office.

• Credit granted for experience will not be calculated in the grade point average.

• Financial aid is not available for Credit by Experience.

• Credit by Experience will not be entered on a student's record until after the census date of the student's first enrolled curriculum course with the college.

Internal Articulated Credit

Students may be granted articulated curriculum credit for non-credit courses that have an approved internal articulation agreement on file in the Registrar's Office.

Prerequisites/Corequisites

Central Carolina Community College and each student are responsible for ensuring that prerequisite and corequisite requirements have been satisfied.

Prerequisites and corequisites serve as safeguards to successful course and program completion in that they ensure proper knowledge and background for higher-level courses. In the case of corequisites, the goal is to ensure a proper educational experience when two courses depend upon one another for coherence and knowledge application.

In rare cases, prerequisites or corequisites may be waived using the appropriate form upon review and recommendation by the department chair to the dean or provost and in consultation with the Chief Academic Officer. Permissible reasons for waiver of local prerequisites (course taken prior to another course)/ corequisites (course taken at the same time or prior to another course) are limited to the following:

• Grade of at least "C" in a course judged of similar or higher-level content to that of either the prerequisite/corequisite or the requested course.

• Demonstrated competency in the content of the prerequisite/corequisite obtained through professional application. In this case, the student must request credit by experience.

• Life experiences that are deemed equivalent to or that supersede the prerequisite or corequisite; a formal review of course level outcomes would occur and be maintained in the student's records.

• Transfer in of a course that has a prerequisite or corequisite (example: a student transferring in with the local prerequisite of DRE-098 would not have to take DRE-098).

• Satisfactory completion of proficiency exams administered by CCCC (when such exams are available).

• Enrollment in another course deemed suitable to satisfy the corequisite.

• Student engaged in a job experience during the duration of the course that would provide a similar purpose of the corequisite.

• An associate or higher level degree when enrolling in beginning college level courses (e.g. ENG 111; PSY 150) or other reasons as approved by the academic dean and chief academic officer.

• For visiting students, written documentation from their college/university to enroll in a specified course that has a prerequisite.

Time Provisions for Completing a Curriculum Program

The catalog of record is the catalog that is current at the time a student enrolls at CCCC in his/her program of study. If a student changes his/her program of study, then the catalog of record becomes the catalog that is current at the time of that change of program. To graduate under a program of study, a student must meet the requirements of his/her catalog of record or any catalog in effect within the next five years as long as the student has been continuously enrolled.

If a student breaks enrollment for one academic year (fall and spring consecutively, or spring and fall consecutively), the catalog of record will become the catalog that is current at the time of re-entry. From that point of reentry, the rule of continuous enrollment will apply. The assigned faculty advisor and/or registrar have/has the authority to choose a catalog within a five-year period of continuous enrollment that best suits the student's needs for his/her particular program of study at the time of graduation.

Exceptions to this policy must be approved by the chief academic officer or designee(s). External agencies, accrediting agencies, and the North Carolina Community College System may make changes which impact program requirements.

Uniform Grading System

The college operates on a uniform grade point system in curriculum areas. All subjects must be completed satisfactorily for academic credit. This grade system is followed for all subjects in curriculum areas except where an alternate grading scale is prescribed by an external regulatory agency.

CCCC operates on a required-subject grade point system in the curriculum areas. All subjects must be completed with satisfactory grades if the student is to be awarded a certificate of completion, diploma, or degree. This grade system is followed for all subjects in curriculum areas. Students enrolled in a course that includes integrated and/or corequisite lecture and lab components will earn a single course grade. A cumulative grade point average is maintained which includes all courses taken. If a course is re-taken, only the highest grade will be averaged in the cumulative and program grade point average; however, both grades will be recorded on the transcript.

LETTER GRADE	MEANING	QUALITY POINTS (PER CREDIT HR.)
A (90-100)	Excellent	4
B (80-89)	Above Average	3
C (70-79)	Average	2
D (60-69)	Below Average	1
F (59 & under)	Failure	0
I	Incomplete	0
W	Withdrew	0
WF	Withdrawal/Failing	0
AU	Audit	0
P/R	Developmental Pass/Repeat	0
P/F	Pass/Fail	0
CE	Credit by Exam	0
* (Grade)	Indicates grade not applicable	0
EL	Learning by Experience	0
TR	Transfer Credit	0
SR	Senior Audit	0

How to Compute the Grade Point Average (GPA)

Academic quality must be achieved in order to graduate from any program at CCCC. The standard for students' work is determined by the Quality Point system. Under this system, a letter grade is assigned a certain number of quality points (QPs) per credit hour; i.e., an "A" is given four QPs; a "B", three QPs; a "C", two QPs; a "D", one QP; and "F", no QPs. Quality points are computed by multiplying the number of credit hours per course by the value of the grade earned. The grade point average (GPA) is then computed by dividing the total number of quality points by the total number of credit hours attempted

Example of Computing Grade Point Average

Thirty-eight (38) QPs divided by seventeen (17) credit hours equals 2.235 GPA. ***NOTE:*** *Grade point averages are not rounded up or down for graduation or honor awards.*

Course Earned	*Credit Hrs.*	*Grade*		*QPs*
ENG 111	3	C (2)	3x2=	6
BIO 163	5	A (4)	5x4=	20
PSY 150	3	B (3)	3x3=	9
SOC 210	3	D (1)	3x1=	3
BUS 110	3	F (0)	3x0=	0

Note: Developmental course grades of courses below 100 level are not calculated into the academic GPA. However, all grades are calculated into the Financial Aid GPA.

If a student does not score the minimum to take the mathematics and English composition course of his choice, he must enroll in the appropriate non-credit developmental course(s) to learn the skills necessary to meet the placement scores for the general education course desired.

Students who do not earn a 2.0 GPA for any given term will be held to the Academic Sanctions policy.

Students will not be allowed to repeat any curriculum course more than twice.

Students must have an overall GPA of 2.0 and a GPA of 2.0 in the program of study to qualify for graduation. Note: for the Associate in Arts, Associate in Science, and Associate in Engineering, all coursework must be completed with a grade of

General Education Competencies

The college is committed to teaching and learning excellence. Every degree program includes a minimum of fifteen semester hours credit of general education as prescribed by the North Carolina Community College System Curriculum Standards, and CCCC believes that every degree student should successfully master general education competencies regardless of the degree discipline. The general education competencies developed by the college represent the academic proficiencies believed necessary for graduates to be successful and productive employees as well as successful community citizens. In support of the college mission, CCCC students will be able to demonstrate:

1. Problem-solving skills that identify, analyze, and evaluate content and processes in order to implement effective solutions or strategies
2. Writing skills that exhibit clear, coherent topic development and proficient use of mechanics
3. Effective communication that reflects proficiency in oral presentation skills in group and/or one-on-one settings
4. Appropriate mathematical skills in collecting, analyzing, and communicating quantitative data

General Academic Standards

If a student does not score the minimum to take the mathematics and English composition course of his choice, he must enroll in the appropriate non-credit developmental course(s) to learn the skills necessary to meet the placement scores for the general education course desired.

Students who do not earn a 2.0 GPA for any given term will be held to the Academic Sanctions policy.

Students will not be allowed to repeat any curriculum course more than twice.

Students must have an overall GPA of 2.0 and a GPA of 2.0 in the program of study to qualify for graduation

President's/Dean's List Eligibility

A student will be announced as a President's List student if he is enrolled full-time in a curriculum program (minimum of 12 credit hours), receives all grades of "A" (4.0 GPA), and has no grades of "I" during the term. The required GPA will be determined by computing grades earned only in credit courses.

A student will be announced as a Dean's List student if he is enrolled full-time in a curriculum program, receives a grade point average of 3.50 with no grades lower than a "C," and has no grades of "I" during the term.

A student graduating with an average of 3.5 or higher in major program courses will be announced as an Honor Graduate.

Highest Academic Award

The Highest Academic Award in four categories: A.A., A.S./A.E., A.A.S. and Diploma will be presented to participating graduates at the annual graduation ceremony who have the highest academic average. These graduates must have completed 75% of their course work and their last term of study at the college. Only graduates with a minimum grade point average of 3.5 will be eligible to receive this award.

Honors Scholars Program

The Honors Scholars Program at CCCC is intended to challenge high academically qualified A.A. and A.S. students by providing them an opportunity to complete projects in a variety of courses. Successful completion of four honors courses and a presentation will allow students to receive "Honors" recognition on their transcript and to potentially transfer to an honors program at a four-year university. cccc.edu/honors scholars

Academic Sanctions

Students who do not earn a 2.0 GPA for any given semester will be placed on academic probation and will be notified of their academic status at the end of each term. A student who remains an academic probation for two consecutive semesters as noted on the official transcript will be suspended for one semester unless the student had a break in attendance for one calendar year or longer. Certain programs my establish additional academic progress

requirements and impose sanctions for failure to meet those requirements.

Probation students, who are seeking a degree, diploma, or certificate, will be required to enroll in and successfully complete a zero level ACA course. A reduced course load is recommended. If, upon receipt of grades, a student learns that they are on academic probation, they must schedule an appointment with their advisor/counselor immediately. The purpose of this conference is to assist the student in assessing academic problems and exploring ways of improving the student's academic status. As long as the student remains on academic probation, their advisor will make recommendations concerning the course load for which the student should register, enrollment in needed developmental courses, or referrals to other college resources.

- Academic Probation EXCEPTION 1: Probation students who maintain a cumulative GPA of 3.0 or higher will not be required to enroll in a zero level ACA course. A reduced course load is recommended.
- Academic Probation EXCEPTION 2: Probation students who have enrolled in and successfully completed a zero level ACA course during a previous term will not be required to repeat it. Students who are placed on academic probation for subsequent terms will only be permitted to enroll in a maximum of 12 credit hours (12 credit hours for a 16 week term, 9 credit hours for a 12 week term, and 6 credit hours for an 8 week term) during the next term of enrollment. Students can enroll in additional credit hours upon obtaining a 2.0 term GPA during the probation term. Students in selective admissions health sciences programs who are placed on academic probation will be subject to the academic standards and progression policies of their respective program.

A student placed on academic suspension will be suspended from all coursework and all college activities for one term with the exception of enrollment in a zero-level ACA course. Academic suspension is posted to the student's official transcript for that term. A student may be considered for reentrance after one term of suspension by completing a readmission form and having it approved by the department chairperson/program director, a counselor, and the vice president of student services. A zero-level ACA course will be required during the term of suspension or the term of reentrance.

- Academic Suspension EXCEPTION**:** If a student applies to change curriculum programs after two terms with a GPA below 2.0, the suspension may be extended for one term. During this suspension extension term, the student will be required to enroll in and successfully complete a zero-level ACA course. This extension of suspension must be approved by the department chairperson/program director of the new curriculum and by the Vice President of Student Services or designee. Failure to obtain at least a 2.0 GPA during the subsequent term will result in academic suspension for one term.

Per NCCCS guidelines, Career and College Promise (CCP) students, including Cooperative Innovative High School students (*e.g.* early college) will be held to the same standard set by the College for traditional students.

Curriculum Course Repetition

A student may repeat a course to eliminate a failing grade, to attempt to earn a higher grade, or earn credit for which transfer credit has not been granted. All course grades will be recorded on the transcript; however, the highest grade will be used for computing total credit hours attempted and passed, total grade points, and grade point averages. No course may be counted more than once for graduation. No course, except developmental courses, may be repeated more than twice. An exception may be granted for courses that receive a "W" grade. They may be repeated more than twice with approval of the dean.

Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for repeating courses previously passed. It is the student's responsibility to determine status in regard to financial aid.

Financial aid is available to repeat a "passed" class (grade of "D" or better) one additional time for a better grade. Students can receive financial aid for a repeat failed class; however, students must meet the minimum requirements of Satisfactory Academic Progress Standards at the end of each semester.

Academic Forgiveness

Students may request academic forgiveness for grades of D or lower guided by the following conditions:
1) Students who (a) were not enrolled in College curriculum courses for 36 consecutive months (three years) or longer, and (b) have been re-admitted to the College, seeking acceptance in a selective admissions program and completes at least 12 credit hours of coursework at the 100-level or above with a minimum quality point average of 2.0.
2) Students meeting the criteria for 1a and 1b should visit the Student Services Office or a success coach to review the Academic Forgiveness guidelines/steps with an admissions counselor or success coach and will be assisted with making an appointment with an academic dean to discuss and seek signature for academic forgiveness. Distance students may contact the Admissions Office via telephone.

If the student is granted academic forgiveness, the following conditions apply:
1) Previous grades of D, F, and WF will not be used when calculating the cumulative GPA. Recalculated grades must not have been counted under a previously-granted certificate, diploma, or degree from Central Carolina Community College.
2) The student's full academic record from Central Carolina Community College will still be recorded on all subsequent transcripts.

3) Academic forgiveness is only available once for each student.
4) Academic forgiveness is used for calculation of the cumulative academic GPA for acceptance consideration into selective admission programs only and will not be changed on the student's transcript. Due to federal regulations, the Financial Aid Office takes all attempted courses into account from a student's transcript when determining financial aid eligibility.
5) The Vice President of Student Services and Chief Academic Officer must approve any exceptions to this policy on a case-by-case basis.

Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for courses previously passed. It is the student's responsibility to determine their status in regard to financial aid.

Removal of Incomplete

Instructors may assign in accordance with NCCCS guidelines, a grade of "I" (Incomplete) to any student who needs additional time to complete course requirements.

For each grade of "I" ("Incomplete"), the instructor must fill out a "Requirements to Remove Incomplete" form indicating what the student must do to earn a final grade, attach a copy to the grade report submitted to the registrar, and send a copy to the appropriate dean. The student must take the initiative to remove the "Incomplete" by the midterm date of the next semester (fall, spring, or summer) as specified in the college calendar.

Unusual and extenuating circumstances may be cause for allowing extended time to remove an "Incomplete." These circumstances must be determined by the instructor and student with notification of the extended time to the registrar. A student cannot graduate with an "I" on his record if the course is required for graduation.

If the student fails to complete requirements necessary to remove the "Incomplete" when prescribed and/or the instructor fails to turn in a final grade on an "Instructor's Grade Change" report by the midterm date of the next (fall, spring, or summer) semester as specified in the college calendar, a grade of "F" will be assigned by the registrar and computed in the student's cumulative grade point average.

Withdrawals

A student who initiates a withdrawal from a curriculum course should complete an official Withdrawal form with appropriate personnel. An instructor may initiate a student withdrawal in accordance with the college's attendance policy. If after withdrawing, a student has a break in enrollment for one academic year (fall and spring or spring and fall consecutively), then the student will enroll under the provisions of the current catalog at the time of re-entry. Withdrawals follow all state, federal, and third-party requirements.

A student who wishes to withdraw from a curriculum course should consult with his/her advisor and course instructor before completing an official Withdrawal form with an admissions counselor. The last date of attendance (including withdrawal resulting from disciplinary suspension or expulsion) from a course can affect the final grade for that course. Distance education students who cannot physically come to campus can initiate withdrawal from a course by phoning or emailing his/her advisor and course instructor before contacting an admissions counselor. The completed form is submitted to and processed by the Records Office. When a student withdraws from the college, they may apply for readmission at the beginning of the subsequent term for which they are eligible.

A student may withdraw within the first 75% of the course session or semester and receive a "W" as long as they do not return to class. After the 75% point as specified in the college calendar, withdrawal from a course results in a final grade of "WF." A grade of "WF" is treated as an "F" and affects the grade point average. While a "W" does not adversely affect the student's GPA, a grade of "W" may adversely affect third-party payments (e.g. financial aid, VA benefits. Students should contact the Financial Aid Office, Admissions Advisor or their academic advisor before deciding to withdraw from one or more courses.

Withdrawal after the 75% point of the course will be designated with a "WF" except in the case of hardship/medical withdrawal from the college. A hardship/medical withdrawal may be requested from the vice president of student services and documented and filed with the registrar before the end of the term.

When a student has not attended class for two consecutive weeks, has not contacted the instructor, and has not completed an official withdrawal form, the faculty may complete and submit to the registrar a "student termination" or the online withdrawal form. The grade assigned to the student on the Termination form or Withdrawal form will be determined by the last day of attendance; i.e., a "W" if the last day of attendance was on or before the 75% date or a "WF" if the last date of attendance was after the 75% point of the course session.

Readmission

When a student withdraws from the college, they may apply for readmission at the beginning of the next term in which courses are offered and for which he is eligible.

A student reentering must do so under the provision of the catalog in effect at the time of reentry.

Transcripts

A student may request via electronic request that an official copy of his or her transcript be sent to another institution, an agency, or employer. A student may request a copy of his or her transcript in person, but will be responsible for submitting any such transcript to a third party. Central Carolina Community College does not accept third-party transcript requests. Curriculum transcripts are the responsibility of the Registrar's Office and non-credit transcripts are the responsibility of the Economic and Community Development Division.

An official curriculum transcript is a copy of a student's entire curriculum-level academic record for Central

Carolina Community College. In recognition of the confidentiality of student records, an official transcript will be released only at the request of the student except under due process of the law. Central Carolina Community College retains the right to not issue an official transcript under the following circumstances: 1) the student owes an outstanding balance to the college, 2) the student owes outstanding materials to the college, and 3) the student has not obtained a verified residential status for tuition purposes.

To request a transcript in person, please visit the Registrar's Office at 1105 Kelly Drive, Sanford, NC between the hours of 8:00 a.m. and 5:00 p.m. Monday-Thursday or 8:00 a.m. to 3:30 p.m. on Fridays. Summer hours may vary. In-person requests will be charged a $5.00 fee for each transcript requested. Please bring a picture ID when picking up your transcript.

For electronic requests, the student's Central Carolina student ID number is required for this service, not the social security number. If you place an order without using your student ID number, the order will be canceled. Please contact the Registrar's Office at (919) 718-7201 to obtain your student ID number. Online requests will be charged a $3.75 fee for each transcript and must be paid with a debit/credit card. All online transcript fees are collected by a third- party agency that provides the transcript management and certification system. Through this service, students can order:

- A paper transcript sent via USPS first-class mail
- Electronic transcript that is delivered to any valid email address as a secure PDF

Note: *For students that attended prior to 1997, electronic transcripts may not be available. Please contact the Registrar's Office at (919) 718-7201 to inquire before placing an order.*

Students wishing to order end-of-term transcripts, please wait two days after the semester has ended to submit your request. Students waiting for degrees to be posted, please submit your request after graduation.

The Registrar's Office will process orders within one to two business days.

Central Carolina Community College certifies that an electronic transcript (e-transcript) issued by Parchment is an official college transcript. The acceptability of an e-transcript will be determined by the receiving institution/recipient in accordance with their policies and procedures.

Graduation Requirements

Graduation exercises are held annually for an academic year at the close of the spring term. A student who graduates or anticipates graduation during the academic year (fall, spring or summer) may participate in the ceremonies held on graduation day in the spring. Students who anticipate graduating in the summer and who wish to participate in the ceremony must apply by the deadline for spring graduation applications and must be pre-registered for the remaining course work required during the summer semester to be allowed to participate in the ceremony. Participation in the graduation exercises does not signify completion of all graduation requirements. A graduation fee will be charged to students. Graduation fees are used to cover costs for degrees, diplomas, certificates, honorariums, flowers, etc.

Students who complete graduation requirements and apply for graduation in the fall or summer term when a ceremony is not held for degrees to be conferred will have their credentials released after the Board of Trustees meets during the subsequent quarter and confers students' credentials. Graduation is not an automatic process. The student must apply for his degree, diploma, or certificate by the midterm of the term in which coursework is scheduled for completion in order to process his or her graduation. In compliance with the Student-Right-To-Know and Campus Security Act of 1991, the college's graduation rate and annual crime statistics are available on request from Student Services.

Attendance

Central Carolina Community College values a philosophy that supports the attainment of education, skills, and competencies integrated with a strong awareness of a workplace ethic of responsibility and commitment to excellence. Regular attendance is required and demonstrates a commitment to educational achievement and good workplace ethics.

Procedures guiding student attendance in curriculum classes are as:

• All work missed during absences must be made up to the satisfaction of the instructor, and failure to make up work may adversely affect the student's final grade.

• Students may be withdrawn by the instructor for missing more than 20% of the class meetings before the last day to drop a course will receive a grade of "W."

• The college establishes attendance requirements and instructors maintain accurate records of membership/attendance in accordance with state, federal, and third-party regulatory guidelines.

• Central Carolina Community College authorizes two absences from classes each academic year for religious observances required by the faith of a student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious observance are in addition to allowed absences set forth by 80% attendance requirement.

• Students requesting absence from class for religious observance must obtain approval at least two weeks prior to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

• Making up absences is at the discretion of the instructor or may be guided by internal policies determined by individual departments or programs when necessary to comply with guidelines prescribed by accrediting or licensing agencies. Allied Health, Barbering, Basic Law

Enforcement Training (BLET), Cosmetology, and Esthetics are examples of such programs and courses where external agency requirements may influence attendance guidelines.

• At the discretion of the instructor, a student may be referred to the Student Services Department for counseling relative to absenteeism. The visit must be documented prior to reentry to the class.

• In all cases, instructors are required to maintain accurate attendance records. Absences due to late registration shall be counted as regular absences. If a student has been in attendance prior to the 10% census date, but has been absent, the instructor should not initiate student withdrawals except for students who have never attended class.

• When the instructor decides to withdraw a student, the instructor will notify the student through the student's official college email in a timely manner.

• If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should consult the instructor's immediate supervisor. Further appeals should be made to the next ranking official up to the Chief Academic Officer. The official to whom the appeal is made may reverse the withdrawal. The decision of the Chief Academic Officer is final.

• Students who anticipate an absence should contact their instructor before the class meets. Should this prior notice to the instructor be impossible, the student should expect to explain his absence upon return to class.

• Excessive tardiness will be dealt with in a manner similar to that for absences. Three tardies constitute one (1) absence. Students who are late by 10 minutes or more will be marked absent for that hour of class. ***NOTE:*** *A grade of "W" may adversely affect third-party payments (e.g., financial aid, VA benefits).*

• Disciplinary withdrawals may be appealed through the procedures outlined under Students Rights (Disciplinary Procedures).

Distance Education Attendance

Attendance or participation in distance education courses is defined as completing and submitting academic work. At the semester start, students must complete the course-specific orientation including a required orientation quiz by the deadline to remain enrolled in the course. Failure to meet this orientation requirement will result in being withdrawn from the course at the student's expense.

Simply clicking into a Blackboard site or related application does not constitute attendance. Students should reference distance education materials and their course-specific syllabi for more detailed requirements for active and appropriate participation in distance education courses.

When students do not meet attendance standards in distance education courses as set forth in distance education materials and course-specific syllabi, students will be dropped from the course with the outcomes as described for traditional students.

A student may be suspended from a course for disciplinary reasons at any point during a course. If a student wishes to appeal an instructor's decision to withdraw him for absences, the student should follow the grade appeals procedure guided by the form posted on the Registrar's web page. Disciplinary withdrawals may be appealed through the procedures outlined under student rights (disciplinary procedures).

Withdrawing Students from Class Roll

A student will be withdrawn when the student gives notice of withdrawal or has been absent from class for more than two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. Absence must be for a valid reason and the student must make personal contact with the instructor to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor.

A student withdrawn for more than two consecutive weeks of absences without contact or for any other reason may be readmitted through the Student Services Department. Permission to reenroll will be given only with approval of the instructor. All work missed must be made up. A student may be dropped from a course for disciplinary reasons.

Alternate Assignments

Instructors who cancel instructional time due to unforeseen circumstances should utilize and document one of the following options to make-up time: a) alternate assignment relevant to course objectives, b) schedule extra class sessions, c) holding conferences with individual students, or d) extend scheduled class time (requires dean approval). The appropriate form should be submitted to the department chair/program director.

Conduct and Student Due Process

CCCC has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

Student Rights, Responsibilities, and Judicial Procedures

I. Preamble

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations, which accrue to them by virtue of this membership. When a student's violation of the law adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the

law, the college may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

A. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the college. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

B. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner. (Students may refer to the Free Speech and Public Assembly policy for details.)C. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college officers.

D. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the college. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. Only directory information will be released without the written consent of the student. Directory information includes name, county of residence, academic major, enrollment periods, hours earned, degrees awarded, and awards received. However, a student may request in writing to the vice president of student services that directory information be withheld. The college will not sell mailing address lists of any current students, previous students, or graduates.

E. No disciplinary sanctions other than temporary removal from class or an activity may be imposed upon any student without due process (see Section IV, A.). Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

F. Grade Appeal–Students have the right to appeal any grade within fifteen (15) business days after the posted date of the grade. Students must follow the student appeal process outlined under Section VI. Student Grievance Procedure and Section VIII. Appeals Procedure—Grade Appeal.

G. All lost and found items may be turned in to any campus reception area to then be forwarded to the Campus Security Office. Students who have lost an item should inquire with the director of campus security and safety about making a claim on turned-in items. Items are kept by the Campus Security Office for 60 days and any unclaimed items are then donated to a local charitable organization.

H. Students have the right to make a referral to the campus Behavioral Assessment Team (BAT) concerning any student that is exhibiting potentially concerning behavior. The Behavioral Assessment Team is committed to improving campus safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to situations that pose (or may reasonably pose) a threat to the safety and well-being of the campus community, while addressing the diverse psychosocial needs and concerns of students. Referrals are made to the BAT when students, faculty, or staff members observe disturbing, confusing, or potentially threatening behavior from a student(s) and are unsure of what issues might be developing or are presently involved. The committee has full authority to request documentation regarding the student and will make an assessment to the best of their ability of the student's current status regarding continued enrollment at the college. Their assessment and recommendation, when completed, will then be given to the vice president of student services for possible administrative action. This approach addresses:

- Identification
- Prevention
- Assessment
- Intervention
- Management

What type of behaviors warrants a referral?

Any self-injurious behaviors, suicidal ideation, erratic behavior that disrupts or threatens to disrupt the daily operations of the college and its activities, or behaviors that might compromise campus or personal safety should be referred. When in doubt, make a referral. The BAT hopes to be proactive in addressing a possible threat to the campus and providing assistance to a student in need if possible. Disruptive or threatening behaviors that have occurred and violate the Student Code of Conduct should continue to be dealt with in the established procedural manner by notifying security, the campus security authority, and the vice president of student services.

III. Student Code of Conduct

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct is a clear and substantial disruption or clearly threatens to create a substantial disruption to the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V. This code should not be considered an exclusive list of acceptable and unacceptable behavior.

A. Academic Dishonesty–Central Carolina Community College expects every student to be committed to honesty and academic integrity. To ensure that all students understand CCCC's expectations, specific examples of cheating and plagiarism, two common forms of dishonesty, are outlined below. The lists are representative, but not all inclusive of various types of academic dishonesty.

Cheating includes copying tests, assignments, projects, presentations, and similar work; submitting work that was previously submitted in another course or at another institution without instructor approval; changing grades without the instructor's knowledge; using unapproved sources (print, electronic, or web materials, etc.) during tests; receiving and giving assistance with tests or other assignments without instructor approval; and any action which misrepresents or defrauds.

Plagiarism includes representing others' work (papers, tests, assignments, projects, etc.) in any form, print, electronic, web, etc., as your own; not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook for Writers of Research Papers, or other approved style guide); or submitting a purchased paper, project, or presentation as your own original work.

Other academic honesty violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination.

If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC administrators: receive a zero grade on that assignment, receive an "F" in that course, and/or be suspended or expelled from the college.

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

C. Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles is prohibited. Possession, use, or distribution of any illegal drugs, except as expressly permitted by law is prohibited. Any influence, which may be attributed to the use of drugs or of alcoholic beverages, shall not in any way limit the responsibility of the individual for the consequences of their actions.

Furthermore, no one with the smell of alcohol on him/her, or whose observable behavior leads a college official to believe he/she is under the influence of alcohol or other drugs, will be allowed at the college or any college activity. ***NOTE:*** *Parents are notified when students under age 21 violate drug and/or alcohol laws.*

D. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous material is prohibited.

E. Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons by committing severe, pervasive acts from both a subjective (i.e., a recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited. ***NOTE:*** *A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately. Personal combat will not be tolerated.*

F. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and is/are severe, pervasive acts from both a subjective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited.

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

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 is prohibited. In addition to usual disciplinary measures, violation of this rule will result in revocation of all scholarships and grants.

I. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person 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; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff are prohibited.

J. Possession or use of a firearm, incendiary device, explosive, or any weapon, except in connection with a college-approved activity is prohibited. This also includes unauthorized use of any instrument capable of inflicting serious bodily injury to any person.

K. 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 is prohibited.

L. Illegal gambling is prohibited.

M. Smoking (and/or using other forms of tobacco products), eating, or drinking beverages in classrooms, shops, and labs or other unauthorized areas is prohibited.

N. Vehicles must be parked in designated areas and the parking permit must be visible. Vehicles will be operated safely, moderately, and courteously. The speed limit on all campuses is ten (10) miles per hour. Vehicles must be registered with the Business Office (Lee Main Campus) or the front office (Chatham and Harnett Main campuses) at the first occasion they are used on campus grounds. Violators of traffic and parking regulations are subject to a fine for each violation. Student records may be withheld until fines are paid.

O. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive is prohibited.

P. Failure to comply with instruction of college officials acting in performance of their duties is prohibited.

Q. Violation of the terms of disciplinary probation or any college regulation during the period of probation is prohibited.

R. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is prohibited.

S. Violation of local, state, or federal criminal law on college premises or while attending college activities is prohibited.

T. Students are expected to dress appropriately for the occasion. This includes covering the torso and wearing shoes or sandals.

U. Students are not to bring children to the campus while attending classes or other activities or using the library. Children should not be left unattended in cars while parents attend class or conduct campus business.

V. Curriculum students are permitted to carry pagers and cellular phones on their persons provided that they comply with all the following:

• No texting or emailing during class.

• Cellular phones must be set to silent or vibrate mode or be turned off completely during class time.

• Students will not exit class to respond to messages or calls. If it is an emergency situation, students must notify their instructor prior to exiting class.

• If a student's pager or cellular phone becomes a classroom disruption, they will be asked to remove the pager or cellular phone from class.

College personnel shall retain the right to remove pagers or persons that become disruptive to the learning process. All students choosing to carry pagers or cellular phones must abide by the procedures as outlined above or face disciplinary measures from the college.

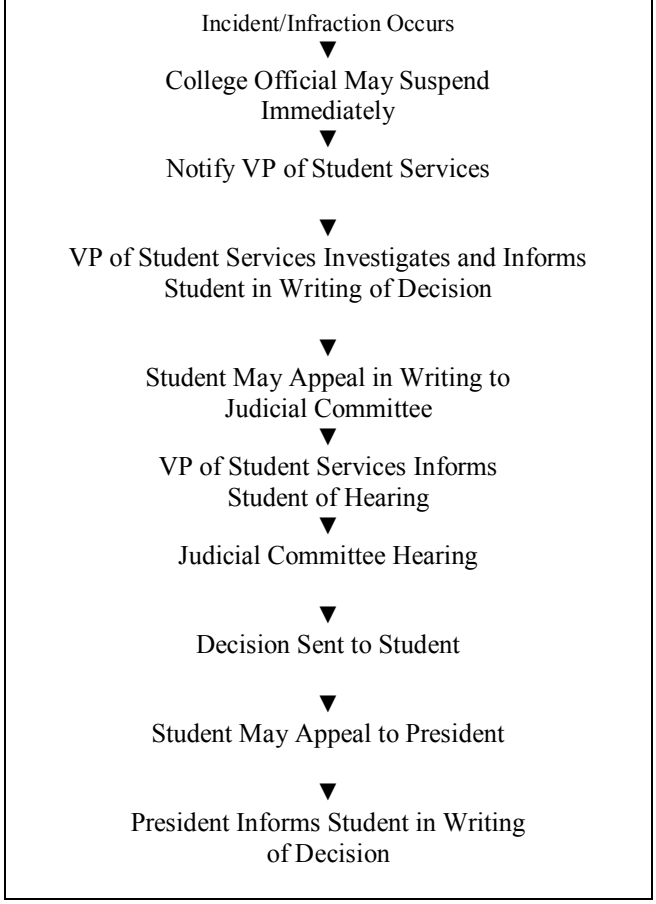
W. Students must follow the Library Computer Use policy. This policy states that library computers are provided to conduct research and to communicate with others in support of the college's educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer resources in an ethical, legal, and responsible manner. By logging on to library computers, users acknowledge that they are aware of and agree to the CCCC Internet Acceptable Use policy. Any use of library computers that violates college policy, violates federal, state, or local laws, alters computer and/or network settings, promotes commercial activity, intends harm or distress to others, or is obscene or malicious in nature is prohibited. Computer access is a privilege, not a right. Violations may result in loss of access and/or disciplinary action.

X. Students must follow the college's Pets policy of any type may not be brought on campus or into any college building. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities, police dogs, or those pets that are part of the college's Veterinary Medical Technology program. Pets cannot be left unattended in vehicles while parked on CCCC property.

Y. The college strictly prohibits and condemns any form of sexual misconduct on any of its campuses or sites, as well as at any college sponsored activities off-campus. Such misconduct includes sexual harassment, gender-based harassment, sexual violence, sexual assault, stalking, domestic violence, dating violence, and intimate partner violence. Students, faculty, and staff are advised to report any such incidences immediately to any member of the Campus Security Office, the vice president of student services, or their campus security authority.

Z. Engaging in any form of sexual activity on any campus or site of the college (whether closed or during operating hours) is strictly prohibited.

Diagram of Student Due Process Procedure



IV. Disciplinary Procedures

A. Immediate Suspension: If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor or administrative officer may direct students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, the instructor or administrative officer may then suspend them from the class, the activity, or the college until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the vice president of student services in writing of the individuals involved and the nature of the infraction as soon as possible following the incident. The vice president of student services shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV. C. Disciplinary Procedures.

B. Responsibility for Implementation: The vice president of student services is responsible for implementing student discipline procedures.

C. Disciplinary Procedures: In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges: Any administrative official, faculty member, staff member, or student may file charges with the VP of Student Services against any student or student organization for violations of college regulations. The individual(s) making the charge must notify the Vice President of Student Services in writing stating: name of the student(s) involved, the alleged violation of the specific code of conduct, the time, place, and date of the incident, names of person(s) directly involved or witnesses to the infraction(s), any action taken that related to the matter, and desired solution(s).

2. Investigation and Decision: After the charge is filed, the Vice President of Student Services shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President of Student Services may act as follows:

a. drop the charges.

b. impose a sanction consistent with those shown in Section V. Sanctions.

c. refer the student to a college office or community agency for services.

3. Notification: The decision of the Vice President of Student Services shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Vice President of Student Services or where the student refuses to cooperate, the Vice President of Student Services shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President of Student Services' decision, and instructions governing the appeal process (Section VII. Appeals Procedure – Sanctions or Disciplinary Actions).

V. Sanctions

A. Reprimand: This written communication gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two (2) important implications. First, the individual is given a chance to show his capability and willingness to observe the Student Code of Conduct without further penalty; second, if he errs again, further action will be taken. This probation will be in effect for no more than two (2) terms.

C. Restrictive Probation: Restrictive probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community and/or access to specified college facilities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility within the college or with a student organization, publication, or activity. This probation will be

in effect for no less than two terms. Any violation of restrictive probation may result in immediate suspension.

D. Restitution: This requires paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students.

E. Interim Suspension: This results in exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

F. Loss of Academic Credit or Grade: This is imposed as a result of academic dishonesty.

G. Withholding Transcript, Diploma, or Right to Register: These are imposed when financial obligations are not met.

H. Suspension: This results in exclusion from the college and all activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific, written permission from the Vice President of Student Services before returning to campus.

I. Expulsion: This is dismissing a student from the college and all activities of the college for an indefinite period. The student loses his student status. The student may be readmitted to the college only with the approval of the president. ***NOTE:*** *A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff), will be expelled immediately.*

J. Group Probation: This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

K. Group Restriction: This is removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one other term). While under restriction the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

L. Group Charter Revocation: This is removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the president.

VI. Student Grievance Procedure

A. Purpose: The purpose of the student grievance procedure is to provide a system to channel student complaints against a college employee. Such complaints include academic grades, alleged discrimination, and alleged harassment.

B. Procedures:

1. First, the student must go to the instructor or staff member with whom the problem originated and attempt to resolve the problem at this level. If the grievance is related to an academic grade (and not related to academic integrity), the student must follow the steps outlined in the Grade Appeal form as indicated in VIII. Appeals Procedure– Grade Appeal. If the grievance is related to a penalty as a result of an academic integrity incident, the student will follow the Appeals Procedure-Sanctions or Disciplinary Actions, as described below. In extreme cases such as alleged sexual harassment, the student may go directly to the Vice President of Student Services or any other college official with whom the student feels comfortable.

2. If the grievance related to discrimination or harassment is not resolved in step one, the student may appeal to the department chair or dean responsible for the student's curriculum. The department chair or the dean will attempt to resolve the conflict.

3. If the grievance related to discrimination or harassment is not resolved in step two, the student may appeal to the responsible vice president who will attempt to resolve the conflict.

VII. Appeals Procedure—Sanctions or Disciplinary Actions

A student who disagrees with the decision of the Vice President of Student Services may request a hearing before the Judicial Committee. This request must be submitted in writing to the Vice President of Student Services within six (6) working days after the receipt of the Vice President of Student Services' decision. The Vice President of Student Services shall refer the matter to the Judicial Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student or college employee against whom the charge has been filed, and the relevant facts revealed by the Vice President of Student Services' investigation.

A. Committee Composition

Membership of the Judicial Committee shall be composed of the following:

1. Three faculty or staff members appointed by the Chief Academic Officer of the college.

2. Three student members who are unfamiliar with the student or the complaint, appointed by the student activities coordinator. New students may be selected for each hearing. A college faculty or staff member appointed by the president to serve as committee chairperson will vote only in case of a tie.

3. The student activities coordinator is an ex officio, non-voting member serving as an impartial observer to ensure that the student's rights are protected. ***NOTE:*** *At least two faculty/staff members and two students plus the chairperson must be present in order for the committee to conduct business.*

B. Procedures for Hearings Before the Judicial Committee

1. Procedural responsibilities of the Vice President of Student Services include the following:

The Judicial Committee must meet after receipt of a request for a hearing, unless the student (the defendant) requests additional time (not to exceed five (5) days). At least two (2) working days prior to the date set for the hearing, the Vice President of Student Services shall send a certified letter to the student's last known address providing the student with the following information:

a. A restatement of the charge or charges.

b. The time and place of the hearing.

c. A statement of the student's basic procedural rights.

2. Basic procedural rights of students include the following:

a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. If the student opts to bring counsel, the student must inform the Vice President of Student Services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the VP of Student Services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing.

b. The right to request that the committee chairperson disqualify any member of the committee for prejudice or bias. If a member is disqualified the committee must still have five members (see note below VII. A. 4.) to conduct business. Additionally, if a faculty or staff member is the defendant, the faculty or staff member also has the right to request that a committee member be disqualified for prejudice or bias.

c. The right to present evidence (including witnesses).

d. The right to face the person(s) bringing the charge(s).

e. The right to hear witnesses on behalf of the person bringing the charges.

f. The right to testify or to refuse to testify without such refusal being detrimental to the student.

g. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made after completion of the hearing.

3. The conduct of the committee hearings is as follows:

a. Hearings before the committee shall be confidential and shall be closed to all persons except the following:

(1) The student. (absence of the student will result in adjournment of the hearing and no further action will be taken.)

(2) The faculty or staff member bringing the charge against the student or being accused by the student.

(3) Counsels (see VII. B. 2. a. The Right to Counsel).

(4) Witnesses who shall:

(a) Give testimony singularly and in the absence of other witnesses.

(b) Leave the committee meeting room immediately after completion of the testimony.

b. The Vice President of Student Services will keep copies of all correspondence and rulings surrounding the hearing for three (3) years.

c. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

d. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.

f. Decisions of the committee shall be made by majority vote.

g. After the decision of the committee, the Vice President of Student Services shall send a certified letter to the student's last known address providing the student with the committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the president within ten (10) working days after receipt of the committee's decision. The president shall have the authority to:

1. Review the findings of the proceedings of the committee.

2. Hear from the student, the VP of Student Services, and the members of the committee before ruling on an appeal.

3. Approve, modify, or overturn the decision of the committee.

4. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.

VIII. Appeals Procedure–Grade Appeal

A. The purpose of the grade appeal procedure is to provide a system to address student complaints regarding grades awarded for specific assignments and/or courses not related to academic integrity. The grade appeal process is for the student who feels that his/her academic work was not awarded proper credit and/or if there were extenuating circumstances that caused an improper academic credit to be awarded.

B. Procedures

1. The student initiates the appeal of an individual grade or course grade by completing the biographical and descriptive information prompted on the first page of the Grade Appeal form. The student then submits the completed form to the instructor of the class in which the grade was assigned.

2. The instructor reviews the description of the problem and any related supporting evidence documented on the form by the student and then renders a decision to either uphold or amend the grade. The instructor records information related to the decision on the form and reports this information to the student. Based on the instructor's decision, the student indicates on the form whether to accept the instructor's decision or to continue the appeal process.

3. If the student wishes to continue the appeal process, then the student has the right to appeal the instructor's decision to the appropriate supervising department chair who will, in turn, respond with a decision to uphold the original grade or to overturn the instructor's decision. If, after completing this step, the student feels that the issue is still unresolved, then the student has the right to appeal the department chair's decision to the appropriate supervising academic dean who will respond with a decision to uphold the original grade or to overturn the department chair's decision. If the issue is still unresolved, the student may

continue the appeal process based on the time frames and sequence specified on the Grade Appeal Form.

Distance Education Student Rights and Grievances

Student rights equally apply and extend to distance education students as previously described. Likewise, the requirements, guidelines, and procedures for grievances equally apply and extend to distance education students. Distance education students can refer to the college catalog or the previous section, for more complete information. Students can also contact the distance education staff for direction.

Free Speech and Public Assembly

Central Carolina Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America and has established a policy that informs members of the college community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Carolina Community College. It is intended to protect one's right to freedom of speech without interfering with the primary educational purpose of the college. Students are authorized to exercise this right freely as long as the exercise of this right does not violate applicable rules of the college, substantially disrupt normal operations of the college, or substantially interfere with the rights of others.

Individuals or groups wishing to utilize college property to exercise their free speech should submit a written and signed request to the director of student activities at least three working days prior to the desired date. The following information must be included in this written request:

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

For further information on the CCCC Free Speech and Public Assembly policy and procedure, please refer to cccc.edu/about/policies-procedures or contact the director of student activities.

Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct

Central Carolina Community College (CCCC) is committed to providing an environment that is supportive of its primary educational mission and free from sex/gender-based misconduct, in Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106: "No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Members of the college community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination, and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCCC will not tolerate acts of Title IX or sex/gender-based harassment in any of its forms, including, but not limited to, sexual or gender-based harassment, rape, sexual assault, other forcible and non-forcible sex offenses, domestic or dating violence, or stalking, and supports this policy for all students, faculty, and staff. All actions taken to investigate and resolve complaints through this process will be conducted in a matter that preserves confidentiality to the greatest extent possible under the circumstances, without compromising the thoroughness of the investigation.

Inquiries concerning Title IX compliance should be referred to the Title IX coordinator, who is charged with the oversight of all Title IX claims and investigations. The president has the authority to designate the Title IX coordinator and/or deputy Title IX coordinator(s), and to change them as needed. Their specific identities and contact information are posted prominently on the CCCC website.

Education for students, faculty, and staff will be provided through appropriate training programs, which may include:

- New-employee orientation programs
- Professional development training
- Student and employee handbooks
- Brochures, posters, pamphlets
- Campus media
- Webinars

Sexual Misconduct Offenses

Sexual harassment is a form of sex discrimination and refers to unwelcome, sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment includes quid pro quo harassment. Gender-based harassment may involve acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature and includes any other conduct that has the purpose or effect of unreasonably interfering with one's freedom by creating an intimidating, hostile, humiliating, or sexually offensive academic environment. Anyone experiencing sexual or gender-based harassment in any college program is encouraged to report it immediately to the Title IX coordinator.

While in some cases individuals may make sexual comments or jokes or personal advances without intending harm, such actions can be unwanted, threatening, and perceived as harassment. Stopping sexual or gender-based harassment in its many forms requires an increased awareness by everyone at the college of the impact that such

actions may have on others.
The following is a partial list of unwelcome, unwanted behavior, which may be considered sexual or gender-based harassment:

- Unwelcome sexual advances or propositions – whether they involve physical touching or not;
- Written or verbal sexual epithets, jokes, or references to sexual conduct, gossip regarding one's sex life;
- Written or verbal abuse of a sexual nature, use of sexually degrading, or vulgar words to describe an individual;
- Leering, whistling, brushing against another's body, sexual gestures;
- The display of sexually suggestive objects, pictures, posters, cartoons, websites, and any form of electronic communication;
- Comments about an individual's body or appearance, or regarding one's sex life, experience, sexual prowess, or sexual deficiencies;
- Asking questions about sexual conduct or probing into one's sex life or relationships; and
- Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not of a sexual nature.

Definitions and descriptions of Sexual Violence, Sexual Misconduct, and other applicable definitions:

Intimate Partner Violence (IPV): the overarching term used to address any form of domestic or dating violence.

Sexual Assault: An offense that meets the definition of rape, fondling, incent, or statutory rape as used in the FBI's UCR program.

Sex Offenses: any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part of object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition:
  - Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Violence: any non-consensual sexual contact including penetration.

Victim/Survivor: the person who has experienced IPV, stalking, and/or sexual violence.

Alleged Perpetrator: an individual who the victim/survivor identifies as having perpetrated IPV, stalking, or sexual violence.

Reporting Party: a victim/survivor who has notified CCCC that sexual misconduct/violence has occurred.

Responding Party: the individual who the reporting party identifies as having perpetrated sexual misconduct/violence.

Consent: Explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity, or lack of active resistance does not imply consent.

Hostile environment: An environment created where sexual harassment is sufficiently severe or persistent or pervasive, and objectively offensive.

Non-consensual sexual contact: Any intentional sexual touching, with any object, by a person upon another person that is without consent and/or by force.

Non-consensual sexual intercourse: Any sexual intercourse, however slight, with any object, by a person upon another person that is without consent and/or by force.
Quid Pro Quo Harassment: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another.

Sexual Exploitation: When one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy, prostituting another person, non-consensual digital, video or audio recording of nudity or sexual activity; engaging in voyeurism; knowingly exposing someone to or transmitting an STI, STD, or HIV to another person.

Interim Measures: temporary supports put in place to stabilize the situation, stop the sexual misconduct, support the people involved in the report and the community, and protect the integrity of the investigation. Examples of Interim Measures are:

- Issue a No Contact Order for the people involved in the report
- Security assistance (for example, security escorts, increased patrols, etc.)
- Transportation assistance
- Academic accommodations such as alternative course completion options, changes in class schedules, rescheduled exams, etc.
- Changes in work-study schedule or job assignment
- Limiting an individual or organization's access to certain college facilities or activities pending resolution of the matter

No Contact Order: a directive from the college that prohibits people named in a report from contacting each other, either in person, through a third party, or through written or electronic communication. A No Contact Order can be amended or removed as more information is gathered about the incident, and either involved party can request a No Contact Order. The college may also impose an order based on information that was gathered during the initial report.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for

victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the reporting party and the responding party of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the reporting party or responding party, or both, may be present; and
- Provides timely and equal access to the reporting party, the responding party, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the reporting party or the responding party.

Proceedings: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

Reporting and Confidentiality

All college employees have a duty to report Title IX violations immediately to the Title IX coordinator, unless their position requires them to maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Examples of those who may be required to maintain confidentiality include licensed professional counselors, clergy working within the scope of their licensure or ordination, or licensed medical professionals. The reporting party will be notified when information cannot be kept confidential.

If the reporting party requests confidentiality and decides not to file charges in a Title IX violations case, an anonymous report of the incident must be made in order to comply with the Clery Act (campus crime reporting).

Investigation and Resolution of Claims

All claims shall receive a prompt, fair, and impartial investigation and resolution. Investigations shall be conducted by officials who receive training on issues related to the aforementioned crimes and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The reporting party and the responding party are entitled to a fair and equitable process, and both shall be simultaneously informed, in writing, of:

- Specific finding for each violation and each responding party involved in the proceeding;
- Sanctions resulting from the outcome of the proceeding;
- CCCC's procedures for appeal of the results

Sanctions

Sanctions may be imposed upon any member of the college community found to have violated the Title IX: Sexual Violence, Sexual or Gender-based Harassment, and Other Sexual Misconduct policy. Sanctions for sexual misconduct can range from probation to expulsion/termination, or other appropriate sanction based on the severity of the incident. This policy applies to both students and employees.

Protection against Retaliation

Retaliation is defined as any materially adverse action that might well have dissuaded a reasonable person from making or supporting a complaint of Title IX violations. A complaint's actual or perceived lack of merit does not excuse retaliatory conduct.
Retaliation against any individual for reporting Title IX violations or against one who participates in an investigation will not be tolerated. In responding to reports of retaliation, the college will conduct a prompt, thorough and impartial investigation and will take appropriate remedial measures.

False Accusation

CCCC recognizes that the question of whether a particular course of conduct constitutes Title IX violations requires a factual determination. The college also recognizes that false accusations can have serious effects on innocent persons. If, after investigation, it is clear that the reporting party who has accused another of Title IX violations maliciously or recklessly made a false accusation, the reporting party will be subject to appropriate disciplinary action, up to and including expulsion.

Questions

For questions regarding Title IX policy as it relates to students, please contact:

Title IX Coordinator, Heather Willett,
Dean of Student Support Services

Lee Main Campus, Hockaday Hall, Rm 40
1105 Kelly Dr. | Sanford, NC 27330

Phone: (919) 718-7530
Email: titleix@cccc.edu

For questions regarding Title IX policy as it relates to employees, please contact:

Deputy Title IX Coordinator (Faculty and Staff), Trinity Faucett, Director of Human Resources

Lee Main Campus, Science Bldg.,
Human Resources
1105 Kelly Dr. | Sanford, NC 27330

Phone: (919) 718-7291
Email: tfaucett@cccc.edu

Campus Sex Crimes Prevention Act Information

The Campus Sex Crimes Prevention Act is a federal law that requires institutions of higher education to inform the campus community where law enforcement agency information on registered sex offenders is available. Additionally, the law requires persons registered as sex offenders, and who are employed by the institution, who carry on a vocation at the institution, or who attend classes at the institution, to notify the institutions of higher learning of their presence on campus.

Information regarding individuals on the registered sex offenders' list can be obtained from the sheriff's office in Chatham, Harnett, and Lee counties. Additionally, the North Carolina Department of Corrections website (doc.state.nc.us) provides access to search offender information by the offense committed, the county in which the offense was committed, the date of admission into a correctional facility, and the offender's status and release date.

Family Educational Rights and Privacy Act

CCCC protects the privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (the "Act"), as amended, enacted as Section 444 of the General Education Provisions Act. This policy is applicable for all students, regardless of the mode of instructional delivery for the courses in which the students are enrolled.

Under this Act, students have the right to:

- Inspect and review their education records;
- Seek amendment of their education records that they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights;
- Consent to disclosures of personally identifiable information contained in their record, except to the extent that the Act (and in particular Section 99.31) authorizes disclosure without consent; or
- File with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the college to comply with the requirements of the Act.

CCCC allows disclosure of education records to administrative officials, faculty, and staff, who are determined to have a legitimate educational interest. Administrative officials and faculty/staff are considered to have a legitimate educational interest if they might reasonably need to access information to advise or assist a student with any college-related matter.

CCCC may disclose directory information without consent. Directory information means information contained in the education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. CCCC has designated directory information to be the following:

- Name
- County of residence
- Academic major
- Enrollment periods
- Hours earned
- Degrees awarded
- Awards received

A student has the right to refuse to let CCCC designate any or all types of information about him/her as directory information.

Drug and Alcohol Prevention

Safe and Drug Free Schools and Communities Act of 1994

Central Carolina Community College complies with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations and contained in 34 CFR Part 86, Subpart B, (amended as Title IV Safe and Drug Free Schools and Communities Act of 1994).

A. Program and Policy

Promoting a drug and alcohol free environment is everyone's responsibility. CCCC supports this nationwide movement and is committed to maintaining such an environment for all employees and students. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location or at any location while engaged in activities on behalf of the college is prohibited. "Controlled substance" generally refers to drugs which have a high potential for abuse. Such drugs include, but are limited to, heroin, cocaine, marijuana, PCP, and "crack." This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and is further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statutes. They also include "legal drugs" which are not prescribed by a physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is prohibited.

N.C. General Statutes 90-95 states that it is unlawful for any person:

• To manufacture, sell, deliver, or possess with intent to manufacture, sell, or deliver a controlled substance;

• To create, sell, deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;

• To possess a controlled substance.

CCCC policies also prohibit:

• Possessing, consuming, or serving alcohol beverages or controlled substances; or use, manufacture, and/or sell of controlled substances at any college location. Applies to all employees and students.

• Possessing, using, transmitting, or being under the influence of any narcotic drug, intoxicant of any kind. Applies to all employees and students.

B. Disciplinary Action

If an employee is convicted of violating and criminal drug statue while in the workplace, he or she will be subject to disciplinary action up to an including termination. Likewise, the violation of the college Alcohol policy is also subject to disciplinary action. This action may include, but is not limited to, probation, suspension, termination, or the required successful completion of a drug or alcohol treatment program sponsored by an approved private or governmental institution as a precondition for continued employment.

A penalty will be imposed on students through the office of the vice president of student services as a result of unacceptable conduct which includes violation of the college's drug and alcohol policies.

Disciplinary actions may include: a written reprimand; being dropped from a class; receiving a failing grade on a test of course; probation; suspension from the college; dismissal from the college; or possible prosecution. More information can be found in the Student Code of Conduct sections of the student handbook or the college catalog.

C. Drug Counseling and Rehabilitation Services

CCCC recognizes the effects of drug and alcohol use. For more information about health risks along with legal repercussions please see Drugs: The Risks and the Laws and Alcohol: The Risks and the Laws.

If you need to seek assistance for any reason related to the use/abuse or drugs or alcohol, a member of the CCCC counseling staff will act as a referral source to the following services of Lee, Chatham, and Harnett counties:

• Alcoholic Anonymous (919) 776-5522
• Pinehurst Treatment Center (910) 215-3330
• Holly Hill Hospital (800) 447-1800
• Carolina Behavioral Care (910) 295-6007
• Sandhills Center/Lee (919) 774-6521
• High Point Behavioral Health (800) 525-9375
• Sandhills Center/Harnett (910) 893-2118
• Alamance Regional Medical Center (800) 522-9418

Full texts of all applicable laws and college policies are available in the office of the vice president of student services.

Problem Gambling

CCCC has an established problem gambling prevention and awareness program. Students are encouraged to seek assistance for themselves, friends, or family members who may have a gambling addiction. The following resources are helpful in the identification and treatment of a gambling problem:

North Carolina Problem Gambling Helpline:
(877) 718-5543
morethanagamenc.com

Gambler's Anonymous:
(888) 846-4427
gamblersanonymous.org

Gam-Anon:
(800) 552-0170
gam-anon.org

National Center for Responsible Gambling
ncrg.org

McGill International Centre for Youth Gambling
youthgambling.com

Veterans' Information

Recruitment of Service Members

In compliance with Department of Defense MOU paragraph 3.j.(3), Central Carolina Community College does not participate in high pressure recruitment tactics of military students including, but not limited to, providing commissions, bonuses, or other incentive payment programs to employees or contractors for the purpose of securing Service member enrollments.

Loan Information for Service Members

Central Carolina Community College does not participate in the Federal Direct Loan Program. The Student Loan Cohort Default Rate (CDR) for Central Carolina is 0%. The College certifies private loans. Before Certification of a private loan can take place, Service Members are required to meet with a trained and qualified Financial Aid Specialist for loan counseling.

Financial Aid Information for Service members

Information regarding the financial aid process and deadlines is located on the CCCC website at http://www.cccc.edu;financialaid/important-dates/deadlines/.

Veterans Affairs Office

Central Carolina Community College's Veterans Affairs Office is available to assist the veterans and their eligible dependents in processing their VA applications to receive educational benefits (G.I. Bill), as well as to help them solve VA problems. CCCC has a veterans' coordinator whose office is located in the Student Services Department.

Students eligible for VA educational benefits should follow the procedures outlined below:

• Notify the veterans' coordinator of intent to apply for VA benefits.

• Select a program and apply for admission to the college. All admission requirements must be completed before VA benefits can be certified.

• Before registration, contact the veterans' coordinator to insure that all enrollment and VA document data are correct and complete. Students must inform the veterans' coordinator of their class schedule each semester. Failure to inform the veterans' coordinator of changes in students' schedules may result in a lapse of educational benefits.

Standards of Progress, Attendance, and Conduct for Students receiving VA Educational Benefits

Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (G.I. Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance, and conduct. These standards are as follows:

1. Academic Progress for VA Educational Benefits recipients

Students receiving VA Educational Benefits must maintain a grade point average (GPA) of 2.0 each semester or term in which they are enrolled. Failure to maintain a GPA of 2.0 will result in probation for the subsequent term of enrollment. If, at the end of that probationary term the GPA is still less than a 2.0, VA Educational Benefits will be terminated. Benefits cannot be reinstated until such time as the student regains satisfactory academic progress. Information on CCCC's grade system and GPA calculation is located in the college catalog. Eligible veterans or dependents can appeal their termination of benefits by completing the appeal form in the VA Office. This policy is used as the basis for determining a student's status for enrollment certification purposes to the Veterans Administration.

2. Attendance

Classroom attendance requirements are the same for veterans and non-veterans. Policies regarding class attendance are listed in the college catalog and the student handbook. Veterans who receive educational benefits and are dropped from class due to inadequate attendance may be terminated from receiving educational benefits. Failure to notify the veteran's coordinator of any change in classes, including class hours, may result in an overpayment in educational benefits and a debt for the student.

3. Conduct

Student conduct requirements are the same for veterans and non-veterans. Policies regarding student conduct are listed in the college catalog and in the student handbook.

Veterans Upward Bound

Veterans Upward Bound is a federal grant-funded program designed to motivate and assist veterans in the development of academic and other requisite skills necessary for success in a program of postsecondary education. The primary goal of the program is to increase the rate at which participants enroll in and complete postsecondary education programs.

The program provides: Academic refresher courses; Tutorial services; Academic, financial, or personal counseling; Mentoring programs; Information on postsecondary education opportunities; Assistance in preparing for college entrance exams; Assistance in completing college entrance and financial aid applications; Information on the full range of Federal Student financial aid programs and benefits; Education or counseling services designed to improve financial and economic literacy; and Assistance in securing support services from other locally available resources such as the Veterans Administration, state veterans agencies, veteran associations, and other state and local agencies that serve veterans.

All services are provided free of charge to eligible participants. Anyone interested in receiving additional information may contact the program by visiting Hockaday Hall, by calling 919-718-7463, or by emailing veteransub@cccc.edu. You can also find more information about the program online at www.cccc.edu/vub.

Student Activities

The college shall attempt to enrich the academic and social growth of the students and promote a vibrant, positive student life experience by offering a wide range of student activities under the supervision of the Student Services Division.

Student Activities personnel will assist club advisors and students with the club application process and yearly paperwork required to continue existing clubs. Student fee funds may be available to active student clubs.

All Campuses: (919) 718-7337
• cccc.edu/campus-life

Student Centers

Student Centers are located on all three campuses to provide an area for students to relax while not attending class. Students are encouraged to use the centers as places to meet, chat, eat, and relax.

Monday – Thursday, 7:30 a.m. – 9:00 p.m.
Friday, 7:30 a.m. – 3:30 p.m.

Alumni

Alumni are those persons who have successfully completed a certificate, diploma, or degree program at Central Carolina Community College.

For more information or to make an annual gift of any amount to the college call (919)718-7230.

Ambassador Scholarship Program

The Ambassador Scholarships are awarded to a group of students who have been nominated by faculty and staff to represent the college at special events on campus and in the community. Students are nominated on the basis of grade point average (GPA), leadership potential, and communication skills. All selected Ambassadors receive free in-state tuition and fees, plus all necessary uniforms for that year. Further information may be obtained from the Ambassador advisor in the Student Services Department.

Athletics

- Basketball: CCCC sponsors intercollegiate men's and women's teams when there is sufficient student interest. Intramural basketball may also be sponsored if sufficient interest is indicated and facilities are available for use.
- Volleyball: CCCC sponsors a women's volleyball team in intercollegiate play when there is sufficient student interest.
- Golf: CCCC sponsors a men's golf team in intercollegiate play when there is sufficient student interest.
- Cross Country: CCCC sponsors a men's and women's team where there is sufficient student interest.
- Other Athletics: Other athletic teams may be formed for men and/or women's sports as dictated by student interest.

Transfer Options

Central Carolina students have a number of transfer options and can transfer credits to in-state public and private colleges and universities as well as out of state institutions as well. Students are advised to work with their advisor to explore the transferability of credits and credentials. CCCC has worked with a number of institutions, known as Enhanced Transfer Partners, which provide extra incentives or guarantees related to transfer. The participating universities are listed below.

East Carolina University (Pirate Promise)

Pirate Promise allows CCCC students interested in attending ECU guaranteed acceptance once completing the AA, AS, or AE degree with a minimum GPA of 2.5. Interested students must be in their first semester, commit to full-time student status (12 hours or more) and submit appropriate information.

Students accepted into Pirate Promise will have no transfer fee, joint advising with ECU and CCCC advisors, access to ECU resources and much more.
For more information, contact Jason Ziebart (**jziebart@cccc.edu**).

NC State University (C3 Program)

NC State C3 is a dual-admission program between NC State and CCCC. C3 is intended for high-achieving community college students from low-to-moderate income backgrounds who plan to transfer to NC State after completing their associate degree. C3 students who complete their Associate in Science, Associate in Arts, or Associate in Engineering degrees at CCCC and meet other criteria, including a cumulative 3.0 GPA or better, are guaranteed admission to NC State University.

C3 students receive access to many NC State services while still enrolled at CCCC, including academic advising, financial planning, degree planning, and access to specific events.

For more information, contact Lora Witcher (lwitcher@cccc.edu) or Holly Schofield (hschofield@cccc.edu).

North Carolina Wesleyan College (ASPIRE)

NCWC offers a unique collection of programs that allows qualified students to earn their bachelor's degree while not traveling too far from home with many classes offered at the Durham campus location. Some programs have a significant portion online to aid working adults.

ASPIRE students will have a NCWC specialist who will assist them with all aspects of admission, waive application fees, and ensure a seamless guaranteed transfer experience for AA and AS graduates and some AAS students may also be eligible Classes are offered in a variety of formats, including 8-week classes to ensure faster degree completion.

For more information, contact Scott Byington (sbyington@cccc.edu)

University of North Carolina-Chapel Hill (C-STEP)

The Carolina Student Transfer Excellence Program, or C-STEP, is an innovative program offered via a partnership between CCCC and UNC-Chapel Hill that identifies talented low- to moderate-income students while they are still in high school or early in their community-college careers and assures their eventual admission to the College of Arts and Sciences at UNC-Chapel Hill if they earn an appropriate associate degree and successfully complete the program. C-Step offers special events and advising, tailored to both CCCC and UNC-Chapel Hill, while students are pursuing their associate degrees.

For more information Carl Bryan (cbrya799@cccc.edu), Angela Crisp-Sears (acris684@cccc.edu), or Mark Hall (mhall188@cccc.edu).

University of North Carolina Greensboro (Spartan Promise)

CCCC students in Spartan Promise are co-enrolled at CCCC and UNCG. Through participation in this program, CCCC students will receive a waived application fee to UNC-G, Access to UNC-G University Library services and resources, on-site admissions and academic advising, and access to on-campus activities and events.

Spartan Promise students must maintain a GPA of 2.0 or better and complete an Associate in Science or Associate in Arts degree to transfer as part of this program.

For more information, contact Mr. Seth Buchanan (sbuchanan@cccc.edu).

University of North Carolina Wilmington (Pathway to Excellence)

CCCC students who participate in UNCW's Pathway to Excellence are guaranteed admission to UNCW for students completing an Associate of Arts, Associate of Science, or Associate of Engineering with a cumulative GPA of at least a 2.5) in transferable, college-level coursework from Central Carolina Community College. UNCW will provide a Transfer Student Success Advisor to meet with students at CCCC at intervals throughout each semester to help students create a path of transfer and beyond

UNCW will host CCCC Pathway to Excellence students annually in an Open House event. UNCW will provide an application event each spring on the CCCC campus providing application fee waivers to students applying to transfer.

For more information, contact Ms. Audra Kallimanis (akallimanis@cccc.edu) or Ms. Emma Belcher (ebelcher@cccc.edu)

Western Governors University

The WGU program is for students who have completed their associates degree and are looking for an online option to complete specific and masters degrees programs and can be an especially good option for those students completing Associate in Applied Science degrees who want to transfer. Using a competency based approach, students may finish multiple courses in a single academic term for one low cost.

For more information, contact Scott Byington (sbyington@cccc.edu)

Phi Theta Kappa Honor Society

The Phi Theta Kappa Honor Society at Central Carolina Community College serves to promote scholarship, development of leadership and service, and the cultivation of fellowship among its members. To qualify as candidates for membership, students must meet the following requirements:

a. Must have completed 12 semester hours of associate degree coursework.

b. Must have achieved a Grade Point Average of 3.7 on a 4.0 scale and subsequently, maintain a cumulative Grade Point Average of 3.5 on a 4.0 scale.

c. Must adhere to the Student Code of Conduct and be a student in good standing.

Members of Phi Theta Kappa are honored at college commencement exercises by a special designation on their diplomas and special regalia worn with their graduation robes.

The Honors Scholars Program

The Honors Scholars program at CCCC allows very high-performing students to challenge themselves academically. Students accepted into the program will chose four 16 week courses (no more than 2 per semester) over their academic career in which they will conduct an honors project under the guidance of the instructor for the course. These courses should be chosen with the guidance of the Honors Scholars director and should represent a variety of study areas. Each course must be completed with an overall grade of B or higher and requires the successful completion of the research project. Students will also be required to present the research from at least one course at either a local, regional or national level. Upon completion of the honors program with a 3.5 cumulative GPA (as well as the A.A, A.S. or A.E. requirements), students will receive recognition on their transcript as well as at graduation. They will be eligible to transfer to selected universities directly into an honors program.

Library Services

The CCCC Libraries consist of the Lee Main Campus Library (Sanford), the Harnett Main Campus Library (Lillington), and the Chatham Community Library (Pittsboro). The Chatham Campus Library merged with the Chatham Public Library in September 2010 to form a joint-use library located on the Pittsboro campus. All libraries provide assistance to students, faculty, and community patrons. Library hours and phone numbers are:

Lee Main Campus Library (Sanford)
Phone: (919) 718-7244 **Fax:** (919) 718-7378
Hours: Monday through Thursday, 7:30 a.m. to 8:00 p.m. Friday, 7:30 a.m. to 3:30 p.m.

Harnett Main Campus Library (Lillington)
Phone: (910) 814-8843 **Fax:** (910) 814-8894
Hours: Monday through Thursday, 7:30 a.m. to 7:00 p.m. Friday, 7:30 a.m. to 3:30 p.m.

Chatham Community Library (Pittsboro)
Phone: (919) 545-8084
Hours: Monday through Thursday, 9:00 a.m. to 8:00 p.m. Friday, 9:00 a.m. to 6:00 p.m. Saturday, 9:00 a.m. to 5:00 p.m.

NOTE: *Summer hours and semester break hours at the libraries vary and are posted at each campus library.*

Library Cards and Student IDs

Library cards are required for everyone to borrow materials. For students at the Lee and Harnett Main campuses, the student ID card is also the library card. Student IDs are made at the Lee and Harnett Libraries. At the Chatham Main Campus, IDs are made in the Admissions Office in the Administration Building. Students should provide a copy of their registration schedule and/or receipt as proof of enrollment at the time their ID is made. All

students will need to register and activate their student ID for use as a library card at the library circulation desk. Students at the Chatham Main Campus should go to the reference desk at the Chatham Community Library for a library card. Please let the Chatham library staff know that you are a CCCC student.

Circulation Policies

Books and audio books may be checked out for 3 weeks. Back issues of magazines and newspapers may be checked out for 1 week. DVDs may be checked out for 3 days (limit 3 titles). The CCCC libraries do not charge late fines for overdue materials with the exception of reserve materials, which are $1.00 per day if late. The replacement cost of the item is charged for items that have been lost. Charges may also be assessed for damaged materials. Grades, transcripts, and diplomas are held until the library record has been cleared. Circulation policies, loan periods, and late fines may vary at the Chatham Community Library.

Library Assistance

Library staff is available to assist students, faculty, and community patrons with reference questions, research, or other library needs. Assistance is available in person, by phone, by e-mail, and through a 24/7 online chat reference service. Appointments for individual research consultations may also be scheduled with a librarian. Students receive library instruction through seated and online curriculum classes or through online tutorials and research guides available on the library web page.

Computers, Printing, and Fax

Computers with Internet access and Microsoft Office applications are available. A scanner and wireless Internet access are also available at all libraries. Printing and photocopying services are available using a print card system at the Lee and Harnett Main Campus libraries. Costs are 5¢ per page for black and white copies/printing or 25¢ per page for color printing. Printing and copying services at the Chatham Community Library are payable through a coin-operated system or cash at 10¢ per page (black and white only.) Fax services are available at the Lee and Harnett Main Campus libraries at $1.00 per page to send or receive.

Study Spaces

The libraries also provide multiple options for study spaces.

Quiet Zone: Study tables provide space for one or two students to work quietly with some conversation.

Silent Zone: Study carrels provide space for one student to work with no noise.

Collaborative Zone: All of our study rooms at the Lee and Harnett Main Campus libraries are equipped with large screen computers, high resolution webcams, and white boards to provide collaborative space for dynamic group work. Study rooms at the Chatham Community Library have white boards for collaborative group work. Study rooms may be reserved in advance from any computer or mobile device via the library web page.

Library Resources

A variety of print and electronic library resources are available to support the curriculum programs of the college. The CCCC libraries have a combined collection of 18,000 books, 40 periodical subscriptions, and 2500 audiovisual items.

Electronic resources are comprised of CCCC online databases and the NC LIVE database collection. These combined resources provide access to 150 databases containing complete articles from over 114,000 periodicals, over 580,000 eBooks, and over 38,000 streaming videos. Students can access all of these resources from off campus using their CCCC Portal login credentials.

The online catalog, a central database containing the holdings of CCCC and 50 other North Carolina community college libraries in the CCLINC consortium, provides easy and free access to additional resources in these libraries. Cooperative agreements giving students borrowing privileges exist between the CCCC libraries and the public libraries in Lee and Harnett counties, as well as Campbell University and UNC Greensboro. The library also participates in interlibrary loan services with other types of libraries in North Carolina and throughout the United States. Interlibrary Loan services allow the library to borrow materials from other libraries for our patrons to check out through the CCCC Libraries.

College Success Center

The College Success Center supports students' needs as they persist towards their academic goals and develop into lifelong learners. Students may visit with a success team member for individual academic coaching sessions, advising sessions, and/or group advising sessions.

All students are encouraged to visit a success team member if they have academic issues or experience barriers to their college attendance.

The College Success Center also teaches college success courses (ACA 122) students typically take during their first semester in college. These courses are designed to help students learn to navigate the college process and accomplish their goals. During the class, students will create individualized college success plans helping them to map their path towards a success career.

TRiO Student Support Services & STEM-Health Science

Student Support Services (SSS) is a federally-funded TRiO program designed to assist college students with academic skills and motivation to successfully complete a postsecondary education degree. The goal of the Student Support Services program is to increase the college retention and graduations rates of its participants. The

program services 260 eligible students of all majors each year. Eligibility criteria is any combination of the following: first generation, low income, or a student with a disability. Selected students are also eligible to receive grant aid awards of at least $600.00.
Program services include:

- Academic tutoring, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects;
- Advice and assistance in postsecondary course selection ;
- Information on both the full range of student financial aid programs and benefits;
- Assistance in completing financial aid applications, including the FAFSA and scholarship information;
- Education or counseling services designed to improve the financial and economic literacy of students,
- Assistance in applying for transfer admission to, and obtaining financial assistance for enrollment in, four-year postsecondary education programs.
- Individualized counseling for personal, career, and academic matters;
- Career exploration;
- Exposure to cultural events and academic programs; and
- Mentoring programs.

Campus Contact:
sss@cccc.edu
Phone: 919-718-7536
Appointments available at all campus locations.

Developmental Studies Program

Minimum proficiency requirements have been established in English, math, and reading. If a student's placement test scores are below the minimum requirements, he will take developmental courses designed to help remove deficiencies. The Developmental Studies Program is located in the Science Building on the Lee Main Campus, in the Miriello Building on the Harnett Main Campus, and in the Health and Small Business Building on the Chatham Main Campus.

Writing and Reading Center

The Writing and Reading Center helps students develop their writing and reading skills with free services such as one-on-one coaching, group coaching sessions, and content-specific workshops. Through these services, students receive constructive feedback on writing assignments, resources to improve reading, research, and writing skills, and recognition of their growth as readers, researchers, and writers.

The Writing and Reading Center coaches will help students refine and revise their work at any stage of their academic assignment.

In addition to physical services in the Writing and Reading Center, tutoring is also available via the Online Writing Center (OWL). Students taking online or evening classes can submit work for review and receive constructive feedback in no more than 48 business hours. To access the OWL, use the A – Z index on the homepage.

The Writing and Reading Center is located in the Miriello Building on the Harnett Main Campus, in Room 202, Building 2 on the Chatham Main Campus, and on the Lee Main Campus in the Science Building.

Campus phone numbers;
Lee (919) 718-7210
Harnett (910) 814-8858
Chatham (919) 545-8049

AVISO

Students can use AVISO to collaborate with their faculty advisors and success team members to develop a comprehensive academic success plan for current and future semesters. AVISO also provides students with access to transcripts, plans of study, and other important advising information.

Logging in to AVISO

AVISO is an online academic planning tool where CCCC students can:

• Communicate with success team members and faculty advisors.

• Create academic success plans.

• Plan for upcoming class registration periods to have advising holds lifted.

AVISO can be accessed from its icon located in the lower right column of www.cccc.edu/connect or at http://cccc.avisoapp.com

STEP 1: Aviso can be accessed at cccc.avisoapp.com or through the login option in the upper right corner of www.cccc.edu.

STEP 2: In the Username field, type in your full cougarmail e-mail address: the first initial of your first name, the first four letters of your last name, and the last three digits of your CCCC student ID (not your Social Security Number) followed by "@cougarmail.cccc.edu ." For example, Jane Smith ID# 1234567 would be username: jsmit567@cougarmail.cccc.edu

STEP 3: In the Password field, type in your cougarmail password.

Technical assistance can be contacted for troubleshooting at (919) 718-7339 or (800) 682-8353 extension ext. 7485.

Academic Assistance Center

The Academic Assistance Center (AAC) supports the mission of Central Carolina Community College by providing computer resources, test proctoring, and tutorial services in a learner-centered environment. The services provided at the AAC are free to CCCC students.

Campus phone numbers:
Lee (919) 718-7361
Harnett (910) 814-8865
Chatham (919) 545-8029

The Instructional Program

Many decisions precede the implementation of any new curriculum program. Surveys are used to determine student interest and the availability of employment. Advisory committees are organized in order that community interest, advice, and counsel may be solicited. Funds must be available for instructors and necessary equipment and instructional space must be available. Only after the approval of the Board of Trustees and the State Board of Community Colleges may a new program be implemented.

A strong asset of the North Carolina Community College System is the flexibility in programs. When the job market no longer provides employment for graduates in certain areas, programs can be phased out so more critical labor needs may be met. It is not the purpose of the college to adopt a fixed curriculum; rather, its aim is to modify all programs to meet the ever-changing needs in the fields of employment.

The college reserves the right to cancel any course or program in cases of low enrollment or decreased budget. The college reserves the right to change any curriculum, and such changes may be made without prior notice. This handbook is not to be read as part of a contractual relationship between the college and a student or prospective student.

Continuing Education

Continuing Education provides opportunities for adults, regardless of educational backgrounds, to retrain and update themselves in employment, develop leadership and civic responsibility, improve in-home and community life, expand knowledge in general education, and develop creativity in the fine arts.

The Continuing Education division awards the Continuing Education Unit (CEU) for appropriate programs. The CEU is a nationally recognized records device for substantive noncredit learning experiences. A CEU is defined as "10 hours of participation in an organized continuing education experience under responsible sponsorship and qualified instruction or direction." The following are continuing education programs for which CEU's may be earned:

Community Service programs are offered as a part of the commitment of the college to serve the total community. Offered on day or evening basis, these courses are designed to meet the educational needs of adults in a variety of areas.

Occupational Extension programs provide pre-employment, on-the-job, and in-service training of personnel for area businesses and industries. Occupational extension courses have been or can be developed for any industrial training need, which can be addressed in a classroom, online, or lab environment. These courses may be offered "on site" or at a college location. Course content can be tailored to meet a particular company's needs. A group of at least 8-10 people is required for most classes.

Emergency Services programs provide courses to meet the training needs of law enforcement, fire, emergency medical, and rescue services personnel. Its programs develop skilled responders, empowering them to act more effectively in emergencies.

College & Career Readiness

The mission of the College & Career Readiness program is to prepare adults with the knowledge and skills necessary to be successful in post-secondary education and in the workplace. Anyone 16 years of age or older, who has been out of school for a minimum of six months, may enroll in College and Career Readiness. The following programs are offered at various sites in the College's three-county service area on a non-fee basis.

1. Adult Basic Education

Adult Basic Education is offered to individuals who performed below a high school level on a placement test and are seeking to improve basic skills in reading, writing, mathematics, and related subjects. These courses are designed to prepare students to transition into the High School Equivalency program or the Adult High School Diploma program.

2. High School Completion

The High School Equivalency and Adult High School Diploma programs provide adults the opportunity to earn a high school credential.

a. High School Equivalency (HSE): The HSE program allows an adult to take a series of tests to demonstrate attainment of the academic skills equivalent to those of a high school graduate. The HSE program supports preparation for both the GED® and HiSET®. The GED® includes four tests and is computer based. The HiSET® includes five tests and offers both computer-based testing and paper-based testing. The HSE tests are fee-based.
b. Adult High School Diploma (AHS): The AHS diploma program offers students an opportunity to complete the high school credits needed to obtain an adult high school diploma. Course and graduation requirements are in alignment with the standards established by the North Carolina State Board of Education, the local education agencies, and Central Carolina Community College. The AHS diploma is issued jointly by the local education board of the student's residence and the Central Carolina Community College's Trustees.

3. English as a Second Language (ESl)/English Literacy

The ESL program assists students whose first language is not English improve their English speaking, reading, and writing skills. Students may also choose to prepare for the US citizenship test and/or enroll in a computer literacy

course.

4. Bridges to Living and Learning Academy (B.E.L.L.)

B.E.L.L. is a program for adults with intellectual or developmental disabilities. Eligible students must be referred by high school teachers, vocational rehabilitation counselors, academic advisors or guidance counselors. B.E.L.L. Academy's emphasis is on improving reading, writing, math, and computer skills; helping adults become more independent; and offering hands-on, real-life career experiences.

5. ***YouthBuild***

YouthBuild is a program offered to students who are between the ages of 16 and 24 and interested in pursuing a high school equivalency along with an industry-recognized credential in Construction Technology, Certified Nursing Assistant I, or Air Conditioning, Heating, and Refrigeration (HVAC) . Students will engage in various activities designed to place them on a clear pathway to post-secondary education and/or gainful employment.

6. ***Basic Skills Plus***

Basic Skills Plus is a program that allows students who are enrolled in College and Career Readiness and performing at the adult secondary education level to co-enroll in certain curriculum or continuing education career pathways. Tuition is waived for the first 12 credit hours of a curriculum program or 96 hours of a continuing education program.

Small Business Centers

The college's small business centers support the development of new businesses and the growth of existing businesses through training, counseling, and resources. The college operates three small business centers, one in each of the counties within the college's service area. Through the centers, seminars are offered related to small business operation for entrepreneurs and prospective small business owners. Direct counseling and resources are provided to small business center clients. A special focus of assistance and loan referral is provided, as well as a small business incubator operated in conjunction with a community partner agency. Additionally, the small business centers work in conjunction with other service organizations in the three-county service area to provide resources and support to small businesses.

Industry Services & Customized Training

The customized training program provides education and training opportunities for eligible businesses and industries. Those businesses and industries eligible for support through customized training include manufacturing, technology intensive, regional or national warehousing and distribution centers, customer support centers, air courier services, national headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina. Resources may support training assessment, instructional design, instructional costs, job profiling, and training delivery for personnel involved in the direct production of goods and services. In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment
- The business is deploying new technology
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations with the state
- The skills of workers will be enhanced by the assistance

In addition to customized training, incumbent workforce development program (IWDP) grants and training are provided to businesses within the four-county local workforce area to include Chatham, Harnett, Lee, and Sampson counties. The primary focus of this grant is to provide layoff aversion for companies. The grant provides training revenue for employees with a one-time maximum of $25,000 and a lifetime maximum of $40,000.

Workforce Development Services

Central Carolina Community College, as the administrator for Triangle South Workforce Development Board programs, is responsible for planning, policy guidance and oversight of the workforce investment system in the four counties. Its goal is to combine area employment, training and supportive services and programs into a consumer based, market driven system that meets the needs of job seekers and employers. Strategies and objectives for accomplishing the WDB's goal are contained in the Workforce Investment Plan.

The WDB oversees the One-Stop Career Center System (NCWorks Career Centers), which is the delivery mechanism for comprehensive services for workforce investment system customers. Through planning, data collection and continuous improvement of programs and services, the WDB seeks to maximize the efficiency of the local labor market, surpass customers' expectations and exceed federally required and state determined performance standards. The mission of the Workforce Development Board is to develop and utilize effective leadership and partnerships among business, labor, government, social services, local education agencies and other communities of

interest to create and support one efficient, customer-centered and market-driven workforce development system. The mission is also to ensure a system of high quality customer service and information that supports the following concepts:

- The ability of all citizens to obtain employment that provides a livable wage
- The development of a qualified, competent and globally competitive workforce in the quad-county area
- The efficient allocation of scarce and idle resources
- A sustained economic growth and development over time in Chatham, Lee, Harnett, and Sampson counties

2018 PERFORMANCE MEASURES REPORT

Central Carolina Community College

In February 1999, the North Carolina State Board of Community Colleges adopted twelve performance measures for accountability. Recognizing the importance of these measures in the System's public accountability efforts, the System Planning Council decided to designate the twelve measures, which capture the essential elements of the mission of all community colleges in North Carolina, as the core indicators of student success and include them as the first factor of the Critical Success Factors report.

In 2010, a Performance Measures Committee was established to develop new performance-based student success measures to go into effect in 2013. During the development of these measures, it was determined that it was important to establish a three-year review process to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. To facilitate the first three-year review of the measures, the Performance Measures Adjustment Committee was appointed to review the current set of measures and recommend deletions, revisions, and additions. This included individuals representing college leadership and research. The Committee recommended seven measures that were adopted by the 2016 General Assembly.

For the 2018 reporting year, CCCC met or exceeded baseline standards for all of the 7 measures. The full NCCCS Performance Funding Measures Report can be accessed at http://www.nccommunitycolleges.edu/analytics/state-and-federal-performance-measures

Measures and standards for both Central Carolina Community College (CCCC) and the North Carolina Community College System (NCCCS) are provided below.

Basic Skills Student Progress

Basic skills students include all basic skills students who have post-tested and have accumulated 12 or more contact hours during the program year. This measure is the percentage of students who progress as defined by the number of students completing the program year at a higher educational functioning level. This measure excludes high adult secondary education initial placements.

NCCCS Performance – 58%
CCCC Performance – 73%

Student Success Rate in College-Level English Courses

This measure is to ensure students are successfully completing credit-bearing English courses in a timely manner. This measure includes first-time fall curriculum students who have an Associate Degree primary curriculum program or are in a Career and College Promise College Transfer Primary Pathway. Success is defined as earning a "C" or better in at least one credit-bearing English course during their first two academic years.

NCCCS Performance – 55%
CCCC Performance – 42%

Student Success Rate in College-Level Math Courses

This measure is to ensure students are successfully completing credit-bearing Math courses in a timely manner. This measure includes first-time fall curriculum students who have an Associate Degree primary curriculum program or are in a Career and College Promise College Transfer Primary Pathway. Success is defined as earning a "C" or better in at least one credit-bearing Math course during their first two academic years.

NCCCS Performance – 34%
CCCC Performance – 35%

First Year Progression

This indicator includes the percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours. A fall cohort of credential-seeking students enrolled in curriculum courses at a college for the first time was used. These students must attempt at least twelve hours (including developmental and withdraw) within the first year fall, spring, and summer semesters. It does not include students who do not attend the class i.e. transfer credits, credit by exam or reported grades of 'NA' and 'NS'. Those within this cohort complete at least twelve hours (including developmental) with a "P", "C" or better within the first year.

NCCCS Performance –70%
CCCC Performance – 76%

Curriculum Completion Rate

The percentage of first-time fall curriculum students who, within six years of first term of enrollment, have either graduated, transferred, or are still enrolled with at least 36 non-developmental credit hours.

NCCCS Performance –44%
CCCC Performance – 41%

Licensure & Certification Passing Rate

The percentage of first-time test takers from community colleges passing an examination required for North Carolina licensure or certification prior to practicing the profession. A licensure requirement for an occupation is one that is required by state statute for an individual to work in that occupation. Certification is generally voluntary but may be required by employers or an outside accrediting agency. Purely voluntary examinations are not reported. For privacy

and statistical validity, no examination data are reported when the number of first-time test takers was fewer than 10. Depending on the exam, data may be reported on the fiscal or calendar year. –

NCCCS Performance – 82%
CCCC Performance – 80%

College Transfer Performance

This measure is to ensure the academic success of community college students at a four-year university or college. The cohort includes associate degree recipients who have transferred to a four-year university or college and have earned a GPA of *2.25 or higher after two consecutive semesters at the transfer institution.

NCCCS Performance – 83%
CCCC Performance – 81%

**Participating NC independent colleges and universities*

INCLEMENT WEATHER POLICY

When it is determined that weather conditions are severe enough to warrant closing the college, the information will be made available as soon as possible. Students, staff, and faculty should visit the college website for the most up-to-date inclement weather postings. The chief academic officer or designee maintains a contact list for local news stations and is responsible for facilitating the process to notify the media.

All inclement weather days not made up by an administrative change in the college's calendar will be made up by the instructor utilizing one of the following options: a) alternate assignment relevant to course objectives, b) schedule extra class sessions, c) holding conferences with individual students, or d) extend scheduled class time (requires dean approval). The appropriate form should be submitted to the department chair/program director.

Types of Announcements

- CCCC will be closed. Optional staff workday. (No classes will be held, but administrators, faculty, and clerical staff are expected to report for work).
- CCCC will be closed. (This applies to extreme conditions and no one is expected to report for work).
- College will open at announced time (Classes that meet at that time or after will meet).

In the absence of announcements A, B, or C listed above, classes will be held as usual.

STUDENT ACCESSIBILITY SERVICES

Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. In 1994, Central Carolina Community College established the Special Populations Office to facilitate the provisions of reasonable accommodations for all students with disabilities. This office coordinates services between the faculty and the special populations students. Our instructors and staff have experience working with students who have disabilities to help them obtain the education they need to enter the workforce or transfer to a four-year institution.

Central Carolina Community College has a commitment to its students to help them succeed. Therefore, Central Carolina Community College has adapted the following policy to guide its delivery of services to students with disabilities:

No otherwise qualified individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity at Central Carolina Community College. The college will make program modifications in instructional delivery and provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests.

To Receive Accommodations:

1. Student completes standard admission application.
2. Student must identify himself or herself to the Office of Student Accessibility Services and request accommodations appropriate for his or her disability. (Please request packet from the Office of Student Accessibility Services.)
3. Student may be referred to the Office of Student Accessibility Services by high school officials, community agencies, parents, Central Carolina Community College faculty or staff, or may self-refer. It is the responsibility of the student to request accommodations.
4. Student must provide current documentation (3-5 years) of the disability for which accommodations are requested. See cccc/edu/ada for documentation standards.
5. Once documentation is received, the student and coordinator will meet to determine necessary accommodations and complete a service contract.
6. Student completes a Student Schedule Request at the beginning of each semester enrolled as well as anytime their schedule changes, giving the student accessibility coordinator permission to notify instructors of accommodations.
7. Coordinator of Student Accessibility Services sends Accommodations Request form to the student's instructors each term outlining accommodations to which the student is entitled.

Academic Standards

Students with disabilities are expected to meet the same level of academic standards as all other students. The purpose of an accommodation is to minimize the impact of the disability.

CAMPUS SECURITY

All security officers are First Aid and CPR Certified. If you are calling 911 for a medical emergency, also contact Campus Security so they can respond.

All student vehicles must have a CCCC parking decal displayed. See the Vehicle Registration section and the parking map in this handbook for details on where to park.

Emergency Call Boxes are located around the Lee Main Campus, Harnett Main Campus, and Harnett Health Sciences Center. The Harnett Health Science Center's Call Boxes go directly to Harnett County 911 center.

Lee County

- Lee Main Campus: Campus Security is located in the lower level of Hockaday Hall: (919) 718-7512
- Dental Center: Campus Security is located in the Main Building: (919) 777-7715

Harnett County

- Harnett Main Campus: Campus Security is located in the Miriello Bldg: (910) 814-8813
- Harnett Health Sciences Center: Campus Security is located on first floor at reception desk: (910) 814-8998
- West Harnett Center: Campus Security is located in the main office: (919) 814-8899
- Dunn Center: Campus Security is located in the classroom bldg. office suites: (910) 814-8926

Chatham County

- Chatham Main Campus: Campus Security is located in Bldg. 41, Room 111: (919) 545-8066
- Siler City Center: Campus Security is located in the main office area: (919) 545-8680

Security Tips

• Be aware of your surroundings

• Always carry your CCCC issued student ID on your person

• Do not leave valuables, book bags, or electronics unattended

• Keep your car doors locked

• Do not leave valuables visible in your vehicle

• Have your car keys in hand before you reach the car door.

• Report suspicious person(s), threats, or harassing phone calls immediately to faculty/staff, Campus Security your location.

Smoking – 100% Tobacco Free Campus Policy

Central Carolina Community College is committed to providing its employees and students with a safe and healthful environment. CCCC also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. CCCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599. The use of tobacco and tobacco products is prohibited by students, staff, faculty or visitors:

• in all campus buildings, facilities, and outside areas of the campus.

• on campus grounds, or in vehicles that are the property of the college

• at lectures, conferences, meetings, social and cultural events held on campus

• for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.

• eCigarettes or any other active, nontraditional nicotine delivery systems are also prohibited. This prohibition does not apply to passive nicotine delivery systems intended for smoking cessation, such as nicotine patches.

Enforcement

Student Enforcement of all college policies and procedures is the responsibility of all faculty and staff members.

First Offense

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the college policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the college's tobacco-free policy and the possible consequences for violating the policy, and will file a report with the Director of Campus Security giving the student's name and the date and time of this policy violation. The report shall be made as an e-mail, or memorandum. The Director of Campus Security will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

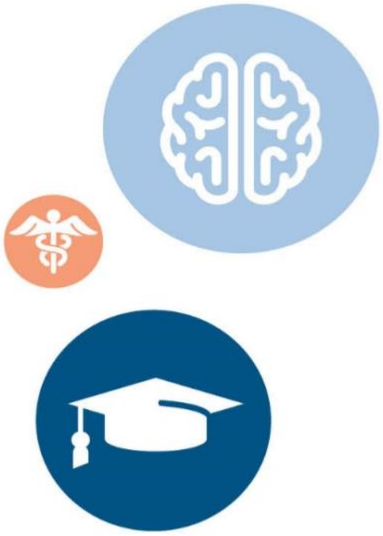
Second Offense

Faculty and staff members will follow the procedures identified in "First Offense." When the Director of Campus Security determines that this is the second reported offense for a student, the Director will give the student's name to the Vice President of Student Services. The Vice President of Student Services will send the student a first-class letter

and/or e-mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

Third Offense

Faculty and staff members will follow the procedures identified in "First Offense. When the Director of Campus Security determines that this is the third reported offense for a student, the Director will give the student's name to the Vice President of Student Services. The Vice President of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period.



CURRICULUM PROGRAMS

Curriculum Listing

Code	Program	Page
Agriculture and Natural Resources		
A15410	Sustainable Agriculture Degree	**63**
C1541010	Agriculture Sustainability Certificate	**63**
C1541020	Sustainable Livestock Systems Certificate	**63**
C1541030	Sustainable Vegetable Production Certificate	**64**
	Blank	**Blank**
Health Sciences and Human Services		
A45110	Associate Degree Nursing	65
D45240	Dental Assisting Diploma	**68**
A45260	Dental Hygiene Degree	**71**
A45360	Health Information Technology Degree	**74**
D45360	Health Information Technology Diploma	**77**
C45360DA	Health Information Technology Data Analytics Certificate	**77**
C45360ER	Health Information Technology Electronic Health Records Certificate	**78**
C45360PA	Health Information Technology Patient Access Specialist Certificate	**78**
A45380	Human Services Technology Degree	**78**
A4538E	Human Services Technology Degree, Substance Abuse Concentration	**79**
A45400	Medical Assisting Degree	**79**
D45400	Medical Assisting Diploma	**82**
A45440	Medical Sonography	**84**
D45530	Advanced Medical Coding Diploma	**87**
A45630	Health & Fitness Science Degree	**89**
D45630	Health & Fitness Science Diploma	**90**
C45630	Health and Fitness Science Certificate	**90**
D45660	Practical Nursing Diploma	**91**
A45780	Veterinary Medical Technology	**94**
D45970	Therapeutic & Diagnostic Services: Nurse Aid	**94**
A55280	General Occupational Technology Degree	**97**
	Blank	**Blank**
University Transfer		
A10100	Associate in Arts Degree (AA)	**98**
A10400	Associate in Science Degree (AS)	**101**
A10500	Associate in Engineering Degree (AE)	**103**
Business Technologies		
A25120	Business Administration Degree	**104**
D25120M0	Business Management Diploma	**105**
C25120M0	Manager Trainee Certificate	**106**
C25120E0	Entrepreneur Certificate	**106**
C25120RM	Retail Management Certificate	**106**
C25120S0	Social Media Marketing Certificate	**107**
A25200	Healthcare Management Technology Degree	**109**
A25310	Medical Office Administration Degree	**110**
C25310IC	Insurance Coding	**111**
C25310T0	Medical Transcription Certificate	**111**
A25370	Office Administration Degree	**111**
D25370	Office Administration Diploma	**112**
C25370W0	Information & Word Processing Certificate	**113**
C25370R0	Receptionist Certificate	**109**
A25380	Paralegal Technology Degree	**113**
D25380	Paralegal Technology Diploma	**114**
C25380	Paralegal Technology Certificate	**114**
A25590	Information Technology Degree	**115**
D25590	Information Technology Diploma	**115**
C25590DP	Database Programming Certificate	**116**
C25590IC	IC3 – Internet & Computing Core Certificate	**116**
C25590HT	Computer Hardware/ Troubleshooting Repair Certificate	**117**
A25590	Network Management Degree	**117**
D25590N	Network Management Diploma	**118**
C25590NI	Network Infrastructure Certificate (Cisco)	**119**
C25590NO	Networking Operating Systems Certificate	**118**

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C25590SE	Network Security Certificate	119
C25590IP	Voice Over IP Certificate	120
A25800	Accounting & Finance Degree	120
D25800	Accounting & Finance Diploma	121
C25800T0	Income Tax Preparer Certificate	121
C25800P0	Payroll Accounting Certificate	122
C25800	Small Business Financial Advisor Certificate	122
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Commercial & Artistic Production Technologies		
A30120	Broadcasting Production Technology Degree	123
D3012010	Radio Broadcasting Diploma	123
D3012020	Television Broadcasting Diploma	124
C3012010	Audio/Radio Production Certificate	124
C3012020	Video/TV Production Certificate	125
C3012030	Podcasting & Digital Audio Technology Certificate	125
Construction Technologies		
A35100	Air Conditioning, Heating, Refrigeration Technology	125
A35130	Electrical Systems Technology	126
A35140	Building Construction Technology Degree	126
D35140	Building Construction Technology Diploma	127
C35140	Building Construction Technology Certificate	127
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Engineering Technologies		
A40160	Computer Engineering Technology Degree	127
A40200	Electronics Engineering Technology Degree	128
C40200	Electronics Engineering Technology Certificate	129
A40280	Laser & Photonics Technology Degree	129
A40320	Mechanical Engineering Technology	130
C40320	Mechanical Engineering Technology Certificate	131
C40320EG	Mechanical Engineering Technology – Engineering Graphics Certificate	131
A40370	Sustainability Technologies Degree	131
C40370S	Sustainability Technologies Certificate	132
C40370GB	Sustainability Technologies – Green Building Certificate	132
C40370RE	Renewable Energy Certificate	133
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Industrial Technologies		
A50240	Industrial Systems Technology Degree	135
D50240	Industrial Systems Technology Diploma	136
C5024010	Electrical Controls Certificate	136
C5024020	Industrial Hydraulics Certificate	137
C5024030	Programmable Logic Controller Certificate	137
A50210	Computer Integrated Machining Degree	134
D50210	Computer Integrated Machining Diploma	134
C50210	Computer Integrated Machining Certificate	135
A50420	Welding Technology Degree	137
D50420	Welding Technology Degree	138
C50420	Welding Technology Certificate	138
C50420R	Robotic Welding Certificate	139
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Public Service Technologies		
A55110	Barbering Degree	139
D55110	Barbering Diploma	140
C55110	Barbering Certificate	140
C55120	Basic Law Enforcement Training Certificate	140
A55140	Cosmetology Degree	141
D55140	Cosmetology Diploma	142
C55140	Cosmetology Certificate	142
C55160	Cosmetology Instructor Certificate	142
A55180	Criminal Justice Technology Degree	143
D55180	Criminal Justice Technology Diploma	144
C55180T	Criminal Justice Technology	144
C55180AD	Criminal Justice Administration Certificate	144
A5518C	Criminal Justice Technology Degree-Forensic Sciences	145

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C5518C	Criminal Justice Technology-Forensic Science Certificate	145
A55150	Culinary Arts Degree	146
C55150CF	Culinary Fundamentals Certificate	146
C55150FT	Farm to Table Entrepreneurship Certificate	147
A55220C	Early Childhood Education Career Degree	147
A55220NL	Early Childhood Education Non-Licensure Degree	148
A55220L	Early Childhood Education Licensure Degree	148
D55220	Early Childhood Diploma	149
C55220FH	Family Home & Early Childhood Certificate	150
C55290	Infant/Toddler Care Certificate	150
C55230	Esthetics Certificate	150
C55270	Esthetics Instructor Certificate	151
A55310	Library & Information Technology Degree	151
D55310	Library & Information Technology Diploma	152
C55310C0	Library Cataloging Certificate	152
C55310L0	Library Programs Certificate	153
C55310P0	Library Public Services Certificate	153
C55310T0	Library Technical Services Certificate	153
C55310G0	Library Basics Certificate	154
C55310M0	Library Management Certificate	154
C55400	Manicuring/Nail Technology Certificate	154
C55450	Early Childhood School-Age Certificate	155
C55860	Early Childhood Preschool Certificate	155
C55850	Early Childhood Administration	155
	Blank	blank

Transportation Systems Technology

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D60130	Collision Repair & Refinishing Diploma	156
D60140	Automotive Restoration Technology Diploma	156
C60140	Automotive Restoration Technology Certificate	157
A60160	Automotive Systems Technology Degree	157
D60160	Automotive Systems Technology Diploma	158
C60160	Automotive Systems Technology Certificate	158
D60260	Motorcycle Mechanics Diploma	159
C60260	Motorcycle Mechanics Certificate	159

Programs at Harnett Correctional Institution

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C35130P	Electrical Systems Tech	160
C35180P	Carpentry	159
C35280P	Masonry	160
C50420P	Welding	161
C55110P	Barbering	159
C55250P	Foodservice Technology	161

Approved Humanities/Fine Arts Electives Associate in Applied Science Degree/Diploma

		C-L-SHC
ART 111	Art Appreciation	3-0-3
DRA 111	Theatre Appreciation	3-0-3
ENG 125	Creative Writing I	3-0-3
ENG 231	American Literature I	3-0-3
ENG 232	American Literature II	3-0-3
ENG 233	Major American Writers	3-0-3
*ENG 241	British Literature I	3-0-3
*ENG 242	British Literature II	3-0-3
ENG 243	Major British Writers	3-0-3
ENG 261	World Literature I	3-0-3
ENG 262	World Literature II	3-0-3
ENG 273	African-American Literature	3-0-3
HUM 110	Technology and Society	3-0-3
HUM 115	Critical Thinking	3-0-3
HUM 120	Cultural Studies	3-0-3
HUM 122	Southern Culture	3-0-3
HUM 150	American Women's Studies	3-0-3
HUM 160	Introduction to Film	2-2-3
HUM 220	Human Values and Meaning	3-0-3
MUS 110	Music Appreciation	3-0-3
MUS 112	Introduction to Jazz	3-0-3
PHI 210	History of Philosophy	3-0-3
PHI 230	Introduction to Logic	3-0-3
PHI 240	Introduction to Ethics	3-0-3
REL 110	World Religions	3-0-3
REL 211	Introduction to Old Testament	3-0-3
REL 212	Introduction to New Testament	3-0-3

*Not applicable for some health sciences programs. Health sciences students should see their advisor or an admissions counselor before registering for this course.

Approved Social/Behavioral Science Electives Associate in Applied Science Degree/Diploma

		C-L-SHC
ANT 210	General Anthropology	3-0-3
ANT 220	Cultural Anthropology	3-0-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
GEO 111	World Regional Geography	3-0-3
HIS 111	World Civilization I	3-0-3
HIS 112	World Civilization II	3-0-3
HIS 121	Western Civilization I	3-0-3
HIS 122	Western Civilization II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
HIS 151	Hispanic Civilization	3-0-3
HIS 222	African-American History I	3-0-3
HIS 223	African-American History II	3-0-3
HIS 226	The Civil War	3-0-3
HIS 236	North Carolina History	3-0-3
POL 120	American Government	3-0-3
POL 130	State and Local Government	3-0-3
POL 210	Comparative Government	3-0-3
POL 220	International Relations	3-0-3
**PSY 110	Life Span Development	3-0-3
**PSY 115	Stress Management	2-0-2
**PSY 118	Interpersonal Psychology	3-0-3
PSY 150	General Psychology	3-0-3
PSY 234	Organizational Psychology	3-0-3
PSY 237	Social Psychology	3-0-3
PSY 241	Developmental Psychology	3-0-3
PSY 246	Adolescent Psychology	3-0-3
PSY 281	Abnormal Psychology	3-0-3
SOC 210	Introduction to Sociology	3-0-3
SOC 213	Sociology of the Family	3-0-3
SOC 220	Social Problems	3-0-3
SOC 225	Social Diversity	3-0-3
SOC 232	Social Context of Aging	3-0-3
SOC 240	Social Psychology	3-0-3

*This course is approved only for diploma credential.
**Nontransferable

Agriculture and Natural Resources

Sustainable Agriculture
Credential: Associate in Applied Science in Sustainable Agriculture
A15410

The Sustainable Agriculture curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Students learn the fundamentals of sustainable agriculture, focusing on crop production and farm business. Emphasis is placed on entrepreneurial and practical field training. Students will complete a business plan and an agricultural internship in marketing and farming. Graduates are qualified for employment in a variety of positions associated with sustainable agriculture, including horticultural and livestock operations, wholesale and retail management, nursery operations, and environmental and agricultural education.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Sustainable Agriculture
Program Sites: Chatham Main Campus - Day Program

Course Requirements for Sustainable Agriculture Degree

		C-L-SHC
1. General Education Requirements (15 SHC)		
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; take one course:		
ENG 112	Writing/Research in the Discipline	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 110	Introduction to Communication	3-0-3
Mathematics (Take 1 course)		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
2. Major Requirements (28 SHC)		
AGR 111	Basic Farm Maintenance	1-3-2
AGR 121	Biological Pest Management	3-0-3
AGR 139	Introduction to Sustainable Agriculture	3-0-3
AGR 160	Plant Science	2-2-3
AGR 170	Soil Science	2-2-3
AGR 214	Agricultural Marketing	3-0-3
AGR 268	Adv. Organic Crop Production	2-6-4
ANS 110	Animal Science	3-0-3
WBL 111	Work-Based Learning I	0-10-1
Take 3 credits from:		
AGR 265	Organic Crop Production: Spring	2-2-3
AGR 266	Organic Crop Production: Fall	2-2-3
3. Other Major Requirements (24 SHC)		
AGR 212	Farm Business Management	3-0-3
AGR 220	Agriculture Mechanization	2-2-3
AGR 267	Permaculture	2-2-3
ANS 111	Sustainable Livestock Management	2-2-3
BUS 280	REAL Small Business	4-0-4
CIS 111	Basic PC Literacy	1-2-2
HOR 168	Plant Propagation	2-2-3
Electives (Take 3 credits)		
HOR 130	Greenhouse Design	3-0-3
AGR 221	Farm Structures	2-2-3
4. Other Requirements (Take 1 credit)		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 68

Sustainable Agriculture
Credential: Certificate in Agricultural Sustainability
C1541010

The Sustainable Agriculture curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Coursework includes classroom study and practical application of skills and concepts in the field. An understanding of the fundamental principles and practices of sustainable agriculture are emphasized. This certificate is appropriate for individuals interested in adding knowledge and skills in sustainability for employment in areas such as agriculture education, farmer advocacy work, non-profit organizations with agricultural missions in developing countries.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Sustainable Agriculture.
Program Site: Chatham Main Campus – Day Program

Course Requirements for Agriculture Sustainability Certificate

AGR 121	Biological Pest Management	3-0-3
AGR 139	Introduction to Sustainable Agriculture	3-0-3
AGR 170	Soil Science	2-2-3
AGR 265	Organic Crop Production (Spr or Fall)	2-2-3
AGR 266	Organic Crop Production (Spr or Fall)	2-2-3
AGR 267	Permaculture	2-2-3

Total Semester Hours Credit Required for Graduation: 18

Sustainable Agriculture
Credential: Certificate in Sustainable Livestock Systems
C1541020

The Sustainable Agriculture curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Coursework

includes fundamental sustainable agriculture concepts, study of the soil systems as they relate to pasture fertility and livestock health and marketing practices typical of small-scale, local food systems. Appropriate breed selection, pasture management and direct marketing are emphasized. This certificate is appropriate for individuals interested in integrating sustainable livestock production into their current agricultural system, agriculture educators, and individuals interested in working in the food and fiber industry.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Sustainable Agriculture
Program Site: Chatham Main Campus – Day Program

Course Requirements for Sustainable Livestock Systems Certificate

AGR 139	Introduction to Sustainable Agriculture	3-0-3
AGR 170	Soil Science	2-2-3
AGR 214	Agricultural Marketing	3-0-3
ANS 110	Animal Science	3-0-3
ANS 111	Sustainable Livestock Management	2-2-3

Total Semester Hours Credit Required for Graduation: 15

Sustainable Agriculture
Credential: Certificate in Sustainable Vegetable Production
C1541030

The Sustainable Agriculture curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. Coursework in the sustainable vegetable production certificate program focuses on the foundational principles for sustainable vegetable production from soil preparation to marketing a premium quality product. Graduates are prepared to work in vegetable production systems and related fields, such as farm market manager, produce manager or garden technician in retail settings.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Sustainable Agriculture.
Program Site: Chatham Main Campus – Day Program

Course Requirements for Sustainable Vegetable Production Certificate

AGR 121	Biological Pest Management	3-0-3
AGR 139	Introduction to Sustainable Agriculture	3-0-3
AGR 170	Soil Science	2-2-3
AGR 214	Agricultural Marketing	3-0-3
AGR 265	Organic Crop Production: (Fall)	2-2-3
AGR 266	Organic Crop Production (Spring)	2-2-3

Total Semester Hours Credit Required for Graduation: 17

Health Sciences and Human Services

LOUISE L. TULLER SCHOOL OF NURSING

Associate Degree Nursing
Credential: Associate in Applied Science in 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.

Coursework 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.

Limited Enrollment Curriculum:
The Associate Degree Nursing program is a limited enrollment curriculum and program applicants are accepted based upon a selective admissions process. Admission criteria for the Associate Degree Nursing program are reviewed annually and are subject to change. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission
A student can apply to the Associate Degree Nursing program once eligibility requirements have been met.

Prospective applicants are highly encouraged to complete the information session as well as contact the Associate Degree Nursing Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Associate Degree Nursing entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Nursing Department Chair and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Associate Degree Nursing program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

TEAS (Test of Essential Academic Skills)
All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS and pay the required testing fee.

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students are encouraged to complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Nursing Program application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

Nurse Aid I Registry Requirement
Prior Health Care Program completion with appropriate listing/licensure is required for consideration at the designated entry points in the nursing programs:

- Provide proof of current active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nurse Aid I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility. This active, non-restricted listing must be maintained throughout the application process.
- Provide proof of completion of NC state approved Nurse Aide I course (see approved schools at NCDHHS). Department Chair of Nursing will review NAI programs completed outside of NC. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.

  OR

  High School Medical Careers I & II courses with a grade of "C" or better within the last 5 years.

  OR

  Nurse Aide I work experience of at least 250 hours with the last 6 months in skilled nursing care or in an acute care hospital. (Required to have documentation of hours worked, service rendered and supervisor's name on company letterhead.)

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening will be required for all accepted Health Sciences students Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a course with a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens. Associated fees are the student's responsibility.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Associate Degree Nursing admission status and class space will be assigned to another applicant.

BLS Provider CPR
CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session
When notified of acceptance, applicants must attend a mandatory orientation session with the Nursing department.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense. Students may be required to attend classes on alternate dates depending on availability of resources to meet the objectives of the course. Students will be notified in advance at the earliest possible time.

Technical Standards
The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting,

complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Student should initiate this process as soon as possible (prior to the start of classes).

Board of Nursing Standards
Students who enroll in the nursing program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing. As the regulatory agency, the Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national licensure examination. NC Board of Nursing

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. The nursing program requires a grade scale that is different from the general college requirement. Students must achieve a final grade of "78" or higher in every NUR course in order to remain in the Associate Degree Nursing program. Refer to individual course syllabus for specific grading policy.

Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards
See additional Program Specific Standards in the Nursing Student Policies Handbook and specific Associate Degree Nursing course syllabus.

Associate Degree Nursing and progressive related courses must be taken in succession as they appear in the curriculum guide. Associate Degree Nursing students must adhere to the other policies set forth in the Nursing Student Policies Handbook.

Nursing curriculum students once enrolled must maintain an overall and semester grade point average of 2.0 or better, and must have a grade of 78% or better in all nursing and co–requisite courses required in order to graduate. Students are encouraged to earn higher grades to help ensure that they are prepared to pass the National Council Licensure Examination (NCLEX), which is required to practice as a nurse.

C. RE-ADMISSION, TRANSFER, OR ADVANCED STANDING INTO THE ASSOCIATE DEGREE NURSING PROGRAM

Students applying for readmission are those who have been separated from the nursing program one year or less. The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter an Associate Degree Nursing course earlier in the curriculum sequence if the student is lacking major content. All Associate Degree Nursing courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Associate Degree Nursing Program will require the student to reapply. Advanced placement is not guaranteed and dependent upon space availability. The Nursing Department Chair will evaluate transferability of all Associate Degree Nursing courses. Transfer courses must be equivalent to courses required at the receiving college in theory, lab, and clinical experiences. The student must provide copies of course syllabi and outlines for those Associate Degree Nursing courses to the department chairperson/program director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Associate Degree Nursing courses is determined by the Nursing Department Chair.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Nursing Department Chair and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. Students who have been unsuccessful in two attempts in the nursing program are able to reapply for entry in the first NUR program course.

All admission requirements must be complete a minimum of 8 weeks prior to course start.

Additional Admission Requirements for Advanced Standing LPN to-ADN Bridge Program
1. Admission is based upon all required and optional selective admission criteria previously addressed.
2. Admission is dependent on space availability at the specific point of entry determined for admission.
3. Applicants must show evidence of graduation from a state-approved school of practical nursing.
4. Provide a copy of current LPN License.
5. Provide a letter from DON or other appropriate supervisor of work experience, specifically documenting direct patient

care. This must be on company letterhead or through official work email.

6. All applicants must complete the advanced standing placement assessments in succession with a minimum grade of 78 or greater or CCCC LPN Completion within 1 year. The assessments can only be used for the current consideration period. The student will incur any testing expense and may take the test only three times in a three year period. The applicant will be referred for remediation based upon a low assessment score and/or sub scores. The time frame between each retesting attempt will be based upon successful completion of all required remediation.

7. Applicants must present letters on official letterhead from an administrative supervisor of the health care agency where the applicant is/has been most recently employed and/or the nursing chairperson of the practical nursing program attended.

8. The applicant:

a) Must have been employed as an LPN with documentation of at least one year full-time clinical experience with direct patient care in a health care agency within the last two years, or

b) Must provide documentation of direct patient care in a practical nursing program for at least six months of the twelve months immediately prior to admission, or

c) Must provide documentation of at least one year combined full-time clinical experience with direct patient care employed in a health care agency and a practical nursing program within the last two years, and

d) Must provide documentation that the applicant's employment/clinical practice has met minimal competence levels for that of a licensed practical nurse or nursing student.

e) The Nursing Department Chair will determine where applicants who do not meet the above work experience criteria are placed.

9. Applicants must have successfully completed all general education courses required in the first year of the Associate Degree Nursing Program with a grade of "C" or better.

10. Students may request a course exemption of ACA 115 Success and Study Skills (1 semester hour) unless identified as required pre-entry remediation.

11. If an advanced placement LPN does not meet the above admission criteria and/or validation testing, he/she may apply for regular admission as a first-year new entry student in the Associate Degree Nursing Program

Program Length: Associate in Applied Science – 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Associate Degree Nursing, RN to BSN Articulation

Program Sites: Lee Main Campus -Day

Course Requirements for Associate Degree Nursing

1. General Education Requirements (19 SHC)		**C-L-Cl-SHC**
BIO 168	Anatomy & Physiology I	3-3-0-4
ENG 111	Writing and Inquiry	3-0-0-3
HUM	Humanities Elective (pick-list)	3-0-0-3
PSY 150	General Psychology	3-0-0-3
PSY 241	Developmental Psychology	3-0-0-3
Communications; take one course:		
ENG 112	Argument Based Research	3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-3

2. Major Requirements (43 SHC)		
NUR 111	Introduction to Health Concepts	4-6-6-8
NUR 112	Health-Illness Concepts	3-0-6-5
NUR 113	Family Health Concepts	3-0-6-5
NUR 114	Holistic Health Concepts	3-0-6-5
NUR 211	Health Care Concepts	3-0-6-5
NUR 212	Health System Concepts	3-0-6-5
NUR 213	Complex Health Concepts	4-3-15-10

3. Other Major Requirements (7 SHC)		
BIO 169	Anatomy & Physiology II	3-3-0-4
SOC 210	Introduction to Sociology	3-0-0-3

4. Other Requirements (1 SHC)		
*Student Success – Select One		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Humanities pick list (3 SHC):		
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
HUM 115	Critical Thinking	3-0-0-3
MUS 110	Music Appreciation	3-0-0-3
MUS-112	Introduction to Jazz	3-0-0-3
PHI 215	Philosophical Issues	3-0-0-3
PHI 240	Introduction to Ethics	3-0-0-3

*LPN to ADN Bridge Program requires NUR214 as a summer semester course. Upon successful completion of NUR 214 the student will merge into the existing cohort in the fall.

Total Semester Hours Credit Required for Graduation: 70

Dental Assisting
Credential: Diploma in Dental Assisting
D4524000

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 chair-side and related office and laboratory procedures.

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

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.

Limited Enrollment Curriculum:
The Dental Assisting program is a limited enrollment curriculum. Applicants are accepted based on a selective admissions process. Criteria for admission into the Dental Assisting program are reviewed annually and are subject to change.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission
A student may apply to the Dental Assisting program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Dental Assisting Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Dental Assisting entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Dental Assisting program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

TEAS (Test of Essential Academic Skills)
All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens who speak English as their second language. This test provides evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based on the following formats: paper/pencil – 500, computer based – 213, and internet based – 80. The test is offered at multiple testing sites nationally and is at the student's expense.

Observation Hours
The completion of forty hours of observation/work/voluntary experience in the dental assisting field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during consideration. The observation form is located at DA Student Observation Form or may be obtained from the Dental Programs Admissions Counselor.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening are required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings may prevent a student from attending the clinical portion of their prescribed program. This could result in a student's withdrawal from the program. Students are subject to criminal background checks and drug screenings at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

Medical Forms/Immunizations
Accepted applicants are provided with a student medical health form and are required to submit it to the required document tracking system by an assigned date in their acceptance materials. The student medical form includes proof of a satisfactory health history, a physical examination, and an immunization report. Failure to submit the required information by the assigned date may result in loss of admission status into the Dental Assisting program, and class space will be assigned to another applicant.

**Hepatitis B shots (3 series shot) required through second series prior to first Fall semester and completed by Spring semester.

BLS Provider CPR
CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session
When notified of acceptance, applicants must attend a mandatory orientation session with the Dental Assisting department.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

Technical Standards
The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program's physical requirements and technical standards.

Communicable Disease Statement
As a healthcare provider, students enrolled in the Dental Assisting program are exposed to communicable diseases. Students will be trained in standard precautions and asepsis techniques to minimize the potential of transmission. Students will act as peer patients during the program and will be expected to share medical information during clinical treatment.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Students should initiate this process as soon as possible (prior to the start of classes).

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course, however, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on the completion of admissions criteria, the policy for readmission, and space availability. Students requesting readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards:
See additional Program Specific Standards in the Dental Assisting Student Policies and Procedures Manual and specific Dental Assisting course syllabus.

Dental Assisting and progressive related courses must be taken in succession as they appear in the curriculum guide. Dental Assisting students must adhere to the other policies set forth in the Dental Assisting Student Policies and Procedures Manual. Dental Assisting students must not be on suspension status.

C. RE-ADMISSION OR TRANSFER INTO THE DENTAL ASSISTING PROGRAM:

A student must meet the admissions criteria in effect at the time of request for re-admission or transfer. A student may be required to re-enter a Dental Assisting course earlier in the curriculum sequence if the student is lacking major content. All Dental Assisting courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be

repeated. Withdrawal or academic failure within the Dental Assisting Program will require the student to reapply to the program for re-entry. Advanced placement is dependent upon space availability. The Dental Assisting Program Director will evaluate transferability of all Dental Assisting courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines to the Dental Assisting Program Director for those Dental Assisting courses previously taken. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Dental Assisting courses is determined by the Dental Assisting Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Dental Assisting Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

Program Length:
Diploma: 3 semesters
Career Pathway Options: Diploma
Program Site: Lee Main Campus - Day

Course Requirements for Dental Assisting Diploma

1. General Education Requirements: (6 SHC)*C-L-Cl-SHC*

*ENG 111	Writing and Inquiry	3-0-0-3
Social Science Elective (select one)		
*PSY 150	General Psychology	3-0-0-3
*SOC 240	Social Psychology	3-0-0-3

*These courses are included within the Dental Assisting curriculum. However it is advantageous to have these courses completed prior to entering the Dental Assisting program.

2. Major Requirements (36 SHC)

DEN 100	Basic Orofacial Anatomy	2-0-0-2
DEN 101	Preclinical Procedures	4-6-0-7
DEN 102	Dental Materials	2-4-0-4
DEN 103	Dental Sciences	2-0-0-2
DEN 104	Dental Health Education	2-2-0-3
DEN 105	Practice Management	2-0-0-2
DEN 106	Clinical Practice I	2-0-12-6
DEN 107	Clinical Practice II	1-0-12-5
DEN 111	Infection/Hazard Control	2-0-0-2
DEN 112	Dental Radiology	2-3-0-3

3. Other Major Requirements (3 SHC)

BIO 106	Introduction to Anatomy/ Physiology/Microbiology	2-2-0-3

4. Other Requirements (1 SHC)
*Select One:

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 46

Dental Hygiene
Credential: Associate in Applied Science Degree in Dental Hygiene
A45260

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.

Limited Enrollment Curriculum:
The Dental Hygiene program is a limited enrollment curriculum. Applicants are accepted based on a selective admissions process. Criteria for admission into the Dental Hygiene program are reviewed annually and are subject to change.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process:
A student may apply to the Dental Hygiene program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Dental Hygiene Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Dental Hygiene entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an

alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Dental Hygiene program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

TEAS (Test of Essential Academic Skills)
All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS and pay the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

Pre-requisite Chemistry
Applicants must have completed a chemistry course in order to be eligible to submit a Health Sciences Application for the Dental Hygiene program. Official transcripts for completed courses must be submitted by the application deadline. Acceptable courses are listed below:

CHM = high school, developmental, or college level CHM course (example: CHM 130/13A, CHM 151)

Official transcripts for completed courses must be submitted by application deadline.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens who speak English as their second language. This test provides evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based on the following formats: paper/pencil – 500, computer based – 213, and internet based – 80. The test is offered at multiple testing sites nationally and is at the student's expense.

Observation Hours
The completion of forty hours of observation/work/voluntary experience in the dental hygiene field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during a consideration. The observation form is located at DH-Student-Observation-Form or may be obtained from the Dental Programs Admissions Counselor.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening are required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings may prevent a student from attending the clinical portion of their prescribed program. This could result in a student's withdrawal from the program. Students are subject to criminal background checks and drug screenings at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history,

physical examination, and immunization report. Failure to submit a completed medical form will result in loss of Dental Hygiene admission status and class space will be assigned to another applicant. NO student will be permitted to participate in clinic without having submitted a completed medical form.

**Hepatitis B shots (3 series shot) required through second series prior to first Fall semester and completed by Spring semester.

BLS Provider CPR
CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session
When notified of acceptance, applicants must attend a mandatory orientation session with the Dental Hygiene department.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

Technical Standards
The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

Communicable Disease Statement
As a healthcare provider, students enrolled in the Dental Hygiene program are exposed to communicable diseases. Students will be trained in standard precautions and asepsis techniques to minimize the potential of transmission. Students will act as peer patients during the program and will be expected to share medical information during clinical treatment.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Students should initiate this process as soon as possible (prior to the start of classes).

NC State Board of Dental Examiners Standards
The application for licensure at the completion of the program might be denied or restricted by the NC State Board of Dental Examiners. Background checks are required for ALL license applications. Written examinations are offered on-line in two subject areas: infection control/sterilization and North Carolina jurisprudence. The only acceptable clinical exams are the ADEX Dental Hygiene or the CITA Dental Hygiene exam. Both written and clinical exams must be passed before a license will be issued. Passing either the written or clinical exam alone does not fulfill requirements for licensure. No candidate may engage in the practice of dental hygiene until the license is issued and properly displayed as required by 21 NCAC 16I .0109, NC Dental Board.

Specific dental hygiene licensure requirements vary among jurisdictions, but all jurisdictions have three basic requirements: an educational requirement, a written examination requirement, and a clinical examination requirement. All jurisdictions accept graduation from a dental hygiene program accredited by the Commission on Dental Accreditation (CODA) as fulfilling the educational requirement. Most jurisdictions also accept graduation from a Canadian dental hygiene program accredited by the Commission on Dental Accreditation of Canada (CDAC).

The NBDHE is intended to fulfill or partially fulfill the written examination requirement, but acceptance of National Board Examination results is completely at the discretion of the individual state. NC does require a passing Dental Hygiene National Board score before a license will be issued. A state can place any limit on acceptance of NBDHE results that it deems appropriate. For example, some states accept National Board Examination results only if earned within the last five to 10 years.

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course, however, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on the completion of admissions criteria, the policy for readmission, and space availability. Students requesting readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards: See the Dental Hygiene Student Policies and Procedures Manual and specific Dental Hygiene course syllabi.

Dental Hygiene and progressive related courses must be taken in succession as they appear in the curriculum guide. Dental Hygiene students must meet the standards related to

demonstration of emotional and physical health within the framework of Dental Hygiene practice and must adhere to the other policies set forth in the Dental Hygiene Student Policies and Procedures Manual. Dental Hygiene students must not be on suspension status.

C. RE-ADMISSION OR TRANSFER INTO THE DENTAL HYGIENE PROGRAM

A student must meet the admissions criteria in effect at the time of request for re-admission or transfer. A student may be required to re-enter a Dental Hygiene course earlier in the curriculum sequence if the student is lacking major content. All Dental Hygiene courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Dental Hygiene program will require the student to reapply to the program for re-entry. Advanced placement is dependent upon space availability.

The Dental Hygiene Program Director will evaluate transferability of all Dental Hygiene courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines to the Dental Hygiene Program Director for those Dental Hygiene courses taken . Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Dental Hygiene courses is determined by the Dental Hygiene Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the Program Director at the former institution. CCCC's Dental Hygiene Program Director and Vice-President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree
Program Site: Lee Main Campus - Day

Course Requirements for Dental Hygiene Degree

1. General Education Requirements (15 SHC)		***C-L-CI-SHC***
BIO 180	Biological Chemistry	2-2-0-3
ENG 111	Writing and Inquiry	3-0-0-3
HUM	Humanities/Fine Arts Elective	3-0-0-3
SOC 240	Social Psychology	3-0-0-3
Communications; Take one course:		
COM 110	Intro to Communication	3-0-0-3
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
ENG 112	Writing/Research in the Disc	3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-3

2. Major Requirements (54 SHC)		
BIO 163	Human Anat. & Physiology with Lab	4-2-0-5
BIO 175	General Microbiology	2-2-0-3
DEN 110	Orofacial Anatomy	2-2-0-3
DEN 111	Infection/Hazard Control	2-0-0-2
DEN 112	Dental Radiology	2-3-0-3
DEN 120	Dental Hygiene Preclinic Lecture	2-0-0-2
DEN 121	Dental Hygiene Preclinic Lab	0-6-0-2
DEN 123	Nutrition/Dental Health	2-0-0-2
DEN 124	Periodontology	2-0-0-2
DEN 130	Dental Hygiene Theory I	2-0-0-2
DEN 131	Dental Hygiene Clinic I	0-0-9-3
DEN 140	Dental Hygiene Theory II	1-0-0-1
DEN 141	Dental Hygiene Clinic II	0-0-6-2
DEN 220	Dental Hygiene Theory III	2-0-0-2
DEN 221	Dental Hygiene Clinic III	0-0-12-4
DEN 222	General and Oral Pathology	2-0-0-2
DEN 223	Dental Pharmacology	2-0-0-2
DEN 224	Materials & Procedures	1-3-0-2
DEN 230	Dental Hygiene Theory IV	1-0-0-1
DEN 231	Dental Hygiene Clinic IV	0-0-12-4
DEN 232	Community Dental Health	2-3-0-3
DEN 233	Professional Development	2-0-0-2

3. Other Major Requirements (1 SHC)		
DEN 125	Dental Office Emergencies	0-2-0-1

4. Other Requirements (1 SHC)		
*Student Success-Select One:		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 71

Health Information Technology
Credential: Associate in Applied Science Degree in Health Information Technology
A45360

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor patient information security.

Graduates of this program will be eligible to write the national certification examination to become a Registered

Health Information Technician (RHIT) once the program gains accreditation status from the Commission on Accreditation for Health Informatics and Information Management Education, (CAHIIM). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Limited Enrollment Curriculum:
The Health Information Technology program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Health Information Technology program are reviewed annually and are subject to change.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process
A student may apply to the Health Information Technology program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Health Information Technology Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Health Information Technology entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Health Information Technology program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional **points are awarded towards an** applicant's point total based on cumulative GPA from the past five years.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Health Information Technology admission status and class space will be assigned to another applicant.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials and textbooks will be required and are purchased at student's expense.

Technical Standards
Please refer to the Health Information Technology program physical requirements and technical standards.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Students should initiate this process as soon as possible (prior to the start of classes).

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards:
See additional Program Specific Standards in the Health Information Technology Program Guide and specific Health Information Technology course syllabus.

Health Information Technology students must maintain an overall and semester GPA 2.0 or better, and must earn a grade of "C" or better in all courses required by the Health Information Technology curriculum in order to graduate. Health Information Technology and progressive related courses must be taken in succession as they appear in the catalog. Health Information Technology students must adhere to the other policies set forth in the Health Information Technology Program Guide.

C. RE-ADMISSION OR TRANSFER INTO THE HEALTH INFORMATION TECHNOLOGY PROGRAM:

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Health Information Technology course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Health Information Technology courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Health Information Technology program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Health Information Technology Program Director will evaluate transferability of all Health Information Technology courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Health Information Technology courses taken to the Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Health Information Technology courses is determined by the Health Information Technology Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Health Information Technology Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

Program Length: 5 semesters, full-time; 8 semesters, part time
Career Pathway Options: Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)
Program Site: Online +*required day hours during Professional Practice Courses*

Course Requirements for Health Information Technology

I. General Education Requirements (15 HRS)

ENG 111	Writing and Inquiry	3-0-0-3
HUM	Humanities/Fine Arts Elective	3-0-0-3
PSY 150	General Psychology	3-0-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-0-3
ENG 114	Prof Research & Reporting	3-0-0-3
COM 110	Introduction to Communication	3-0-0-3
COM 120	Intro Interpersonal Com	3-0-0-3
COM 231	Public Speaking	3-0-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-0-3
MAT 143	Quantitative Literacy	2-2-0-3

2. Major Requirements (45 SHC)

BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
HIT 110	Fundamentals of HIM	3-0-0-3
HIT 112	Health Law & Ethics	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 124	Prof Practice Exp II	0-0-3-1
HIT 210	Healthcare Statistics	2-2-0-3
HIT 211	ICD Coding	2-6-0-4
HIT 214	CPT/Other Coding Systems	1-3-0-2
HIT 216	Quality Management	1-3-0-2
HIT 218	Mgmt Principles in HIT	3-0-0-3
HIT 222	Prof Practice Exp III	0-0-6-2
HIT 226	Principles of Disease	3-0-0-3
HIT 280	Professional Issues	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3

3. Other Major Requirements (15 SHC)

HIT 215	Reimbursement Methodology	1-2-0-2
HIT 225	Healthcare Informatics	3-2-0-4
HIT 227	Informatics Project Management	2-2-0-3
CIS 110	Introduction to Computers	2-2-0-3
*HIT Elective (select one)		
HIT 220	Health Informatics	1-2-0-2
HIT 221	Lifecycle of EHR	2-2-0-3

4. Other Requirements (1 SHC)

*Student Success (select one)		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success & Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 75/77

Health Information Technology Credential: Diploma in Health Information Technology D45360

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)
Program Site: Online +*required day hours during Professional Practice Courses*

Course Requirements for Health Information Technology Diploma

1. General Education Requirements (6 SHC):

ENG 111	Writing and Inquiry	3-0-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-0-3
MAT 143	Quantitative Literacy	2-2-0-3

2. Major Requirements (35 SHC)

BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
HIT 110	Fundamentals of HIM	3-0-0-3
HIT 112	Health Law and Ethics	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 124	Prof Practice Exp II	0-0-3-1
HIT 211	ICD Coding	2-6-0-4
HIT 214	CPT/Other Coding Systems	1-3-0-2
HIT 222	Prof Practice Exp III	0-0-6-2
HIT 226	Principles of Disease	3-0-0-3
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3

3. Other Major Requirements (3 SHC):

CIS 110	Introduction to Computers	2-2-0-3

4. Other Requirements (1 SHC)

*Student Success Course (select one)		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 45/46

Health Information Technology Credential: Certificate in Health Information Technology, Data Analytics C45360DA

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)
Program Site: Online

Course Requirements for Health Information Technology Data Analytics Certificate

1. General Education Requirements (3 SHC)C-L-CI-SHC

Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-0-3
MAT 143	Quantitative Literacy	2-2-0-3

2. Major Requirements (11 SHC)

HIT 110	Fundamentals of HIM	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 210	Healthcare Statistics	2-2-0-3
HIT 216	Quality Management	1-3-0-2

3. Other Major Requirements (4 SHC)

HIT 225	Healthcare Informatics	3-2-0-4

Total Semester Hours Credit Required for Graduation: 18

Health Information Technology Credential: Certificate in Health Information Technology, Electronic Health Records C45360ER

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)
Program Site: Online

Course Requirements for Health Information Technology Electronic Health Records Certificate

1. Major Requirements (8 SHC)		**C-L-CI-SHC**
HIT 110	Fundamentals of HIM	3-0-0-3
HIT 114	Health Data Sys/Standards	2-3-0-3
HIT 216	Quality Management	1-3-0-2
2. Other Major Requirements (10 SHC)		
HIT 215	Reimbursement Methodology	1-2-0-2
HIT 220	Health Informatics & EHRs	1-2-0-2
HIT 221	EHRS or Lifecycle of EHR	2-2-0-3
CIS 110	Introduction to Computers	2-2-0-3

Total Semester Hours Credit Required for Graduation: 18/19

Health Information Technology Credential: Certificate in Health Information Technology, Patient Access Specialist C45360PA

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Health Information Technology, Diploma, Certificate(s)
Program Site: Harnett Health Sciences (Online)

Course Requirements for Health Information Technology Patient Access Certificate

1. Major Requirements (12 SHC)		**C-L-CI-SHC**
HIT 110	Fundamentals of HIM	3-0-0-3
HIT 112	Health Law and Ethics	3-0-0-3
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
2. Other Major Requirements (5 SHC)		
HIT 215	Reimbursement Methodology	1-2-0-2
HIT 221	Lifecycle of EHR	2-2-0-3

Total Semester Hours Credit Required for Graduation: 17

Human Services Technology Credential: Associate in Applied Science Degree in 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 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 provides opportunities for application of knowledge and skills learned in the classroom.

Graduates are qualified for positions in mental health, childcare, family services, social services, rehabilitation, correction, and educational agencies.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science Degree in Human Services Technology; Program Sites:
Lee Campus - Day, 1st and 2nd years
Harnett Campus - Day, 1st year
Chatham Campus - Day, 1st year

Course Requirements for Human Services Technology Degree

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
2. Major Requirements (25 SHC)		
HSE 110	Introduction to Human Services	2-2-3
HSE 112	Group Process I	1-2-2
HSE 123	Interviewing Techniques	2-2-3
HSE 125	Counseling	2-2-3
HSE 210	Human Services Issues	2-0-2
HSE 225	Crisis Intervention	3-0-3
PSY 150	General Psychology	3-0-3
PSY 241	Developmental Psychology	3-0-3
SOC 213	Sociology of the Family	3-0-3
3. Other Major Requirements (25 SHC)		
WBL 111	Work-Based Learning I	0-10-1
WBL 115	Work-Based Learning Seminar I	1-0-1
PSY 115	Stress Management	2-0-2
SAB 110	Substance Abuse Overview	3-0-3

SOC 220	Social Problems	3-0-3
SOC 232	Social Context of Aging	3-0-3

Technology Electives (Take 3 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding I	1-2-2
OST 137	Office Software Applications	2-2-3

Social Science Electives (Take 9 SHC)

PSY 237	Social Psychology	3-0-3
PSY 246	Adolescent Psychology	3-0-3
PSY 281	Abnormal Psychology	3-0-3
SOC 225	Social Diversity	3-0-3

4. Other Requirements (1 SHC)

Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 66

Human Services Technology
Credential: Associate in Applied Science Degree in Human Services Technology, Substance Abuse Concentration
A4538E

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Human Services Technology, Substance Abuse Concentration
Program Sites:
Lee Campus - Day, 1st and 2nd years
Harnett Campus - Day, 1st year
Chatham Campus - Day, 1st year

Course Requirements for Human Services Technology Degree, Substance Abuse Concentration

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
ENG 112	Writing/Research in the Disciplines	3-0-3
PSY 150	General Psychology	3-0-3
Natural Sciences/Mathematics Elective		3-0-3
Humanities/Fine Art Elective		3-0-3

2. Major Requirements (25 SHC)

HSE 110	Introduction to Human Services	2-2-3
HSE 112	Group Process I	1-2-2
HSE 123	Interviewing Techniques	2-2-3
HSE 125	Counseling	2-2-3
HSE 210	Human Services Issues	2-0-2
HSE 225	Crisis Intervention	3-0-3
PSY 241	Developmental Psychology	3-0-3
PSY 281	Abnormal Psychology	3-0-3
SOC 210	Introduction to Sociology	3-0-3

3. Concentration (17 SHC)

WBL 111	Work-Based Learning I	0-10-1
WBL 115	Work-Based Learning Seminar I	1-0-1
SAB 110	Substance Abuse Overview	3-0-3
SAB 120	Intake and Assessment	3-0-3
SAB 125	SA Case Management	3-0-3
SAB 135	Addictive Process	3-0-3
SAB 240	SAB Issues in Client Services	3-0-3

4. Other Major Hours (9 SHC)

SAB 210	Substance Abuse Counseling	3-0-3
SAB 230	Family Therapy	3-0-3
SOC 213	Sociology of the Family	3-0-3

5. Other Requirements (1 SHC)

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 67

Medical Assisting
Credential: Associate in Applied Science Degree in Medical Assisting
A45400

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Coursework includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

The Central Carolina Community College Medical Assisting Diploma Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical

Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 North, Suite 158, Clearwater FL 33763 727-210-2350 (CAAHEP). 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.

Limited Enrollment Curriculum:
The Medical Assisting program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Medical Assisting program are reviewed annually and are subject to change.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process
A student may apply to the Medical Assisting program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Medical Assisting Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Medical Assisting entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Medical Assisting program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening will be required for all accepted Health Sciences Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date.. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Medical Assisting admission status and class

space will be assigned to another applicant.

BLS Provider CPR
CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session
Accepted students must attend a mandatory orientation session with the Medical Assisting Program.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

Technical Standards
The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Student should initiate this process as soon as possible (prior to the start of classes).

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards:
See additional Program Specific Standards in the Medical Assisting Student Handbook and specific Medical Assisting course syllabus.

Medical Assisting and progressive related courses must be taken in succession as they appear in the catalog. Medical Assisting students must adhere to the other policies set forth in the Medical Assisting Student Handbook.

C. RE-ADMISSION OR TRANSFER INTO THE MEDICAL ASSISTING PROGRAM:

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Medical Assisting course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Medical Assisting courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Medical Assisting program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Medical Assisting Program Director will evaluate transferability of all Medical Assisting courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Medical Assisting courses taken to the Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Medical Assisting courses is determined by the Medical Assisting Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Medical Assisting Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Medical Assisting; Diploma in Medical Assisting
Program Sites:
Chatham Campus - Day Program, 1st year
Harnett Campus - Day Program, 1st year
Lee Campus – Online/Evening, 2nd year

Course Requirements for Medical Assisting Degree

1. General Education Requirements (15 SHC)		**C-L-Cl-SHC**
ENG 111	Writing and Inquiry	3-0-0-3
Humanities/Fine Arts Elective		3-0-0-3
PSY 150	General Psychology	3-0-0-3

Mathematics; Take one course:		
MAT 110	Mathematical Measurements	2-2-0-3
MAT 143	Quantitative Literacy	2-2-0-3
Communications; Take one course:		
ENG 112	Writing /Research in the Discipline	3-0-0-3
ENG 114	Professional Research and Reporting	3-0-0-3
ENG 115	Oral Communications	3-0-0-3
ENG 116	Technical Report Writing	3-0-0-3
COM 110	Introduction to Communication	3-0-0-3
COM 120	Intro Interpersonal Com	3-0-0-3
COM 231	Public Speaking	3-0-0-3

2. Major Requirements (33 SHC)

MED 110	Orientation to Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 131	Administration Office Procedures II	1-2-0-2
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
BIO 163	Basic Anatomy and Physiology	4-2-0-5

3. Other Major Requirements (22 SHC)

MED 230	Administrative Office Procedures III	1-2-0-2
MED 232	Medical Insurance Coding	1-3-0-2
MED 240	Exam Room Procedures II	3-4-0-5
MED 264	Medical Assisting Overview	2-0-0-2
MED 270	Symptomatology	2-2-0-3
MED 272	Drug Therapy	3-0-0-3
MED 274	Diet Therapy/Nutrition	3-0-0-3
MED 276	Patient Education	1-2-0-2

4. Other Requirements (1 SHC)

*Student Success – Select One		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 71

Medical Assisting
Credential: Diploma in Medical Assisting
D45400

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Program Specific Academic Standards:
See additional Program Specific Standards in the Medical Assisting Student Handbook and specific Medical Assisting course syllabus.

Medical Assisting and progressive related courses must be taken in succession as they appear in the catalog. Medical Assisting students must adhere to the other policies set forth in the Medical Assisting Student Handbook.

C. RE-ADMISSION OR TRANSFER INTO THE MEDICAL ASSISTING PROGRAM:
The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Medical Assisting course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Medical Assisting courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Medical Assisting program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Medical Assisting Program Director will evaluate transferability of all Medical Assisting courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Medical Assisting courses taken to the Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Medical Assisting courses is determined by the Medical Assisting Program Director.
Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Medical Assisting Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

Program Length: 3 semesters
Career Pathway Options: Diploma in Medical Assisting; Associate in Applied Science in Medical Assisting
Program Sites:
Chatham Campus - Day Program, 1st year
Harnett Campus - Day Program, 1st year

Course Requirements for Medical Assisting Diploma

1. General Education Requirements (6 SHC)		**C-L-Cl-SHC**
ENG 111	Writing and Inquiry	3-0-0-3
PSY 150	General Psychology	3-0-0-3

2. Major Requirements (31 SHC)

MED 110	Orientation to Medical Assisting	1-0-0-1
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administration Office Procedures I	1-2-0-2
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
MED 260	Clinical Externship	0-0-15-5
BIO 163	Basic Anatomy and Physiology	4-2-0-5

3. Other Major Requirements (7 SHC)

MED 240	Exam Room Procedures II	3-4-0-5
MED 264	Medical Assisting Overview	2-0-0-2

4. Other Requirements (1 SHC)
*Student Success – Select One

ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 45

Medical Sonography Degree (New 2018)
Credential: Associate in Applied Science in Medical Sonography
A45440

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/ gynecological sonography. Competencies are attained n identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible ot take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Limited Enrollment Curriculum:
The Medical Sonography program is a limited enrollment curriculum and program applicants are accepted based upon a selective admissions process. Admission criteria for the Medical Sonography program are reviewed annually and are subject to change.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission
A student can apply to the Medical Sonography program

once eligibility requirements have been met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Medical Sonography Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Medical Sonography entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Medical Sonography program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

TEAS (Test of Essential Academic Skills)
All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS and pay the required testing fee.

The TEAS will be administered on scheduled testing dates. Each applicant may take the exam three times within three years. Only the two most recent attempts will be used towards the selective admissions process. Students can complete remediation between attempts. Remediation options are as follows: developmental courses, college credit courses, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Sonography Program application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

Program Entrance - Additional Optional Points
Students are strongly encouraged to consider the following options to better prepare for the sonography program and gain points towards the competitive admissions process:

• Complete SON 3100 Intro to Medical Sonography course through CCCC's continuing education department (offered spring and fall)
OR
• Complete a Nurse Aide I program and be listed as a CNA I on the NC Registry,
OR
• Have a minimum of one year working full-time in a radiology related field,
OR
• Have a diploma or degree in an allied health/nursing profession

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug

screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a course with a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens. Associated fees are the student's responsibility.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Medical Sonography admission status and class space will be assigned to another applicant.

BLS Provider CPR
CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session
When notified of acceptance, applicants must attend a mandatory orientation session with the sonography department.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense. Students may be required to attend classes on alternate dates depending on availability of resources to meet the objectives of the course. Students will be notified in advance at the earliest possible time.

Technical Standards
The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab and clinical setting. For more details, please refer to each program of study's physical requirements and technical standards.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Student should initiate this process as soon as possible (prior to the start of classes).

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in all Health Science courses.

Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards
See additional program specific standards in the Medical Sonography Student Handbook and specific Medical Sonography course syllabus.

Medical Sonography and progressive related courses must be taken in succession as they appear in the curriculum guide. Medical Sonography students must adhere to the other policies set forth in the Medical Sonography Student Handbook.

C. RE-ADMISSION, TRANSFER, OR ADVANCED STANDING INTO THE MEDICAL SONOGRAPHY PROGRAM

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Medical Sonography course earlier in the curriculum sequence if the student is lacking major content. All Medical Sonography courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Medical Sonography Program will require the student to reapply. Advanced placement is dependent upon space availability. The Sonography Program Director will evaluate transferability of all Medical Sonography courses. Transfer courses must be equivalent to courses required at the receiving college in both class, lab, and clinical experiences. The student must provide copies of course syllabi and outlines for those Medical Sonography courses to the program director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Medical Sonography courses is determined by the Sonography Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Sonography Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

Program Length: 5
Career Pathway Options: Associate in Applied Science Degree
Program Site: Lee Main Campus -- Day

Course Requirements for Medical Sonography Degree

I. General Education Requirements (15 SHC)		**C-L-CL-SHC**
ENG 111	Writing & Inquiry	3-0-0-3
PHI 240	Introduction to Ethics	3-0-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-3
COM 110	Introduction to Communication	3-0-0-3
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
Mathematics; Take one course		
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
Social Science; Take one course:		
PSY 150	General Psychology	3-0-0-3
SOC 210	Introduction to Sociology	3-0-0-3

2. Major Requirements (54 SHC)		
SON 110	Intro Sonography	1-3-3-3
SON 111	Sonographic Physics	3-3-0-4
SON 120	SON Clinical Ed I	0-0-15-5
SON 121	SON Clinical Ed II	0-0-15-5
SON 130	Abdominal Sonography I	2-3-0-3
SON 131	Abdominal Sonography II	1-3-0-2
SON 140	Gynecological Sonography	2-0-0-2
SON 220	SON Clinical ED II	0-0-24-8
SON 221	SON Clinical ED IV	0-0-24-8
SON 225	Case Studies	0-3-0-1
SON 241	Obstetrical Sonography I	2-0-0-2
SON 242	Obstetrical Sonography II	2-0-0-2
SON 250	Vascular Sonography	1-3-0-2
SON 289	Sonographic Topics	2-0-0-2
BIO 163	Basic Anat & Physiology	4-2-0-5

3. Other Major Requirements		
(Take four credits)		
PHY 110	Conceptual Physics	3-0-0-3
PHY 110A	Conceptual Physics Lab	0-2-0-1
PHY-151	College Physics	3-2-0-4

4. Other Requirements		
(Take one course)		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success & Study Skills	0-2-0-1
ACA 122	College Transfer Success	0-2-0-1

Total Semester Hours Credit Required for Graduation: 74

Advanced Medical Coding
Credential: Diploma in Advanced Medical Coding
D45530

The Advanced Medical Coding curriculum provides the didactic and clinical experience necessary to become competent credentialed coders.

Coursework includes reimbursement, advanced International Classification of Diseases-10thRevision-Clinical Modification/Procedure Coding System (ICD-10-CM/PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS).

Graduates may be eligible to take either of the Certified Coding Specialist exams: the Certified Coding Specialist and/or the Certified Coding Specialist-Physician Based (CCS/CCS-P).Individuals entering this curriculum must hold a minimum of an associate's degree in a healthcare field or health informatics from a regionally accredited college or university.

Limited Enrollment Curriculum:
The Advanced Medical Coding program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Advanced Medical Coding program are reviewed annually and are subject to change.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process
A student may apply to the Advanced Medical Coding program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Advanced Medical Coding Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Advanced Medical Coding entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list

exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Advanced Medical Coding program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Advanced Medical Coding admission status and class space will be assigned to another applicant.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than and textbooks will be required and are purchased at student's expense.

Technical Standards
Please refer to the Health Information Technology program physical requirements and technical standards.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Students should initiate this process as soon as possible (prior to the start of classes).

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability.

Students completing readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards:
See additional Program Specific Standards in the Advanced Medical Coding Program Guide and specific Advanced Medical Coding course syllabus.

Advanced Medical Coding students must maintain an overall and semester GPA 2.0 or better, and must earn a grade of "C" or better in all courses required by the Advanced Medical Coding curriculum in order to graduate. Advanced Medical Coding and progressive related courses must be taken in succession as they appear in the catalog. Advanced Medical Coding students must adhere to the other policies set forth in the Advanced Medical Coding Program Guide.

C. RE-ADMISSION OR TRANSFER INTO THE ADVANCED MEDICAL CODING PROGRAM:

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter an Advanced Medical Coding course earlier in the curriculum sequence if the student is lacking major content as evaluated by the Program Director. All Advanced Medical Coding courses completed more three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Advanced Medical Coding program will require the student to reapply as a new student. Advanced placement is dependent upon space availability.

The Health Information Technology/Advanced Medical Coding Program Director will evaluate transferability of all Advanced Medical Coding courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Advanced Medical Coding courses taken to the Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills or repeat the course as deemed necessary. The final decision for transfer credit for Advanced Medical Coding courses is determined by the Health Information Technology/Advanced Medical Coding Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Health Information Technology/Advanced Medical Coding Program Director and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.

Program Length: 5 semesters, part-time

Career Pathway Options: Associate in Applied Science Degree in Health Information Technology
Program Site: Online, +required day hours during Professional Practice Course

Course requirements for Advanced Medical Coding Diploma

1. General Education Course Requirements (6 SHC)		
ENG 111	Writing and Inquiry	3-0-0-3
ELECTIVE: Social/Beh Sci., Natural Sci., Math, Hum/Fine Arts		3-0-0-3
2. Major Requirements (30-33 SHC)		
AMC 200	Health Information for Coders	2-0-0-2
AMC 201	Legal and Compliance	2-0-0-2
AMC 202	Coding for Reimbursement	2-0-0-2
AMC 203	Intermediate ICD Diagnoses	2-3-0-3
AMC 204	Intermediate ICD Procedures	2-3-0-3
AMC 205	Intermediate CPT Coding	2-3-0-3
AMC 206	Clinical Documentation	2-3-0-3
AMC 207	Advanced Medical Coding Lab I	0-6-0-2
AMC 209	Professional Practice Exp	0-0-6-2
Pathophysiology; Take one course:		
BIO 271	Pathophysiology	3-0-0-3
HIT 226	Principles of Disease	3-0-0-3
ANATOMY & PHYSIOLOGY; Select one sequence:		
BIO 165	Anatomy & Physiology I &	3-3-0-4
BIO 166	Anatomy & Physiology II	3-3-0-4
OR		
BIO 168	Anatomy & Physiology I &	3-3-0-4
BIO 169	Anatomy & Physiology II	3-3-0-4
OR		
BIO 163	Basic Anatomy and Physiology	4-2-0-5
3. Other Requirements (6 SHC)		
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3

Total Semester Hours Credit required for graduation: 42-45

Health and Fitness Science Degree Credential: Associate in Applied Science in Health and Fitness Science A45630

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness

programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Program Specific Academic Standards:
See additional Program Specific Standards in the Health and Fitness Science Program Guide and specific Health and Fitness Science course syllabus.

Health and Fitness Science and progressive related courses must be taken in succession as they appear in the catalog. Health and Fitness Science students must adhere to the other policies set forth in the Health and Fitness Science Program Guide.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Health and Fitness Science, Diploma, Certificate
Program Site: Lee Main Campus- Day

Course requirements for Health and Fitness Science Degree

1. General Education Courses Requirements (16 SHC)		**C-L-CI-SHC**
ENG 111	Writing & Inquiry	3-0-0-3
Humanities/Fine Arts Elective		3-0-0-3
PSY 150	General Psychology	3-0-0-3
Communications; Take one course:		
COM 110	Introduction to Communication	3-0-0-3
COM 120	Interpersonal Communication	3-0-0-3
COM 231	Public Speaking	3-0-0-3
ENG 112	Writing/Research in the Disciplines	3-0-0-3
ENG 114	Professional Research & Reporting	3-0-0-3
Mathematics: (Take 4 credits)		
MAT 152	Statistical Methods I	3-2-0-4
MAT 171	Precalculus Algebra	3-2-0-4

2. Major Requirements (41 SHC)		
BIO 155	Nutrition	3-0-0-3
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise	2-2-0-3
HFS 118	Fitness Facility Management	4-0-0-4
HFS 120	Group Exercise Instruction	2-2-0-3
HFS 210	Personal Training	2-2-0-3
HFS 212	Exercise Programming	2-2-0-3
HFS 218	Lifestyle Changes/Wellness	3-2-0-4
3. Other Major Requirements (14 SHC)		
PED 110	Fit and Well for Life	1-2-0-2
PED 113	Aerobics I	0-3-0-1
PED 117	Weight Training I	0-3-0-1
PED 118	Weight Training II	0-3-0-1
HFS 211	Fitness & Exercise Testing II	3-2-0-4
HFS 214	Health & Fitness Law	3-0-0-3
WBL 111	Work-Based Learning I	0-0-10-1
WBL 121	Work-Based Learning II	0-0-10-1

4. Other Requirements (1 SHC)		
ACA 122	College Transfer Success	0-2-0-1

Total Semester Hours Credit Required for Graduation: 72

Health & Fitness Science
Credential: Diploma in Health and Fitness Science
D45630

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Health and Fitness Science, Diploma, Certificate
Program Site: Lee Main Campus- Day

Course requirements for Health and Fitness Science Diploma

1. General Education Requirements (6 SHC)		**C-L-CI-SHC**
ENG 111	Writing and Inquiry	3-0-0-3
PSY 150	General Psychology	3-0-0-3

2. Major Requirements (34 SHC)		**C-L-CI-SHC**
HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4
HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise Related Injuries	2-2-0-3
HFS 120	Group Exercise Instruction	2-2-0-3
HFS 210	Personal Training	2-2-0-3
HFS 218	Lifestyle Changes/Wellness	3-2-0-4
BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
BIO 155	Nutrition	3-0-0-3

3. Other Major Requirements (4 SHC)		
PED 110	Fit and Well for Life	1-2-0-2
PED 113	Aerobics I	0-3-0-1
PED 117	Weight Training I	0-3-0-1

4. Other Requirements (1 SHC)		
ACA 122	College Transfer Success	0-2-0-1

Total Semester Hours Credit Required for Graduation: 45

Health & Fitness Science
Credential: Certificate in Health and Fitness Science
C45630

Course requirements for Health and Fitness Science Certificate

1. Major Requirements (16 SHC)		**C-L-CI-SHC**
HEA 112	CPR & First Aid	1-2-0-2
HFS 110	Exercise Science	4-0-0-4

HFS 111	Fitness and Exercise Testing I	3-2-0-4
HFS 116	Prevention & Care of Exercise Related Injuries	2-2-0-3
HFS 210	Personal Training	2-2-0-3

2. Other Major Requirements (1 SHC)

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

Total Semester Hours Credit Required for Graduation:: 17

Practical Nursing
Credential: Diploma in Practical Nursing 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.

Limited Enrollment Curriculum:
The Practical Nursing program is a limited enrollment curriculum and program applicants are accepted based upon a selective admissions process. Admission criteria for the Practical Nursing program are reviewed annually and are subject to change. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission
A student may apply to the Practical Nursing program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete the information session as well as contact the Practical Nursing Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Practical Nursing entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the previous Program Director. CCCC's Nursing Department Chair and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program.

It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Practical Nursing program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

TEAS (Test of Essential Academic Skills)
All required college placement tests or developmental

courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students are encouraged to complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

Nurse Aid I Registry Requirement
Prior Health Care Program completion with appropriate listing/licensure is required for consideration at the designated entry points in the nursing programs:

Provide proof of current active listing on the North Carolina Department of Health and Human Services (NC DHHS) Nurse Aid I Registry with no substantiated finding of abuse, neglect, or misappropriation of resident property in a nursing home or other health care facility. This active, non-restricted listing must be maintained throughout the application process.

Provide proof of completion of NC state approved Nurse Aide I course (see approved schools at NCDHHS). Department Chair of Nursing will review NAI programs completed outside of NC. NC DHHS-approved NAI courses are preferred, however the CCCC Nursing Department Chair will determine, on a case-by-case basis, if a course administered by another state or agency meets the requirement.
OR
High School Medical Careers I & II courses with a grade of "C" or better within the last 5 years.
OR
Nurse Aide I work experience of at least 250 hours with the last 6 months in skilled nursing care or in an acute care hospital. (Required to have documentation of hours worked, service rendered and supervisor's name on company letterhead.)

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a course with a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens. Associated fees are the student's responsibility.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Practical Nursing admission status and class space will be assigned to another applicant.

BLS Provider CPR
CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session
When notified of acceptance, applicants must attend a mandatory orientation session with the Practical Nursing department.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense. Students may be required to attend classes on alternate dates depending on availability of resources to meet the objectives of the course. Students will be notified in advance at the earliest possible time.

Technical Standards
The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting,

complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Services Department. Student should initiate this process as soon as possible (prior to the start of classes).

Board of Nursing Standards
Students who enroll in the nursing program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing. As the regulatory agency, the Board of Nursing does not become involved in reviewing the applicant's conviction record until such time as application is made to take the national licensure examination. NC Board of Nursing

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. The nursing program requires a grading scale that is different from the general college requirement. Students must achieve a final grade of "78" or higher in their NUR Nursing courses.

Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards
See additional Program Specific Standards in the Nursing Student Policies Handbook and specific Practical Nursing course syllabus.

Practical Nursing and progressive related courses must be taken in succession as they appear in the Program Guide. Practical Nursing students must adhere to the other policies set forth in the Nursing Student Policies Handbook.

Nursing curriculum students once enrolled must maintain an overall and semester grade point average of 2.0 or better, and must have a grade of "C" or better in all nursing courses and co-requisites required in order to graduate. Students are encouraged to earn higher grades to help ensure that they are prepared to pass the National Council Licensure Examination (NCLEX), which is required to practice as a nurse. See individual course syllabus for additional grading information.

C. RE-ADMISSION OR TRANSFER INTO THE PRACTICAL NURSING PROGRAM

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Practical Nursing course earlier in the curriculum sequence if the student is lacking major content. All Practical Nursing courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Practical Nursing Program will require the student to reapply. Advanced placement is dependent upon space availability. The Nursing Department Chair will evaluate transferability of all Practical Nursing courses. Transfer courses must be equivalent to courses required at the receiving college in theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Practical Nursing courses to the department chairperson. Students lacking essential content may be required to audit a portion of a course, challenge the content, demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Practical Nursing courses is determined by the Nursing Department Chair

Applicants must submit a letter explaining the circumstances of any previous exit from any health sciences program. The letter must be sent from the previous Program Director. CCCC's Nursing Department Chair and Vice President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. Students who have been unsuccessful in two attempts in the nursing program are able to reapply for entry in the first NUR program course.

Program Length: 3 semesters
Career Pathway Options: Diploma in Practical Nursing
Program Site: Harnett Health Sciences Center; Lillington, NC-Day

Course Requirements for Practical Nursing Diploma

I. General Education Requirements (6 SHC)		**C-L-Cl-SHC**
ENG 111	Writing and Inquiry	3-0-0-3
PSY 150	General Psychology	3-0-0-3
2. Major Requirements (30 SHC)		
NUR 101	Practical Nursing I	7-6-6-11
NUR 102	Practical Nursing II	7-0-9-10
NUR 103	Practical Nursing III	6-0-9-9
3. Other Major Requirements (8 SHC)		
BIO168	Anatomy and Physiology I	3-3-0-4
BIO169	Anatomy and Physiology II	3-3-0-4
4. Other Requirements (1 SHC)		
ACA 115	Success and Study Skills	0-2-0-1

Total Semester Hours Credit Required for Graduation: 45

Therapeutic and Diagnostic Services: Nurse Aide (Pre-Nursing)
Credential: Diploma in Therapeutic and Diagnostic Services: Nurse Aide
D45970

This curriculum is designed to prepare students for careers in Health Sciences. Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs. Graduates should qualify for an entry-level job associated with the program major.

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

TB Screening, and Vaccinations required 2 weeks prior to first day of class.

Clinical Affiliation Requirements: The contract between CCCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. The college follows agency protocol regarding drug screening and criminal background checks. Clinical contracts require that every student submit to and complete a medical form through own healthcare provider and a multi-state criminal background check and urine drug screen through designated vendors. If a clinical site denies a student clinical affiliation due to results of either of these requirements, the student will not be able to meet the program/course requirements and progression in the program will be limited.

Program Length: 3 semesters
Career Pathway Options: Nurse Aide Certificate; Practical Nursing Diploma; Associate in Applied Science Degree in Associate Degree Nursing
Program Sites: Lee Campus—Day/Evening/Weekend

Course Requirements for Therapeutic and Diagnostic Services Nurse Aide Diploma:

1. General Education Requirements (15 SHC)C-L-Cl-SHC

ENG 111	Writing and Inquiry	3-0-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-0-3
ENG 114	Professional Research and Reporting	3-0-0-3
Humanities; Take one course:		
HUM 115	Critical Thinking	3-0-0-3
ENG 231	American Literature I	3-0-0-3
History; Take one course:		
HIS 111	World Civilizations I	3-0-0-3
HIS 131	American History I	3-0-0-3

2. Major Requirements (15 SHC)

HSC 110	Orientation to Health Careers	1-0-0-1
HEA 112	First Aid & CPR	1-2-0-2
NAS 101	Nursing Aide I	3-4-3-6
NAS 102	Nursing Aide II	3-2-6-6

3. Other Major Requirements (15 SHC)

BIO 168	Anatomy and Physiology I	3-3-0-4
BIO 169	Anatomy and Physiology II	3-3-0-4
CHM 130	Gen, Org & Biochemistry	3-0-0-3
CHM 130a	Gen, Org & Biochemistry Lab	0-2-0-1
SOC 240	Social Psychology	3-0-0-3

4. Other Requirements (1 SHC)

*Student Success – Select One		
ACA 111	College Student Success	1-0-0-1
ACA 115	Success and Study Skills	0-2-0-1
ACA 122	College Transfer Success	1-0-0-1

Total Semester Hours Credit Required for Graduation: 46

Veterinary Medical Technology
Credential: Associate in Applied Science Degree in Veterinary Medical Technology
A45780

The Veterinary Medical Technology curriculum prepares individuals to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, and dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices. Students also take courses in English, humanities, psychology, mathematics and chemistry.

Graduates who meet eligibility requirements will be eligible to take the Veterinary Technician National Exam (VTNE) administered by American Association of Veterinary State Boards (AAVSB). Upon passing the VTNE and meeting eligibility requirements, graduates may then be eligible to take the North Carolina Veterinary Technician Exam administered by the North Carolina Veterinary Medical Board. Graduates may be employed in veterinary clinics;

diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

Limited Enrollment Curriculum:
The Veterinary Medical Technology program is a limited enrollment curriculum and program applicants are accepted based upon a selective admission process. Admission criteria for the Veterinary Medical Technology program are reviewed annually and are subject to change.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admissions Process:
A student may apply to the Veterinary Medical Technology program once eligibility requirements are met.

Prospective applicants are highly encouraged to complete an information session as well as contact the Veterinary Medical Technology Admissions Counselor prior to developing a plan for completing these requirements. The Admissions Counselor will review each applicant's progress, provide further guidance, and allow access to the Health Science Program application once all minimum admission requirements are met.

Once an applicant has completed all general admissions criteria and all Veterinary Medical Technology entrance requirements, he/she must submit a completed Health Sciences Application. Applicants who have completed the Health Sciences Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program.

During the initial consideration, applicants will have an opportunity to indicate first and second choice programs when completing the Health Sciences Application. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

Entrance Standards
See General Admission Standards in the electronic catalog (Gen. Info section).

Placement Test Scores
Students must be eligible to take their gateway Math and English course in order to be eligible to apply. This can be achieved through a High School Unweighted GPA of 2.8 or higher or by presenting acceptable test scores such as SAT, ACT, Accuplacer, RISE Assessment scores, or other acceptable scores (within the past 10 years).

The rating sheet for the Veterinary Medical Technology program indicates the minimum scores required to place into ENG 111 and MAT 110. Students who have an unweighted high school GPA of 2.8 or higher, have met Multiple Measures for Placement or who have earned appropriate transfer credit in English, Math, or developmental courses with a C, P2 for English, or P1 for Math, or higher may be exempt from placement testing.

GPA
Students must be in good academic standing upon applying to health science programs. Good academic standing is defined as having a 2.0 GPA in the most recent semester attempted as well as maintaining a 2.0 cumulative GPA. These GPA requirements must be maintained at the time of entering the program from a secondary or post-secondary institution. Additional points are awarded towards an applicant's point total based on cumulative GPA from the past five years.

TEAS (Test of Essential Academic Skills)
All required college placement tests or developmental courses must be successfully completed before the applicant may attempt the Test of Essential Academic Skills (TEAS). Students must obtain approval from a Health Science Admissions Counselor to take the TEAS prior to making payment of the required testing fee.

The TEAS is administered on scheduled testing dates. Each applicant may take the exam three times within a three year period. The two most recent attempts are used toward the selective admissions process. Students may complete remediation between attempts. Remediation options are as follows: developmental, curriculum-level, and/or continuing education courses or other strategies related to the subject areas. TEAS scores are valid for three years and must be current when submitting a Health Sciences Application. There is no minimum score required, but the total score from the Reading section will be used toward an applicant's point total, which affects his/her ranking during a consideration.

The Test of English as a Foreign Language (TOEFL)
TOEFL scores are required for any naturalized or non-US citizens where English is their second language to provide evidence of adequate proficiency in the English language. All test scores must be less than five years old. The minimum acceptable TOEFL scores are based upon format: paper/pencil – 500, computer based – 213, and internet based – 80. This test is offered at multiple testing sites nationally and is at the student's expense.

Observation Hours
The completion of forty hours of observation/work/voluntary experience in the Veterinary Medical Technology field is highly recommended. Although not required, applicants who acquire observation hours will be awarded additional points during a consideration. The observation form is located at VMT-Admissions-Packet or may be obtained from the Veterinary Medical Technology Programs Admissions Counselor.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening
A criminal background check and drug screening will be required for all accepted Health Sciences students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to drug screening at any time during a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens.

Medical Forms/Immunizations
Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The student medical form must include satisfactory health history, physical examination, and immunization report. Failure to submit the required information by the assigned date will result in loss of Veterinary Medical Technology admission status and class space will be assigned to another applicant.

**Rabies series recommended prior to first Fall semester.

Mandatory Orientation Session
When notified of acceptance, applicants must attend a mandatory orientation session with the Veterinary Medical Technology department.

Liability/Malpractice Insurance
Malpractice insurance is required for health sciences students and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Health Sciences students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense.

Technical Standards
The Health Sciences programs are physically demanding. Students will be expected to perform lifting, pushing, pulling, and carrying tasks to successfully practice in a lab setting, complete clinical affiliations, and safely treat patients. For more details, please refer to each program of study's physical requirements and technical standards.

Accommodations
The College has a legal obligation to provide appropriate accommodations for students with documented disabilities. If you have a disability and are seeking accommodations, you should contact the Student Accessibility Department. Students should initiate this process as soon as possible (prior to the start of classes).

Academic Standards
Upon official acceptance, Health Sciences students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Health Sciences program while on academic suspension. Health Sciences students must achieve a grade of "C" or higher in their Health Science courses. Students may withdraw or be withdrawn from a Health Sciences course. However, the student will not be allowed to matriculate through their program of study. Reapplication to the program will be required and readmission will be awarded based on admissions criteria completion, policy on readmission, and space availability. Students completing readmission must meet with the admissions counselor to review their file.

Program Specific Academic Standards: See the Veterinary Medical Technology Student Handbook and specific Veterinary Medical Technology course syllabi.

Veterinary Medical Technology students must maintain an overall and semester GPA 2.0 or better, and must have a grade of "C" or better in all courses required by the Veterinary Medical Technology curriculum. Veterinary Medical Technology and progressive related courses must be taken in succession as they appear in the catalog. Veterinary Medical Technology students must meet the standards related to demonstration of emotional and physical health within the framework of Veterinary Medical Technology practice and must adhere to the other policies set forth in the Veterinary Medical Technology Student Policies and Procedures Manual. Veterinary Medical Technology students must not be on probation or suspension status.

C. RE-ADMISSION OR TRANSFER INTO THE VETERINARY MEDICAL TECHNOLOGY PROGRAM

The student must qualify under the admission criteria in effect at time of re-admission or transfer. A student may be required to re-enter a Veterinary Medical Technology course earlier in the curriculum sequence if the student is lacking major content. All Veterinary Medical Technology courses completed more than three years prior to re-admission or transfer must either be challenged by exam, including passing an assessment of all skills and/or competencies covered in that course, or the course must be repeated. Withdrawal or academic failure within the Veterinary Medical Technology program will require the student to reapply. Advanced placement is dependent upon space availability.

The Veterinary Medical Technology Program Director will evaluate transferability of all Veterinary Medical Technology courses. Transfer courses must be equivalent to courses required at the receiving college in both theory and clinical experiences. The student must provide copies of course syllabi and outlines for those Veterinary Medical Technology courses taken to the Veterinary Medical Technology Program Director. Students lacking essential content may be required to audit a portion of a course, challenge the content,

demonstrate skills, or repeat the course as deemed necessary. The final decision for transfer credit for Veterinary Medical Technology courses is determined by the Veterinary Medical Technology Program Director.

Applicants must submit a letter explaining the circumstances of any previous exit from any health science program. The letter must be sent from the Program Director at the former institution. CCCC's Veterinary Medical Technology Program Director and Vice-President of Student Services must approve students who were dismissed, expelled, or suspended for any reason. Students who withhold previous exit information may be dismissed from the program. A remediation plan may be required.
Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Veterinary Medical Technology
Program Sites: Lee Campus - Day Program

Course Requirements for Veterinary Medical Technology Degree

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
MAT 110	Mathematical Measurement	2-2-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Discipline	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (50 SHC)		
WBL 112AB	Work-Based Learning I	0-10-1
WBL 112BB	Work-Based Learning I	0-10-1
VET 110	Animal Breeds and Husbandry	2-2-3
VET 120	Veterinary Anatomy and Physiology	3-3-4
VET 121	Veterinary Medical Terminology	3-0-3
VET 123	Veterinary Parasitology	2-3-3
VET 125	Veterinary Diseases I	2-0-2
VET 126	Veterinary Diseases II	1-3-2
VET 131	Veterinary Lab Techniques I	2-3-3
VET 133	Veterinary Clinical Practices I	2-3-3
VET 137	Veterinary Office Practices	1-2-2
VET 211	Veterinary Lab Techniques II	2-3-3
VET 212	Veterinary Lab Techniques III	2-3-3
VET 213	Veterinary Clinical Practices II	1-9-4
VET 214	Veterinary Clinical Practices III	1-9-4
VET 215	Veterinary Pharmacology	3-0-3
VET 217	Large Animal Clinical Practices	2-3-3
VET 237	Animal Nutrition	3-0-3

3. Other Major Requirements (5 SHC)		
CHM 130	General Organic and Biochemistry	3-0-3
CHM 130A	General Organic and Biochem Lab	0-2-1
VET 114	Introduction to Veterinary Med Tech.	1-0-1

4. Other Requirements (1 SHC)

*Student Success—Select one:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 71

General Occupational Technology (Pre-Health Sciences)
Credential: Associate in Applied Science A55280

The General Occupational Technology (GOT) curriculum provides individuals with an opportunity to upgrade their skills and earn an associate degree, diploma, or certificate by taking courses that offer specific job knowledge and skills.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be developed from any non-developmental level courses from approved curriculum programs of study offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and better qualified for a wide range of entry-level employment opportunities.
All courses included in the GOT must be taken from approved Associate of Applied Science (AAS), diploma or certificate programs.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree
Program Site: Lee, Harnett, Chatham, Distance Education

Course Requirements for General Occupational Technology Degree (Pre-Health Sciences)

1. General Education Requirements (minimum 15 SHC)
Associate Degree programs must contain a minimum of 15 semester hours of general education coursework. The general education hours must include a minimum of 6 semester hours in communications and at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics.

2. Major Requirements (minimum 49 SHC)
AAS programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate of applied science degrees up to a maximum of 8 semester hours of credit.

3. Other Requirements (0-7 SHC)
Local employer requirements, as well as college designated graduation requirements, may be accommodated in "other required hours". Up to a maximum of 7 semester hours of

credit in other required hours may be included in an AAS degree program. Any course in the Combined Course Library that is educationally relevant to the student's career objective may be used in other required hours, as long as it is not a restricted or unique course.

Total Semester Hours Credit Required for Graduation: 64-76

Arts and Sciences (College Transfer)

Associate in Arts (AA)
Credential: Associate in Arts Degree
A10100

The Associate in Arts degree allows students to earn a minimum of 60 semester hours of credit (SHC) of college transfer courses and offers opportunities for the achievement of competence in reading, writing, oral communication, fundamental and mathematical skills. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of associate in arts programs who are admitted to constituent institutions of The University of North Carolina System (the 16 public universities) to transfer with junior status. Most independent schools in North Carolina also fully accept the transfer of the courses.

Graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Program Length: 4 semesters
Career Pathway Options: Associate in Arts Degree, Baccalaureate Degree at a Senior Institution
Program Sites:
Lee Campus – Day, 1st and 2nd Year, Evening, 1st and 2nd Year
Chatham Campus – Day, 1st and 2nd Year, Evening, 1st and 2nd Year
Harnett Campus – Day, 1st and 2nd Year, Evening, Selected Courses
Distance Education - 1st and 2nd Year - All Campuses

Course Requirements for Associate in Arts Degree

I. Universal General Education Transfer Component (UGETC) 31-32 SHC

A. English Composition (6 SHC)		C-L-CR
ENG 111	Writing and Inquiry	3-0-3
ENG 112	Writing and Research in the Disciplines	3-0-3

B. Humanities/Fine Arts/Communication (9 SHC)
Select courses from at least two of the following discipline areas: art, communications, music, literature, and philosophy. At least one course must be a literature course.

ART 111	Art Appreciation	3-0-3
ART 114	Art History Survey I	3-0-3
ART 115	Art History Survey II	3-0-3
COM 120	Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
DRA 111	Theater Appreciation	3-0-3
ENG 231	American Literature I	3-0-3
ENG 232	American Literature II	3-0-3
ENG 241	British Literature I	3-0-3
ENG 242	British Literature II	3-0-3
MUS 110	Music Appreciation	3-0-3

MUS 112	Introduction to Jazz	3-0-3
PHI 215	Philosophical Issues	3-0-3
PHI 240	Introduction to Ethics	3-0-3

C. Social and Behavioral Sciences (9 SHC)
Select courses from two of the following discipline areas: economics, history, political science, psychology, and sociology. At least one course must be a history course.

ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
HIS 111	World Civilizations I	3-0-3
HIS 112	World Civilizations II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
POL 120	American Government	3-0-3
PSY 150	General Psychology	3-0-3
SOC 210	Introduction to Sociology	3-0-3

D. Natural Sciences (4 SHC)
Select one course, including accompanying/integrated laboratory work, from among the biological and physical science disciplines.

AST 111	Descriptive Astronomy	3-0-3
AST 111A	Descriptive Astronomy Lab	0-2-1
BIO 110	Principles of Biology	3-3-4
BIO 111	General Biology I	3-3-4
CHM 151	General Chemistry I	3-3-4
GEL 111	Introductory Geology	3-2-4
PHY 110	Conceptual Physics	3-0-3
PHY 110A	Conceptual Physics Lab	0-2-1

E. Mathematics (3-4 SHC)
Select one course in introductory mathematics.

MAT 143	Quantitative Literacy	2-2-3
MAT 152	Statistical Methods I	3-2-4
MAT 171	Precalculus Algebra	3-2-4

II. Additional General Education Hours (13-14 SHC)
Select additional courses from UGETC courses listed above or from the courses classified as General Education courses in the NCCCS Combined Course Library. Students are advised to select courses based on intended major and senior institution.

ANT 210	General Anthropology	3-0-3
ANT 220	Cultural Anthropology	3-0-3
ASL 111	Elementary ASL 1	3-0-3
ASL 112	Elementary ASL II	3-0-3
ASL 211	Intermediate ASL I	3-0-3
ASL 212	Intermediate ASL II	3-0-3
BIO 120	Introductory Botany	3-3-4
BIO 130	Introductory Zoology	3-3-4
BIO 140	Environmental Biology	3-0-3
BIO 140A	Environmental Biology Lab	0-3-1
CHI 111	Elementary Chinese I	3-0-3
CHI 112	Elementary Chinese II	3-0-3
CHI 211	Intermediate Chinese I	3-0-3
CHI 212	Intermediate Chinese II	3-0-3
CHM 131	Introduction to Chemistry	3-0-3
CHM 131A	Introduction to Chemistry Lab	0-3-1
CHM 132	Organic and Biochemistry	3-3-4
CHM 152	General Chemistry II	3-3-4
CIS 110	Introduction to Computers	2-2-3
CIS 115	Introduction to Programming and Logic	2-3-3
COM 120	Interpersonal Communication	3-0-3
COM 140	Intro to Intercultural Communication	3-0-3
ECO 151	Survey of Economics	3-0-3
ENG 113	Literature-Based Research	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 233	Major American Writers	3-0-3
ENG 243	Major British Writers	3-0-3
ENG 261	World Literature I	3-0-3
ENG 262	World Literature II	3-0-3
GEL 230	Environmental Geology	3-2-4
HIS 121	Western Civilization I	3-0-3
HIS 122	Western Civilization II	3-0-3
HUM 110	Technology and Society	3-0-3
HUM 115	Critical Thinking	3-0-3
HUM 120	Cultural Studies	3-0-3
HUM 122	Southern Culture	3-0-3
HUM 150	American Women's Studies	3-0-3
HUM 160	Introduction to Film	2-2-3
HUM 211	Humanities I	3-0-3
HUM 220	Human Values and Meaning	3-0-3
MAT 172	Precalculus Trigonometry	3-0-3
MAT 263	Brief Calculus	3-0-3
MAT 271	Calculus I	3-2-4
MAT 272	Calculus II	3-2-4
MAT 273	Calculus III	3-2-4
MUS 210	History of Rock Music	3-0-3
PHI 210	History of Philosophy	3-0-3
PHI 230	Introduction to Logic	3-0-3
PHY 151	College Physics I	3-2-4
PHY 152	College Physics II	3-2-4
PHY 251	General Physics I	3-3-4
PHY 252	General Physics II	3-3-4
PSY 237	Social Psychology	3-0-3
PSY 241	Developmental Psychology	3-0-3
PSY 281	Abnormal Psychology	3-0-3
REL 110	World Religions	3-0-3
REL 211	Introduction to Old Testament	3-0-3
REL 212	Introduction to New Testament	3-0-3
SOC 213	Sociology of the Family	3-0-3
SOC 220	Social Problems	3-0-3
SOC 225	Social Diversity	3-0-3
SOC 240	Social Psychology	3-0-3
SPA 111	Elementary Spanish I	3-0-3
SPA 112	Elementary Spanish II	3-0-3
SPA 211	Intermediate Spanish I	3-0-3
SPA 212	Intermediate Spanish II	3-0-3

III. Other Required Hours (15 SHC)
In addition to ACA 122 and 2 SHC of PED, 12 SHC can be selected from the UGETC and General Education courses listed above and any courses classified Pre-Major/Elective (listed below) in the Comprehensive Articulation Agreement. Students are advised to select courses based on intended major and senior institution requirements. Students must

meet the receiving university's foreign language, health and physical education requirements, if applicable, prior to or after transfer to the senior institution. Students need to complete two courses in foreign language if two semesters or more of a foreign language was not taken in high school.

ACA 122	College Transfer Success	1-0-1
ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ART 121	Design I	0-6-3
ART 122	Design II	0-6-3
ART 131	Drawing I	0-6-3
ART 132	Drawing II	0-6-3
ART 214	Portfolio and Resume	0-2-1
ART 231	Printmaking I	0-6-3
ART 232	Printmaking II	0-6-3
ART 240	Painting I	0-6-3
ART 241	Painting II	0-6-3
ART 281	Sculpture I	0-6-3
ART 282	Sculpture II	0-6-3
ART 283	Ceramics I	0-6-3
ART 284	Ceramics II	0-6-3
BIO 143	Field Biology Minicourse	1-2-2
BIO 150	Genetics in Human Affairs	3-0-3
BIO 155	Nutrition	3-0-3
BIO 163	Basic Anatomy and Physiology	4-2-5
BIO 165	Anatomy and Physiology I	3-3-4
BIO 166	Anatomy and Physiology II	3-3-4
BIO 168	Anatomy and Physiology I	3-3-4
BIO 169	Anatomy and Physiology II	3-3-4
BIO 175	General Microbiology	2-2-3
BIO 176	Advanced General Microbiology	1-2-2
BIO 180	Biological Chemistry	2-2-3
BIO 250	Genetics	3-3-4
BIO 265	Cell Biology	3-3-4
BIO 271	Pathophysiology	3-0-3
BIO 275	Microbiology	3-3-4
BIO 280	Biotechnology	2-2-3
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CHM 130	General, Organic and Biochemistry	3-0-3
CHM 130A	General, Organic, and Biochemistry Lab	0-2-1
CHM 251	Organic Chemistry I	3-3-4
CHM 252	Organic Chemistry II	3-3-4
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 121	Law Enforcement Operations	3-0-3
CJC 141	Corrections	3-0-3
COM 130	Nonverbal Communication	3-0-3
CSC 134	C++ Programming	2-3-3
CSC 139	Visual BASIC Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
DRA 124	Readers Theatre	3-0-3
DRA 130	Acting I	0-6-3
DRA 131	Acting II	0-6-3
DRA 140	Stagecraft I	0-6-3
DRA 141	Stagecraft II	0-6-3
DRA 145	Stage Makeup	1-2-2
DRA 170	Play Production I	0-9-3
DRA 171	Play Production II	0-9-3
DRA 260	Directing	0-6-3
DRA 270	Play Production III	0-9-3
DRA 271	Play Production IV	0-9-3
EGR 150	Intro to Engineering	1-2-2
EGR 220	Engineering Statics	3-0-3
ENG 125	Creative Writing I	3-0-3
ENG 126	Creative Writing II	3-0-3
ENG 273	African American Literature	3-0-3
HEA 110	Personal Health and Wellness	3-0-3
HEA 112	First Aid & CPR	1-2-2
HIS 222	African-American History I	3-0-3
HIS 223	African-American History II	3-0-3
HIS 226	The Civil War	3-0-3
HIS 236	North Carolina History	3-0-3
MAT 285	Differential Equations	2-2-3
MUS 111	Fundamentals of Music	3-0-3
PED 110	Fit and Well for Life	1-2-2
PED 113	Aerobics I	0-3-1
PED 114	Aerobics II	0-3-1
PED 115	Step Aerobics I	0-3-1
PED 117	Weight Training I	0-3-1
PED 118	Weight Training II	0-3-1
PED 121	Walk, Jog, Run	0-3-1
PED 128	Golf-Beginning	0-2-1
PED 130	Tennis-Beginning	0-2-1
PED 139	Bowling-Beginning	0-2-1
PED 143	Volleyball-Beginning	0-2-1
PED 145	Basketball-Beginning	0-2-1
PED 219	Disc Golf	0-2-1
PHS 110	Survey of Physical Science	3-2-4
POL 130	State and Local Government	3-0-3
PSY 246	Adolescent Psychology	3-0-3
SOC 215	Group Processes	3-0-3
SOC 232	Social Context of Aging	3-0-3
SPA 141	Culture and Civilization	3-0-3

Total Semester Credit Hours Required for Degree: 60/61 SHC

PROGRAM SPECIFIC ENTRANCE STANDARDS:

Accelerated Associate in Arts

- Complete CCCC Accelerate application process, including the following items:
- Essay
- Interview
- Online referral by high school guidance counselor and/or CCW Advisor.
- Admitted to CCCC as a full-time student.
- Meet one of the following eligibility requirements:
- Minimum of 2.6 unweighted High School GPA, four high school math courses, and graduated high school within the past 5 years

OR

- CCCC will evaluate subject-area ACT or SAT scores to determine if student is college ready in math and English using the following scores:
    - English: ACT Reading 22 or ACT English 18, SAT Writing 500 or SAT Critical Reading 500

- Math: ACT Math 22, SAT Math 500
- Evidence of strong high school attendance record.
- Student and parent/guardian must complete the pledge form with commitment for student to receive room/board (ie: live at home) for the entirety of the program.
- Willingness and ability to attend classes on CCCC's Chatham Main Campus.

Associate in Science (AS)
Credential: Associate in Science Degree
A10400

The Associate in Science degree allows students to earn a minimum of 60 semester hours of credit (SHC) of college transfer courses and offers opportunities for the achievement of competence in reading, writing, oral communication, and fundamental mathematical skills. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina System (the 16 public universities) to transfer with junior status. Most independent schools in North Carolina also fully accept the transfer of the courses here.

Graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Program Length: 4 semesters
Career Pathway Options: Associate in Arts Degree, Baccalaureate Degree at a Senior Institution
Program Sites:
Lee Campus – Day, 1st and 2nd Year, Evening, 1st Year and selected courses in 2nd Year
Chatham Campus – Day, Evening, 1st Year and selected courses in 2nd Year
Harnett Campus – Day, Evening, 1st Year and selected courses in 2nd Year
Distance Education - 1st Year and selected courses in 2nd Year - All Campuses

Course Requirements for Associate in Science Degree

I. Universal General Education Transfer Component (UGETC) 34 SHC

A. Composition (6 SHC)		C-L-CR
ENG 111	Writing and Inquiry	3-0-3
ENG 112	Writing and Research in the Disciplines	3-0-3

B. Humanities/Fine Arts/Communication (6 SHC)
Select courses from two of the following discipline areas: art, communications, music, literature, and philosophy.

ART 111	Art Appreciation	3-0-3
ART 114	Art History Survey I	3-0-3
ART 115	Art History Survey II	3-0-3
COM 120	Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
DRA 111	Theater Appreciation	3-0-3
ENG 231	American Literature I	3-0-3
ENG 232	American Literature II	3-0-3
ENG 241	British Literature I	3-0-3
ENG 242	British Literature II	3-0-3
MUS 110	Music Appreciation	3-0-3
MUS 112	Introduction to Jazz	3-0-3
PHI 215	Philosophical Issues	3-0-3
PHI 240	Introduction to Ethics	3-0-3

C. Social and Behavioral Sciences (6 SHC)
Select courses from two of the following discipline areas: economics, history, political science, psychology, and sociology. One course must be a history course.

ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
HIS 111	World Civilizations I	3-0-3
HIS 112	World Civilizations II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
POL 120	American Government	3-0-3
PSY 150	General Psychology	3-0-3
SOC 210	Introduction to Sociology	3-0-3

D. Natural Sciences (8 SHC)
Select a two-semester course sequence (strongly recommended) in general biology, general chemistry or general physics (a-d) or a pair of the one-semester course combinations listed below (e-j). All courses must have a lab component.

a.	BIO 111	General Biology I	3-3-4
	BIO 112	General Biology II	3-3-4
b.	CHM 151	General Chemistry I	3-3-4
	CHM 152	General Chemistry II	3-3-4
c.	PHY 151	College Physics I	3-2-4
	PHY 152	College Physics II	3-2-4
d.	PHY 251	General Physics I	3-3-4
	PHY 252	General Physics II	3-3-4
e.	AST 151	General Astronomy I	3-0-3
	AST 151A	General Astronomy I Lab	0-2-1
	BIO 110	Principles of Biology	3-3-4
f.	AST 151	General Astronomy I	3-0-3
	AST 151A	General Astronomy I Lab	0-2-1
	GEL 111	Introductory Geology	3-2-4
g.	AST 151	General Astronomy I	3-0-3
	AST 151A	General Astronomy I Lab	0-2-1
	PHY 110	Conceptual Physics	3-0-3
	PHY 110A	Conceptual Physics Lab	0-2-1
h.	BIO 110	Principles of Biology	3-3-4
	GEL 111	Introductory Geology	3-2-4
i.	BIO 110	Principles of Biology	3-3-4
	PHY 110	Conceptual Physics	3-0-3
	PHY 110A	Conceptual Physics Lab	0-2-1
j.	GEL 111	Introductory Geology	3-2-4
	PHY 110	Conceptual Physics	3-0-3
	PHY 110A	Conceptual Physics Lab	0-2-1

E. Mathematics (8 SHC)
Select two courses in mathematics.

MAT 171	Precalculus Algebra	3-2-4
MAT 172	Precalculus Trigonometry	3-2-4
MAT 263	Brief Calculus	3-2-4
MAT 271	Calculus I	3-2-4
MAT 272	Calculus II	3-2-4

II. Additional General Education Hours (11 SHC)
Select additional courses from UGETC courses listed above or from the courses classified as General Education courses in the NCCCS Combined Course Library. Students are advised to select courses based on intended major and senior institution.

ANT 210	General Anthropology	3-0-3
ANT 220	Cultural Anthropology	3-0-3
ASL 111	Elementary ASL 1	3-0-3
ASL 112	Elementary ASL II	3-0-3
BIO 120	Introductory Botany	3-3-4
BIO 130	Introductory Zoology	3-3-4
BIO 140	Environmental Biology	3-0-3
BIO 140A	Environmental Biology Lab	0-3-1
CHI 111	Elementary Chinese I	3-0-3
CHI 112	Elementary Chinese II	3-0-3
CHI 211	Intermediate Chinese I	3-0-3
CHI 212	Intermediate Chinese II	3-0-3
CHM 131	Introduction to Chemistry	3-0-3
CHM 131A	Introduction to Chemistry Lab	0-3-1
CHM 132	Organic and Biochemistry	3-3-4
CIS 110	Introduction to Computers	2-2-3
CIS 115	Introduction to Programming and Logic	2-3-3
COM 110	Introduction to Communication	3-0-3
COM 140	Intro to Intercultural Communication	3-0-3
ECO 151	Survey of Economics	3-0-3
ENG 113	Literature-Based Research	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 233	Major American Writers	3-0-3
ENG 243	Major British Writers	3-0-3
ENG 261	World Literature I	3-0-3
ENG 262	World Literature II	3-0-3
GEL 113	Historical Geology	3-2-4
GEL 230	Environmental Geology	3-2-4
HIS 121	Western Civilization I	3-0-3
HIS 122	Western Civilization II	3-0-3
HUM 110	Technology and Society	3-0-3
HUM 115	Critical Thinking	3-0-3
HUM 120	Cultural Studies	3-0-3
HUM 122	Southern Culture	3-0-3
HUM 150	American Women's Studies	3-0-3
HUM 220	Human Values and Meaning	3-0-3
MAT 272	Calculus II	3-2-4
MAT 273	Calculus III	3-2-4
MUS 210	History of Rock Music	3-0-3
PHI 230	Introduction to Logic	3-0-3
PSY 237	Social Psychology	3-0-3
PSY 241	Developmental Psychology	3-0-3
PSY 281	Abnormal Psychology	3-0-3
REL 110	World Religions	3-0-3
REL 211	Introduction to Old Testament	3-0-3
REL 212	Introduction to New Testament	3-0-3
SOC 225	Social Diversity	3-0-3
SOC 240	Social Psychology	3-0-3
SPA 111	Elementary Spanish I	3-0-3
SPA 112	Elementary Spanish II	3-0-3
SPA 211	Intermediate Spanish I	3-0-3
SPA 212	Intermediate Spanish II	3-0-3

III. Other Required Hours (15 SHC)
In addition to ACA 122 and 2 SHC of PED, 12 SHC can be selected from the UGETC and General Education courses listed above and any courses classified Pre-Major/Elective (listed below) in the Comprehensive Articulation Agreement. Students are advised to select courses based on intended major and senior institution requirements. Students must meet the receiving university's foreign language, health and physical education requirements, if applicable, prior to or after transfer to the senior institution. Students need to complete two courses in foreign language if two semesters or more if a foreign language was not taken in high school.

ACA 122	College Transfer Success	1-0-1
ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ART 121	Design I	0-6-3
ART 122	Design II	0-6-3
ART 131	Drawing I	0-6-3
ART 132	Drawing II	0-6-3
ART 214	Portfolio and Resume	0-2-1
ART 231	Printmaking I	0-6-3
ART 232	Printmaking II	0-6-3
ART 240	Painting I	0-6-3
ART 241	Painting II	0-6-3
ART 281	Sculpture I	0-6-3
ART 282	Sculpture II	0-6-3
ART 283	Ceramics I	0-6-3
ART 284	Ceramics II	0-6-3
BIO 143	Field Biology Minicourse	1-2-2
BIO 150	Genetics in Human Affairs	3-0-3
BIO 155	Nutrition	3-0-3
BIO 163	Basic Anatomy and Physiology	4-2-5
BIO 165	Anatomy and Physiology I	3-3-4
BIO 166	Anatomy and Physiology II	3-3-4
BIO 168	Anatomy and Physiology I	3-3-4
BIO 169	Anatomy and Physiology II	3-3-4
BIO 175	General Microbiology	2-2-3
BIO 176	Advanced General Microbiology	1-2-2
BIO 180	Biological Chemistry	2-2-3
BIO 250	Genetics	3-3-4
BIO 265	Cell Biology	3-3-4
BIO 271	Pathophysiology	3-0-3
BIO 275	Microbiology	3-3-4
BIO 280	Biotechnology	2-2-3
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CHM 130	General, Organic and Biochemistry	3-0-3
CHM 130A	General, Organic, and Biochemistry Lab	0-2-1

CHM 251	Organic Chemistry I	3-3-4
CHM 252	Organic Chemistry II	3-3-4
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 121	Law Enforcement Operations	3-0-3
CJC 141	Corrections	3-0-3
COM 130	Nonverbal Communication	3-0-3
CSC 134	C++ Programming	2-3-3
CSC 139	Visual BASIC Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
CTS 115	Info Sys Business Concepts	3-0-3
DRA 124	Readers Theatre	3-0-3
DRA 130	Acting I	0-6-3
DRA 131	Acting II	0-6-3
DRA 140	Stagecraft I	0-6-3
DRA 170	Play Production I	0-9-3
EGR 150	Intro to Engineering	1-2-2
EGR 220	Engineering Statics	3-0-3
ENG 125	Creative Writing I	3-0-3
ENG 126	Creative Writing II	3-0-3
ENG 273	African American Literature	3-0-3
HEA 110	Personal Health and Wellness	3-0-3
HIS 222	African-American History I	3-0-3
HIS 223	African-American History II	3-0-3
HIS 226	The Civil War	3-0-3
HIS 236	North Carolina History	3-0-3
MAT 280	Linear Algebra	2-2-3
MAT 285	Differential Equations	2-2-3
MUS 111	Fundamentals of Music	3-0-3
PED 110	Fit and Well for Life	1-2-2
PED 113	Aerobics I	0-3-1
PED 114	Aerobics II	0-3-1
PED 115	Step Aerobics I	0-3-1
PED 117	Weight Training I	0-3-1
PED 118	Weight Training II	0-3-1
PED 121	Walk, Jog, Run	0-3-1
PED 128	Golf-Beginning	0-2-1
PED 130	Tennis-Beginning	0-2-1
PED 139	Bowling-Beginning	0-2-1
PED 143	Volleyball-Beginning	0-2-1
PED 145	Basketball-Beginning	0-2-1
PED 148	Softball	0-2-1
PED 149	Flag Football	0-2-1
PED 155	Water Aerobics	0-3-1
PED 160	Canoeing-Basic	0-2-1
PED 219	Disc Golf	0-2-1
PED 254	Coaching Basketball	1-2-2
POL 130	State and Local Government	3-0-3
PSY 246	Adolescent Psychology	3-0-3
SOC 232	Social Context of Aging	3-0-3
SPA 141	Culture and Civilization	3-0-3
WBL 111	Work-Based Learning I	0-10-1

Total Semester Credit Hours Required for Degree: 60/61

Associate in Engineering (AE)
Credential: Associate in Engineering Degree
A10500

The Associate in Engineering degree allows students who wish to transfer to a state funded university with a Bachelor of Engineering program to earn a minimum of 60 semester hours of credit (SHC) for college transfer courses and offers opportunities for the achievement of competence in reading, writing, oral communication, and fundamental mathematical skills. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA).

Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs and Campbell University's School of Engineering. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses.

Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the 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. Courses may also transfer through bilateral agreements between institutions.

Program Length: 4 semesters
Career Pathway Options: Associate in Engineering Degree, Baccalaureate in Engineering Degree at a Senior Institution

Program Sites:
Lee Campus – Day, 1st and 2nd Year; Evening, selected courses 1st Year and 2nd Year
Chatham Campus – Day, 1st and 2nd Year, selected courses; Evening, 1st Year and 2nd Year, selected courses
Harnett Campus – Day, 1st and 2nd Year, selected courses; Evening, 1st Year and 2nd Year, selected courses
Distance Education - Selected courses 1st and 2nd Year - All Campuses

Course Requirements for Associate in Engineering Degree

I. Universal General Education Transfer Component (UGETC) 42 SHC

A. Composition (6 SHC)		C-L-CR
ENG 111	Writing and Inquiry	3-0-3
ENG 112	Writing and Research in the Disciplines	3-0-3

B. Humanities (3 SHC). Choose one:

ENG 231	American Literature I	3-0-3
ENG 232	American Literature II	3-0-3
ENG 241	British Literature I	3-0-3
ENG 242	British Literature II	3-0-3
PHI 215	Philosophical Issues	3-0-3
PHI 240	Introduction to Ethics	3-0-3

REL 110	World Religions	3-0-3

(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).

C. Communication (3 SHC). Choose one:
Select a course from the following discipline areas: art, communications, music.

ART 111	Art Appreciation	3-0-3
ART 114	Art History Survey I	3-0-3
ART 115	Art History Survey II	3-0-3
COM 231	Public Speaking	3-0-3
MUS 110	Music Appreciation	3-0-3
MUS 112	Introduction to Jazz	3-0-3

D. Social and Behavioral Sciences (6 SHC)
One required course, choose one additional course.

Required:

ECO 251	Principles of Microeconomics	3-0-3

One additional course:

HIS 111	World Civilizations I	3-0-3
HIS 112	World Civilizations II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
POL 120	American Government	3-0-3
PSY 150	General Psychology	3-0-3
SOC 210	Introduction to Sociology	3-0-3

E. Natural Sciences (12 SHC)

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

F. Mathematics (12 SHC)

MAT 271	Calculus I	3-2-4
MAT 272	Calculus II	3-2-4
MAT 273	Calculus III	3-2-4

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

II. Additional General Education Hours (18 SHC)
Two required courses, choose additional courses. At least two credit hours must be from PED.

ACA 122	College Transfer Success	1-0-1
EGR 150	Introduction to Engineering	1-2-2
MAT 285	Differential Equations	2-2-3

Select additional courses from UGETC courses listed above or from the courses classified as General Education courses in the NCCCS Combined Course Library.
Take 12 SHC:

BIO 111	General Biology I	3-3-4
CHM 152	General Chemistry II	3-3-4
COM 110	Introduction to Communication	3-0-3
CSC 134	C++ Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
DFT 170	Engineering Graphics	2-2-3
ECO 252	Principles of Macroeconomics	3-0-3
EGR 210	Intro to Electr./Computer Eng. Lab	1-3-2
EGR 212	Logic System Design I	3-0-3
EGR 214	Num Methods for Engineers	3-0-3
EGR 215	Network Theory I	3-0-3
EGR 216	Logic and Network Lab	0-3-1
EGR 220	Engineering Statics	3-0-3
EGR 225	Engineering Dynamics	3-0-3
EGR 228	Introduction to Solid Mechanics	3-0-3
HUM 110	Technology and Society	3-0-3
MAT 280	Linear Algebra	2-2-3
PED 110	Fit and Well for Life	1-2-2

Total Semester Credit Hours Required for graduation: 60/61 SHC

Business Technologies

Business Administration Credential: - Associate in Applied Science Degree in Business Administration (General Business Administration Track) 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.

Coursework 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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Main Campus - Day Program Selected Evening Courses; Harnett Main Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Degree—General Business Administration and Human Resource Management Tracks

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications; Take one Course		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics, Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (22 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Economics Requirement—Take one course (3 SHC)		
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

3. Concentration Requirements (12 SHC)		
BUS 125	Personal Finance	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 225	Business Finance	2-2-3
BUS 240	Business Ethics	3-0-3

4. Other Major Requirements (15 SHC)		
ACC 121	Principles of Managerial Accounting	3-2-4
BUS 260	Business Communication	3-0-3
MKT 223	Customer Service	3-0-3
WBL 111	Work-Based Learning I	0-10-1
	*Technical Elective	4

5. Other Required Hours (1 SHC)		
Choose one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Technical Electives* (Choose 4 SHC for either track selected)		
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Applications	1-3-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 228	Business Statistics	2-2-3
BUS 255	Organizational Behavior in Business	3-0-3
BUS 270	Professional Development	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
CTS 130	Spreadsheet	2-2-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
INT 110	International Business	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 220	Advertising and Sales Promotion	3-0-3
MKT 232	Social Media Marketing	3-2-4
WEB 214	Social Media	2-2-3
BUS 225	Business Finance	2-2-3
BUS 240	Business Ethics	3-0-3
BUS 260	Business Communication	3-0-3
HMT 110	Intro to Healthcare Mgmt	3-0-3

**Major Electives may not also count as a required course

Total Semester Hours Credit Required for General Business Administration Track: 65

Business Administration
Credential: Diploma in Business Administration (General Business Administration Track)
D25120M0

The Business Management Diploma is designed to introduce students to basic management skills required for an entry-level position in business management. Coursework includes basic concepts in such areas as accounting, economics, business law, computer technology, management, and basic computation and communication. Graduates are prepared for entry-level employment opportunities in the area of management including employment in business and government agencies and financial institutions.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Main Campus – Day and Evening; Harnett Main Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Diploma—General Business Administration Track

1 General Education Requirements (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Mathematics, take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (22 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3

MKT 120	Principles of Marketing	3-0-3
Economics Requirement; Take one course		
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

3. Concentration Requirements (3 SHC)

BUS 125	Personal Finance	3-0-3

4. Other Major Requirements (4 SHC)

ACC 121	Principles of Managerial Accounting	3-2-4
ACC-122	Prin of Financial Acct II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Appl	1-3-2
BUS 116	Business Law II	3-0-3
BUS 255	Org Behavior in Business	3-0-3
BUS 270	Professional Development	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3
INT 110	International Business	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 220	Advertising and Sales Promotion	3-0-3
MKT 232	Social Media Marketing	3-2-4

5. Other Requirements (1 SHC)

Choose one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 36

Business Administration
Credential: Manager Trainee Certificate
C25120M0

This certificate program is designed to prepare students in the basic aspects of business management. Emphasized in the certificate program are basic concepts of management, business mathematics, marketing, business law, business principles, and human resources management. Students who complete the certificate requirements will be prepared for entry-level positions in management.

Entrance Requirement: General Admissions Standards in catalog
Academic Standards: See General Academic Standards in catalog. (No Placement testing is required for this certificate program.)
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Main Campus – Day and Evening; Harnett Main Campus – Day; Distance Education

Course Requirements for the Manager Trainee Certificate:

		C-L-SHC
1. Major Requirements (9 SHC)		
BUS 110	Introduction to Business	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3

2. Concentration Requirements (3 SHC)

BUS 153	Human Resource Management	3-0-3

3. Other Major Requirements (6 SHC)

BUS 151	People Skills	3-0-3
MKT 223	Customer Service	3-0-3

Total Semester Hours Credit Required for Graduation: 18

Business Administration
Credential: Entrepreneur Certificate
C25120E0

This certificate program is designed to prepare students for self-employment through business ownership. Primary emphasis is placed on business planning and the skills necessary to be a successful entrepreneur. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Business Administration.

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration (Higher entrance standards required)
Program Sites: Lee Campus – Day and Evening; Harnett Campus – selected day; Distance Education

Course Requirements for Entrepreneur Certificate

		C-L-SHC
1. Major Requirements (13 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

2. Other Major Requirements (4 SHC)

BUS 280	REAL Small Business	4-0-4

Total Semester Hours Credit Required for Graduation: 17

Business Administration
Credential: Retail Management Certificate
C25120RM

This certificate program is designed to prepare students in the fundamental aspects of management in the retail sector Emphasized in the certificate program are basic concepts of financial and managerial accounting, management principles, customer service, human resource management, and hands-on application of management principles through work-based learning. Students who complete the certificate requirements will be prepared for entry-level positions in retail management.

Entrance Requirement: General Admissions Standards in catalog
Academic Standards: See General Academic Standards in catalog. (No placement testing is required for this certificate program.)
Program Length: 2 semesters
Career Pathway Options: Diploma in Business Administration; Associate in Applied Science Degree in Business Administration
Program Sites: Lee Main Campus – Day and Evening; Distance Education

Course Requirements for the Retail Management Certificate Trainee Certificate:

		C-L-SHC
1. Major Requirements (7 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
2. Other Major Requirements (11 SHC)		
BUS 153	Human Resource Management	3-0-3
MKT 223	Customer Service	3-0-3
WBL 111	Work-Based Learning I	0-10-1
ACC 121	Principles of Managerial Accounting	3-2-4

Total Semester Hours Credit Required for Graduation: 18

Business Administration
Credential: Social Media Marketing Certificate C25120SO

The Social Media Marketing Certificate is designed to teach students to use social media tools to market products and services for businesses. The program introduces students to business, marketing, and social media and prepares them to use social media for advertising and promotion. Upon completion of the program students will be better prepared for marketing opportunities in the digital age.

Entrance Requirement: General Admissions Standards in catalog
Academic Standards: See General Academic Standards in catalog. (No Placement testing is required for this certificate program.) Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Online

Course Requirements for Social Media Marketing Certificate

		C-L-SHC
1. Major Requirements (3 SHC)		
MKT 120	Principles of Marketing	3-0-3
2. Other Major Requirements (13 SHC)		
BUS 110	Introduction to Business	3-0-3
MKT 220	Advertising & Sales Promotion	3-0-3
WEB 214	Social Media	2-2-3
MKT 232	Intermediate Social Media Marketing	3-2-4

Total Semester Hours Credit Required for Graduation: 16

Business Administration
Credential: - Associate in Applied Science (Human Resource Management Track) A25120HR

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.

Coursework 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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Main Campus - Day Program Selected Evening Courses; Harnett Main Campus – Selected Daytime Courses; Distance Education (Harnett campus not listed on Program Guide)

Course Requirements for Business Administration Degree—Human Resource Management Tracks

		C-L-SHC
1. General Education Requirements (15 SHC)		
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications: Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3

COM 231	Public Speaking	3-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (22 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3
Economics Requirement—Take one course:		
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

3. Concentration Requirements (12 SHC)

BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruit, Select and Personnel Planning	3-0-3
BUS 258	Compensation and Benefits	3-0-3

4. Other Major Requirements (17 SHC)

BUS 153	Human Resource Management	3-0-3
BUS 252	Labor Relations	3-0-3
BUS 259	HRM Applications	3-0-3
BUS 261	Diversity in Management	3-0-3
WBL 111	Work-Based Learning I	0-10-1
Technical Elective; Take 4 SHC:		
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 122	Principles of Financial Accounting II	3-0-3
ACC 129	Individual Income Taxes	2-2-3
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Applications	1-3-2
BUS 116	Business Law II	3-0-3
BUS 151	People Skills	3-0-3
BUS 225	Business Finance	2-2-3
BUS 228	Business Statistics	2-2-3
BUS 240	Business Ethics	3-0-3
BUS 255	Organizational Behavior in Business	3-0-3
BUS 260	Business Communication	3-0-3
BUS 270	Professional Development	3-0-3
BUS 280	REAL Small Business	4-0-4
CHI 111	Elementary Chinese I	3-0-3
CTS 130	Spreadsheet	2-2-3
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3
HMT 110	Intro to Healthcare Mgmt	3-0-3
INT 110	International Business	3-0-3
MKT 123	Fundamentals of Selling	3-0-3
MKT 220	Advertising and Sales Promotion	3-0-3
MKT 232	Social Media Marketing	3-2-4
WEB 214	Social Media	2-2-3

5. Other Requirements (1 SHC)

Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 67

Business Administration
Credential: Diploma in Business Administration (Human Resource Management Track) D25120HR

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration
Program Sites: Lee Main Campus – Day and Evening; Harnett Main Campus – Selected Daytime Courses; Distance Education

Course Requirements for Business Administration Diploma—(Human Resources Track)

1. General Education Requirements (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (22 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3
Economics Requirement; Take one course:		
ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

3. Concentration Requirements (12 SHC)

BUS 217	Employment Law and Regulations	3-0-3
BUS 256	Recruit, Select and Personnel Planning	3-0-3
BUS 234	Training and Development	3-0-3
BUS 258	Compensation and Benefits	3-0-3

4. Other Major Requirements (3 SHC)

BUS 153	Human Resource Management	3-0-3

5. Other Requirements (1 SHC)

Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 44

Business Administration Credential
Credential: Human Resources Management Certificate
C25120C0

The Human Resources Management Certificate program is designed to provide students with the skills to work in the area of human resources. Students who complete the certificate requirements should be prepared to work in a variety of work environments including business, industry, and educational settings. Specific emphasis will be placed on compensation and benefits, employee training and development, employment law and regulations, employee assessment and evaluation, and employee recruitment and planning. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Business Administration—Human Resource Management Track

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Business Administration-Human Resource Management Track
Program Sites: Distance Education

Course Requirements for Human Resource Management Certificate

		C-L-SHC
1. Major Requirements (SHC)		
BUS 137	Principles of Management	3-0-3
2. Concentration Requirements (12 SHC)		
BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruit, Select and Personnel Planning	3-0-3
BUS 258	Compensation and Benefits	3-0-3
3. Other Major Requirements (3 SCH)		
Take one:		
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 261	Diversity in Management	3-0-3

Total Semester Hours Credit Required for Graduation: 18

Healthcare Management Technology
Credential: Associate in Applied Science Degree
A25200

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 various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Healthcare Management Technology
Program Sites: Harnett Main Campus – Day Program, Selected Distance Courses

Course Requirements for Healthcare Management Technology

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
2. Major Requirements (26 SHC)		
ACC 120	Princ of Financial Acct	3-2-4
ACC 121	Princ of Managerial Acct	3-2-4
CIS 110	Introduction to Computers	2-2-3
HMT 110	Intro to Healthcare Mgmt	3-0-3
OST 141	Medical Terms I – Medical Office	3-0-3
OST 142	Medical Terms II – Medical Office	3-0-3
OST 148	Medical Insurance and Billing	3-0-3
OST 149	Medical Legal Issues	3-0-3
3. Concentration Requirements (12 SHC)		
BUS 110	Introduction to Business	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 260	Business Communications	3-0-3
HMT 212	Mgmt of Healthcare Organizations	3-0-3
4. Other Major Requirements (11 SHC)		
HMT 211	Long-Term Care Administration	3-0-3
HMT 220	Healthcare Financial Mgmt	4-0-4
SPA 111	Elementary Spanish I	3-0-3

WBL 111	Work-Based Learning I	0-10-1

5. Other Requirements (1 SHC)

Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Required for Graduation: 65

Medical Office Administration Credential: Associate in Applied Science Degree in Medical Office Administration A25310

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration
Program Sites: Lee Main Campus – Day Program; Harnett Main Campus – Day Program; Selected Distance Courses

Course Requirements for Medical Office Administration

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (24 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 136	Word Processing	2-2-3
OST 141	Medical Terms I – Medical Office	3-0-3
OST 142	Medical Terms II – Medical Office	3-0-3
OST 148	Medical Coding Billing and Insurance.	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 164	Office Editing	3-0-3
OST 289	Office Admin. Capstone	2-2-3

3. Concentration Requirements (12 SHC)

OST 184	Records Management	2-2-3
OST 243	Medical Office Simulation	2-2-3
OST 247	Procedural Coding	2-2-3
OST 248	Diagnostic Coding	2-2-3

4. Other Major Requirements (16 SHC)

BUS 270	Professional Development	3-0-3
CTS 130	Spreadsheet	2-2-3
OST 131	Keyboarding	1-2-2
WBL 111	Work-based Learning I	0-10-1
Accounting – Take one course:		
ACC 115	College Accounting	3-2-4
ACC 120	Prin of Financial Accounting	3-2-4
Elective - Take one course:		
HMT 110	Intro to Healthcare Mgt	3-0-3
OST 134	Text Entry & Formatting	2-2-3
OST 236	Advanced Word/Info. Processing	2-2-3

5. Other Requirements (1 SHC)

Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Required for Graduation: 68

Medical Office Administration Credential: Associate in Applied Science Diploma in Medical Office Administration D25310

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

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration
Program Sites: Lee Main Campus – Day Program; Harnett Main Campus – Day Program; Selected Distance Courses

Course Requirements for Medical Office Administration

1. General Education Requirements (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Communications, take one course:		
ENG 112	Writing/Research in the Disc	3-0-3

ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (33 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 136	Word Processing	2-2-3
OST 141	Medical Terms I – Medical Office	3-0-3
OST 142	Medical Terms II – Medical Office	3-0-3
OST 148	Medical Coding Billing and Insurance.	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 164	Office Editing	3-0-3
OST 184	Records Management	2-2-3
OST 243	Med Office Simulation	2-2-3
OST 247	Procedural Coding	2-2-3
OST 289	Office Admin. Capstone	2-2-3

3. Other Major Requirements (8 SHC)

OST 131	Keyboarding	1-2-2
OST 248	Diagnostic Coding	2-2-3

Total Semester Hours Required for Graduation: 44

Medical Office Administration
Credential: Medical Office Insurance Coding Certificate (Distance Education)
C25310IC

This program is designed to provide students with skills necessary for positions in medical and allied health facilities requiring a comprehensive knowledge of ICD-10 and CPT codes. This concentrated program provides training in medical terminology, coding, billing, and insurance procedures. Employment opportunities include medical offices, research facilities, health insurance companies, billing agencies, and allied health facilities. Upon completion of this training, students will be prepared to perform data entry associated to billing and recordkeeping of medical diagnosis, charges, and insurance documentation. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Office Insurance Coding Certificate.
Program Sites: Distance Program
Lee Main Campus – Day Program; Harnett Main Campus – Day Program; Distance Education

Course Requirements for Medical Office Insurance Coding Certificate

1. Major Requirements (15 SHC)		**C-L-SHC**
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 148	Medical Coding Billing and Insurance	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 247	Procedural Coding	2-2-3

2. Other Major Requirements (3 SHC)

OST 248	Diagnostic Coding	2-2-3

Total Semester Hours Credit Required for Graduation: 18

Medical Office Administration
Credential: Medical Machine Transcription Certificate
C25310T0

This program is designed to provide the students with skills necessary to transcribe medical records for physicians in all medical disciplines. Specific skills include medical terminology, medical office procedures, medical transcription, and medical legal issues. Upon completion of this training, students will be prepared to transcribe for professional transcription agencies, hospitals, physician offices, and other health care agencies. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for that degree program.

Program Length: 2 Semesters
Career Pathway Options: Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Medical Machine Transcription Certificate.
Program Sites: Distance Program
Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Medical Transcription Certificate

1. Major Requirements (12 SHC)		**C-L-SHC**
OST 141	Medical Terms I-Medical Office	3-0-3
OST 142	Medical Terms II-Medical Office	3-0-3
OST 149	Medical Legal Issues	3-0-3
OST 164	Office Editing	3-0-3

2. Other Major Requirements (6 SHC)

OST 241	Medical Office Transcription I	2-2-3
OST 242	Medical Office Transcription II	2-2-3

Total Semester Hours Credit Required for Graduation: 18

Office Administration
Credential: Associate in Applied Science Degree in 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 support topics. Emphasis is placed on non-technical as well as technical skills.

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology
Program Sites: Lee Main Campus – Day Program; Harnett Main Campus - Day Program, Selected Distance Courses

Course Requirements for Office Administration Degree

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications, Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics, Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (15 SHC)		
OST 134	Text Entry and Formatting	2-2-3
OST 137	Office Software Applications	2-2-3
OST 164	Office Editing	3-0-3
OST 184	Records Management	2-2-3
OST 289	Office Admin. Capstone	2-2-3

3. Concentration Requirements (9 SHC)		
OST 135	Advanced Text Entry and Format	2-2-3
OST 136	Word Processing	2-2-3
OST 138	Advanced Software Application	2-2-3

4. Other Major Requirements (25 SHC)		
BUS 270	Professional Development	3-0-3
CIS 110	Introduction to Computers	2-2-3
CTS 130	Spreadsheet	2-2-3
OST 131	Keyboarding	1-2-2
OST 181	Office Procedures	2-2-3
OST 233	Office Publications Design	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3
WBL 111	Work-Based Learning I	0-10-1
Take one course:		
ACC 115	College Accounting	3-2-4
ACC 120	Prin of Financial Accounting	3-2-4

5. Other Requirements (1 SHC)		
Student Success – Select One		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 65

Office Administration
Credential: Office Administration Diploma
D25370

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 support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of entry-level positions in business, government, and industry. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Office Systems Technology and Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the degree program.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Systems Technology, Associate in Applied Science Degree in Medical Office Administration, Office Systems Technology Diploma.
Program Sites: Distance Programs; Lee Main Campus – Day Program; Harnett Main Campus - Day Program

Course Requirements for Office Administration Diploma

1. General Education Requirements (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Communications, Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (15 SHC)

OST 134	Text Entry and Formatting	2-2-3
OST 137	Office Software Applications	2-2-3
OST 164	Office Editing	3-0-3
OST 184	Records Management	2-2-3
OST 289	Office Admin. Capstone	2-2-3

3. Concentration Requirements (3 SHC)

OST 136	Word Processing	2-2-3

4. Other Major Requirements (14 SHC)

BUS 270	Professional Development	3-0-3
CIS 110	Introduction to Computers	2-2-3
CTS 130	Spreadsheet	2-2-3
OST 131	Keyboarding	1-2-2
OST 236	Advanced Word/Information Processing	2-2-3

III. Other Requirements (1 SHC)

Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 39

Office Administration
Credential: Information and Word Processing Certificate
C25370W0

This certificate program provides the graduate with the basic keyboarding and word processing skills necessary to enter the job market as an information and word processor. Specific emphases will be placed on a variety of office software and the specific capabilities of word processing, office publications, document formatting and editing, and proofreading. Credits earned in this program may be transferred toward a diploma and/or an Associate in Applied Science Degree in Office Administration and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the diploma/degree program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Diploma in Office Administration (Higher entrance standards required); Receptionist Certificate; Information and Word Processing Certificate.
Program Sites: Distance Education; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Information and Word Processing Certificate

1. Major Requirements (6 SHC)		**C-L-SHC**
OST 134	Text Entry and Formatting	2-2-3
OST 164	Office Editing	3-0-3

2. Other Major Requirements (11 SHC)

CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding	1-2-2
OST 136	Word Processing	2-2-3
OST 236	Advanced Word/Information Processing	2-2-3

Total Semester Hours Credit Required for Graduation: 17

Office Administration
Credential: Receptionist Certificate
C25370R0

This certificate program provides the graduate with the basic skills necessary to enter the job market as a receptionist. Specific emphases will be placed on general office skills in spreadsheets, oral communication, information and word processing, and records management. Credits earned in this program may be transferred toward a Diploma and/or an Associate in Applied Science Degree in Office Administration and/or an Associate in Applied Science Degree in Medical Office Administration provided the student meets the entrance requirements for the degree/diploma program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Office Administration (Higher entrance standards required); Associate in Applied Science Degree in Medical Office Administration (Higher entrance standards required); Diploma in Office Administration (Higher entrance standards required); Information and Word Processing Certificate; Receptionist Certificate.
Program Sites: Distance Education; Lee Main Campus – Day Program; Harnett Main Campus – Day Program

Course Requirements for Receptionist Certificate

1. Major Requirements (6 SHC)		**C-L-SHC**
OST 134	Text Entry & Formatting	2-2-3
OST 164	Office Editing	3-0-3

2. Other Major Requirements (11 SHC)

BUS 270	Professional Development	3-0-3
CIS 110	Introduction to Computers	2-2-3
OST 131	Keyboarding	1-2-2
OST 136	Word Processing	2-2-3

Total Semester Hours Credit Required for Graduation: 17

Paralegal Technology
Credential: Associate in Applied Science in Paralegal Technology
A25380

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work.

A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

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

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology
Program Sites: Lee Main Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Degree

1. General Education Requirements (18 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
MAT 110	Mathematical Measurement and Literacy	2-2-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		
COM 110	Introduction to Communication	3-0-3
COM 120	Intro. to Interpersonal Communication	3-0-3
COM 140	Intro. To Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3
ENG 115	Oral Communication	3-0-3

2. Major Requirements (23 SHC)		
LEX 110	Introduction to Paralegal Study	2-0-2
LEX 120	Legal Research/Writing I	2-2-3
LEX 130	Civil Injuries	3-0-3
LEX 140	Civil Litigation I	3-0-3
LEX 150	Commercial Law	2-2-3
LEX 210	Real Property I	3-0-3
LEX 240	Family Law	3-0-3
LEX 250	Wills, Estates, and Trusts	2-2-3

3. Other Major Requirements (28 SHC)		
ACC 115	College Accounting	3-2-4
CIS 110	Introduction to Computers	2-2-3
LEX 121	Legal Research Writing II	2-2-3
LEX 141	Civil Litigation II	2-2-3
LEX 160	Criminal Law and Procedure	2-2-3
LEX 180	Case Analysis and Reasoning	1-2-2
LEX 211	Real Property II	1-4-3
LEX 270	Law Office Mgt/Technology	1-2-2
LEX 271	Law Office Writing	1-2-2
LEX 280	Ethics and Professionalism	2-0-2
WBL 111	Work Based learning I	0-10-1

4. Other Requirements (1 SHC)
Take one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 70

Paralegal Technology
Credential: Paralegal Technology Diploma
D25380

This diploma program is designed for students who have already earned a Baccalaureate and/or an Associate Degree. Students in this program will learn the specifics of assisting lawyers in the specific areas of research, document preparation, and client interviews. Credits earned in this program may be transferred to the Associate in Applied Science Degree in Paralegal Technology provided the student meets all entrance requirements for the degree program.

Program Specific Entrance Standards: A Baccalaureate and/or an Associate Degree including credit for ENG 111 or equivalent and 3 SHC in general education.
Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Paralegal Technology (Higher entrance standards required); Paralegal Technology Diploma
Program Sites: Lee Main Campus - Day Program, Selected Hybrid Courses

Course Requirements for Paralegal Technology Diploma

		C-L-SHC
1. Major Requirements (23 SHC)		
LEX 110	Introduction to Paralegal Study	2-0-2
LEX 120	Legal Research/Writing I	2-2-3
LEX 130	Civil Injuries	3-0-3
LEX 140	Civil Litigation I	3-0-3
LEX 150	Commercial Law	2-2-3
LEX 210	Real Property I	3-0-3
LEX 240	Family Law	3-0-3
LEX 250	Wills, Estates, and Trusts	2-2-3

2. Other Major Requirements (19 SHC)		
ACC 115	College Accounting	3-2-4
LEX 121	Legal Research/Writing II	2-2-3
LEX 160	Criminal Law	2-2-3
LEX 211	Real Property II	1-4-3
LEX 270	Law Office Mgt/Technology	1-2-2
LEX 271	Law Office Writing	1-2-2
LEX 280	Ethics and Professionalism	2-0-2

Total Semester Hours Credit Required for Graduation: 42

Paralegal Technology
Credential: Paralegal Technology Certificate
C25380

Program Length: 2 Semesters
Program Sites: Lee Main Campus – Day; Distance Education

Course requirements for Paralegal Technology Certificate:

		C-L-SHC
1. Major Requirements (8 SHC)		
LEX 110	Intro to Paralegal Study	2-0-2
LEX 130	Civil Injuries	3-0-3
LEX 240	Family Law	3-0-3
2. Other Major Requirements (5 SHC)		
LEX 160	Criminal Law & Procedure	2-2-3
LEX 280	Ethics & Professionalism	2-0-2

Total Semester Hours Credit Required for Graduation: 13

Information Technology (General) Credential: Associate in Applied Science Degree in Information Technology A25590

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 a 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.

Program Length: 5 semesters
Program Sites: Lee Main Campus – Day Program; Limited Evening Courses Available

Course requirements for Information Technology-General Track, Associate in Applied Science Degree:

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Mathematics – take one:		
MAT 143	Quantitative Literacy	2-2-3
MAT 171	Precalculus Algebra	3-2-4
Communications, Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 231	Public Speaking	3-0-3
2. Major Requirements (12 SHC)		
CTI 110	Web, Pgm. & DB Foundation	2-2-3
CTI 120	Network and SEC Foundation	2-2-3
CTS 115	Info Sys. Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3
3. Concentration Requirements (6 SHC)		
CIS 115	Introduction to Programming & Logic	2-3-3
CTS 285	Systems Analysis & Design	3-0-3
4. Other Major Requirements (36 SHC)		
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
WEB 115	Web Markup and Scripting	2-2-3
NOS 230	Windows Administration I	2-2-3
DBA 110	Database Concepts	2-3-3
DBA 120	Database Programming I	2-2-3
SEC 110	Security Concepts	2-2-3
CTS 289	System Support Project	1-4-3
CTS 220	Advanced Hard/Software Support	2-3-3
WEB 151	Mobile Application Dev. I	2-2-3
Technical Electives; Take 6 SHC from one group:		
Group 1:		
CIS 110	Introduction to Computers	2-2-3
CSC 134	C++ Programming	2-3-3
CSC 139	Visual BASIC Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
CTI 140	Virtualization Conepts	1-4-3
Group 2:		
CIS 110	Introduction to Computers	2-2-3
DBA 110	Database Concepts	2-3-3
CTI 140	Virtualization Concepts	1-4-3
5. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours Required to Graduate: 70

Information Technology Credential: Diploma in Information Technology D25590

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

Coursework will develop a student's ability to communicate complex technical issues related to computer hardware,

software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Information Technology (Higher entrance standards required), Diploma in Information Technology.
Program Sites: Lee Main Campus - Day Program

Course Requirements for Information Technology Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
ENG 111	Writing & Inquiry	3-0-3
Mathematics – take one:		
MAT 143	Quantitative Literacy	2-2-3
MAT 171	Precalculus Algebra	3-2-4

2. Major Requirements (18 SHC)		
CIS 115	Introduction to Programming & Logic	2-3-3
CTI 110	Web, Pgm. & DB Foundation	2-2-3
CTI 120	Network & SEC Foundation	2-2-3
CTS 115	Info System Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3
CTS 285	Systems Analysis & Design	3-0-3

3. Other Major Requirements (21 SHC)		
CTS 220	Advanced Hard/Software Support	2-3-3
DBA 110	Database Concepts	2-3-3
NOS 130	Windows Single User	2-2-3
NOS 230	Windows Administration I	2-2-3
SEC 110	Security Concepts	2-2-3
WEB 115	Web Markup and Scripting	2-2-3
Program Elective, Take one course:		
CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

4. Other Requirements (1 SHC)		
Choose one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success & Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours: 46

Information Technology
Credential: Database Programming Certificate
C25590DP

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

Graduates should qualify for employment in business, industry, and government organizations as entry-level programmers, programmer trainees, software developers, database developers, software specialists, or information managers.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information Technology.
Program Sites: Lee Main Campus - Day Program

Course requirements for Database Programming Certificate

1. Major Requirements (6 SHC)		C-L-SHC
CIS 115	Introduction of Programming and Logic	2-3-3
CTI 110	Web, Pgm, & DB Foundation	2-2-3

2. Other Major Requirements (9 SHC)		
DBA 110	Database Concepts	2-3-3
DBA 120	Database Programming I	2-2-3
Programming Elective, Take one course:		
CSC 134	C++ Programming	2-3-3
CSC 139	Visual Basic Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

Total Semester Credit Hours Required for Graduation: 15

Information Technology
Credential: Internet and Computing Core IC3 Certificate
C25590IC

Students will solve general computer problems through computer literacy techniques using appropriate learning methods and procedures. The primary emphasis of the curriculum is hands-on training in word processing applications, spreadsheet applications, presentation applications, database applications, basic computer concepts, networking concepts, Internet concepts and other related computer areas that provide the ability to adapt as information systems evolve. Once course requirements are met, students will be prepared to take the globally recognized IC3 Certification Exam offered by Certiport.

Graduates should qualify for employment in business, industry, and government organizations as entry-level computer users.

Entrance Standards: See General Admission Standards in catalog

Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Computer Associate in Applied Science Degree in Computer Information Technology (Higher entrance standards required), Diploma in Computer Information Technology (Higher entrance standards required), Certificate in Computer Information
Sites: Lee Main Campus - Day and Evening Programs

Course Requirements for Internet and Computing Core IC3 Certificate

1. Major Requirements (9 SHC)		C-L-SHC
CTS 120	Hardware/Software Support	2-3-3
CTI 120	Network and SEC Foundation	2-2-3
NOS 130	Windows Single User	2-2-3

2. Other Major Requirements (3 SHC)		
CIS 110	Introduction to Computers	2-2-3

Total Semester Hours Credit required for graduation: 12

Information Technology Credential: Hardware/Troubleshooting Certificate C25590HT

This certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in selecting parts, upgrading, building, and configuring personal computers, and installing and configuring operating systems. Major topics include component identification, system configuration, memory, peripheral installation and configuration, device drivers, printers and communication devices, and troubleshooting and diagnostic techniques. 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. This certificate is designed to prepare students for the A+ Certification Examinations offered by CompTIA (Certified Hardware Technician).

Graduates should qualify for employment in business, industry, and government organizations as entry-level PC technicians, helpdesk technicians, or any generalist computer technician.
Program Length: 2 semesters
Career Pathway Options: Associate in Computer Information Technology or Networking Technology
Program Sites: Lee Main Campus – Day and Evening Programs

Course Requirements for Hardware/Troubleshooting Certificate

1. Major Requirements (9 SHC)		C-L-SHC
CTS 120	Hardware/Software Support	2-3-3
CTI 120	Network & SEC Foundation	2-2-3
NOS 130	Windows Single User	2-2-3

2. Other Major Requirements (3 SHC)		
CTS 220	Advanced Hard/Software Support	2-3-3

Total Semester Hours Credit required for graduation: 12

Information Technology-Network Management Credential: Associate in Applied Science Degree in Information Technology A25590

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communication in business, industry, and education.

Coursework includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates should find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, network control operator, Communication technician/analyst, network/computer consultant, and information systems specialist.

Program Length: 5 semesters
Career Pathway Options: Specialized Networking Certificate Programs
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Information Technology Degree – Network Track

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Mathematics – take one:		
MAT 143	Quantitative Literacy	2-2-3
MAT 171	Precalculus Algebra	3-2-4
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		

ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional research and Reporting	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (12 SHC)

CTI 110	Web, Pgm. & DB Foundation	2-2-3
CTI 120	Network and SEC Foundation	2-2-3
CTS 115	Info Sys. Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3

3. Concentration Requirements (6 SHC)

NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

4. Other Major Requirements (36 SHC)

NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
NET 241	Introduction to VOIP	2-3-3
NET 289	Networking Project	1-4-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
NOS 220	Linux/UNIX Administration I	2-2-3
NOS 230	Windows Admin I	2-2-3
SEC 110	Security Concepts	2-2-3
SEC 160	Security Fundamentals I	2-2-3
Technical Elective, Take two courses:		
CIS 110	Introduction to Computers	2-2-3
CTI 140	Virtualization Concepts	1-4-3
DBA 110	Database Concepts	2-3-3

5. Other Required Hours (1 SHC)

Choose one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 70

Information Technology-Network Management Credential: Diploma in Information Systems (Network Management) D25590N

The Networking Technology Program prepares individuals for employment supporting network infrastructure and environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communication in business, industry, and education.

Coursework includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware, such as switches and routers.

Graduates should find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Program Length: 3 Semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology, Diploma in Network Technology.
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Information Technology Diploma – Network Management

1. General Education Requirements (6 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Mathematics – Take one course:		
MAT 143	Quantitative Literacy	2-2-3
MAT 171	Precalculus Algebra	3-2-4

2. Major Requirements (18 SHC)

CTI 110	Web, Pgm. &DB Foundation	2-2-3
CTI 120	Network and SEC Foundation	2-2-3
CTS 115	Info Sys. Business Concepts	3-0-3
CTS 120	Hardware/Software Support	2-3-3
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

3. Other Major Requirements (21 SHC)

NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
NOS 220	Linux/UNIX Administration I	2-2-3
NOS 230	Windows Admin I	2-2-3
SEC 160	Security Fundamentals I	2-2-3

4. Other Requirements (1 SHC)

Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Credit Hours Required for Graduation: 46

Information Technology-Network Management Credential: Certificate in Network Operating Systems C25590NO

The Network Operating System is a certificate under the curriculum title of Networking Technology. This curriculum prepares students to understand various network operating systems and models. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network operating systems and tools. Classes cover installation and support of various network operating systems, security electronics, security and intrusion detection software, troubleshooting, administrative responsibilities, and other tools. Graduates should qualify for positions such as: LAN/PC network operating systems administrator, technician, and personal computer technician.

Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Networking Technology. Students must meet the higher entrance requirements.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Operating System.

Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Operating System Certificate

1. Major Requirements (6 SHC)		**C-L-SHC**
NOS 120	Linux/UNIX Single User	2-2-3
NOS 130	Windows Single User	2-2-3
2. Other Major Requirements (6 SHC)		
NOS 220	Linux/UNIX Administration I	2-2-3
NOS 230	Windows Admin I	2-2-3

Total Semester Hours Credit Required for Graduation: 12

Information Technology-Network Management Credential: Certificate in Network Infrastructure C25590NI

The Network Infrastructure Certificate is a certificate under the curriculum title of Network Technology. This curriculum prepares students to understand and install various models of Cisco routers and switches. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network electronics and support tools. Classes cover installation and support of various network electronics, management software, troubleshooting, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC Administrator, Network Control Operator, Network Analyst, and Information Systems Specialist. Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Network Technology. Students must meet the higher entrance requirements.

Program Length: 2 Semesters (Evening), 4 Semesters (Day)
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Infrastructure.
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Infrastructure Certificate

1. Major Requirements (6 SHC)		C-L-SHC
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
2. Other Major Requirements (6 SHC)		
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3

Total Semester Credit Hours Required for Graduation: 12

Information Technology- Network Management Credential: Certificate in Network Security C25590SE

The Network Security Certificate is a certificate under the curriculum title of Network Technology. This curriculum prepares students to understand and install various types of security tools and models. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network electronics, operating systems, and security tools. Classes cover installation and support of various security electronics, security and intrusion detection software, troubleshooting, administrative responsibilities, and other security tools.

Graduates should qualify for positions such as: LAN/PC security technician, security control operator, and network security technician. Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Network Technology. Students must meet the higher entrance requirements.

Program Length: 2 semesters (Evening), 4 semesters (Day)
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance

standards required), Certificate in Network Security.
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Network Security Certificate

1. Major Requirements (9 SHC)		C-L-SHC
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
CTI 120	Network & SEC Foundation	2-2-3

2. Other Major Requirements (9 SHC)		
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
SEC 160	Security Fundamentals I	2-2-3

Total Semester Credit Hours Required for Graduation: 18

Information Technology-Network Management Credential: Certificate in Voice Over IP C25590IP

The Voice over IP Certificate is a certificate under the curriculum title of Networking Technology. This curriculum prepares students to understand and install various types of Voice over IP tools and models. This curriculum also develops operating skills needed to successfully manage and support these devices.

Coursework includes extensive hands-on experience with different network electronics, operating systems, and Voice over IP tools. Classes cover installation and support of various Voice over IP electronics, Voice over IP software, troubleshooting, administrative responsibilities, and other tools.

Graduates should qualify for positions such as: LAN/PC VoIP technician and network VoIP technician. Graduates may also be prepared to sit for certification exams that can result in industry-recognized credentials. Credits earned in this certificate program will transfer into the Associate in Applied Science Degree in Network Technology. Students must meet the higher entrance requirements.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Network Technology (Higher entrance standards required), Diploma in Network Technology (Higher entrance standards required), Certificate in Network Voice Over IP.
Program Sites: Lee Main Campus, Day and selected evening courses.

Course Requirements for Voice Over IP Certificate:

1. Major Requirements (6 SHC)		**C-L-SHC**
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3

2. Other Major Requirements (9 SHC)		
NET 225	Routing and Switching I	1-4-3
NET 226	Routing and Switching II	1-4-3
NET 241	VOIP Fundamentals	2-3-3

Total Semester Credit Hours Required for Graduation: 15

Accounting & Finance

Accounting & Finance
Credential: Associate in Applied Science Degree in Accounting & Finance
A25800

The Accounting & Finance 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 coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of Communication, 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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance
Program Sites: Lee Main Campus - Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Degree

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	
Mathematics; Tale one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (31 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4

ACC 140	Payroll Accounting	1-3-2
ACC 149	Intro to ACC Spreadsheets	1-3-2
ACC 129	Individual Income Taxes	2-2-3
ACC 220	Intermediate Accounting I	3-2-4
BUS 115	Business Law I	3-0-3
BUS 125	Personal Finance	3-0-3
CIS 110	Introduction to Computers	2-2-3

Economics Requirement—Take one course (3 SHC)

ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

3. Other Major Requirements (21 SHC*)*

ACC 122	Principles of Financial Accounting II	3-0-3
ACC 130	Business Income Taxes	2-2-3
ACC 150	Accounting Software Applications	1-3-2
ACC 221	Intermediate Accounting II	3-2-4
ACC 227	Practices in Accounting	3-0-3
BUS 110	Introduction to Business	3-0-3
BUS 225	Business Finance	2-2-3

4. Other Requirements (1 SHC)

Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required: 68

Accounting & Finance
Credential: Diploma in Accounting & Finance D25800

The Accounting & Finance 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 coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communication, 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.

Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance
Program Length: 3 semesters
Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Accounting Diploma

1. General Education Requirements (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Mathematics, Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (20 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4
ACC 129	Individual Income Tax	2-2-3
BUS 115	Business Law I	3-0-3
CIS 110	Introduction to Computers	2-2-3

Economics Requirement—Take 3 SHC

ECO 151	Survey of Economics	3-0-3
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3

3. Other Major Requirements (11 SHC)

ACC 122	Principles of Financial Accounting II	3-0-3
BUS 110	Introduction to Business	3-0-3
BUS 125	Personal Finance	3-0-3
Take 2 credits from:		
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Appl	1-3-2

III. Other Requirements (1 SHC)

Choose one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required: 38

Accounting & Finance
Credential: Income Tax Preparer Certificate C25800T0

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of income tax preparation. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting & Finance provided the student meets the entrance requirements for the Accounting program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance, Diploma in Accounting & Finance (Higher entrance standards required), Payroll Accounting Certificate, Small Business Financial Advisor Certificate I and II.
Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Income Tax Preparer Certificate

1. Major Requirements (7 SHC) C-L-SHC

ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
2. Other Major Requirements (9 SHC)		
ACC 122	Prin of Financial Acct II	3-0-3
ACC 130	Business Income Taxes	2-2-3
BUS 125	Personal Finance	3-0-3

Total Semester Hours Credit Required for Graduation: 16

Accounting & Finance
Credential: Payroll Accounting Certificate
C25800P0

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of payroll accounting. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting & Finance, provided the student meets the entrance requirements for the Accounting program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting & Finance, Diploma in Accounting & Finance (Higher entrance standards required), Income Tax Preparer Certificate, Small Business Financial Advisor Certificate I and II.
Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Payroll Accounting Certificate

1. Major Requirements (20 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
CIS 110	Introduction to Computers	2-2-3

2. Other Requirements (7 SHC)		
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Applications	1-3-2
BUS 125	Personal Finance	3-0-3

Total Semester Hours Credit Required: 17

Accounting & Finance
Credential: Small Business Financial Advisor Certificate
C25800

This certificate program is designed to prepare students for job opportunities in the accounting field in the specific area of small business financial management. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Accounting, provided the student meets the entrance requirements for the Accounting program.

Entrance Standards: See General Admission Standards in catalog
Academic Standards: See General Academic Standards in catalog
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Accounting, Diploma in Accounting (Higher entrance standards required), Income Tax Preparer Certificate, Payroll Accounting Certificate, Small Business Financial Advisor Certificate II.
Program Sites: Lee Main Campus – Day Program, Selected Evening; Distance Education

Course Requirements for Small Business Financial Advisor Certificate

1. Major Requirements (8 SHC)		C-L-SHC
ACC 120	Principles of Financial Accounting	3-2-4
ACC 121	Principles of Managerial Accounting	3-2-4

2. Other Major Requirements (7 SHC)		
ACC 140	Payroll Accounting	1-3-2
ACC 150	Accounting Software Applications	1-3-2
BUS 125	Personal Finance	3-0-3

Total Semester Hours Credit Required: 15

Commercial and Artistic Production Technologies

Broadcasting Production Technology Credential: Associate in Applied Science Degree in Broadcasting Production Technology A30120

Students enrolled in the Broadcasting Production Technology curriculum will develop professional skills in radio, television, audio, video, and related applications.

Training emphasizes speech, script writing, production planning, editing, and post production. Students - also study the development of the broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter broadcasting, production, and related industries in a variety of occupations.

Program Length: 6 semesters
Career Pathway Options: Associate in Applied Science Degree in Broadcasting Production Technology
Note: Associate in Applied Science students may begin with the Radio or the TV Production sequence.
Program Sites: Lee Campus - Day Program

Course Requirements for Broadcasting Production Technology Degree

1. General Education Requirements (15 SHC) C-L-SHC

Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
English; Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing and Inquiry	3-0-3
Communications; Take one course		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (13 SHC)

BPT 110	Introduction to Broadcasting	3-0-3
BPT 111	Broadcast Law and Ethics	3-0-3
BPT 112	Broadcast Writing	3-2-4
BPT 113	Broadcast Sales	3-0-3

3. Other Major Requirements (40 SHC)

BPT 121	Broadcast Speech I	2-3-3
BPT 122	Broadcast Speech II	2-3-3
BPT 131	Audio/Radio Production I	2-6-4
BPT 132	Audio/Radio Production II	2-6-4
BPT 135	Radio Performance I	0-6-2
BPT 210	Broadcast Management	3-0-3
BPT 215	Broadcast Programming	3-0-3
BPT 231	Video/TV Production I	2-6-4
BPT 232	Video/TV Production II	2-6-4
BPT 235	TV Performance I	0-6-2
BPT 250	Institutional Video	2-3-3
CIS 110	Introduction to Computers	2-2-3
WBL 111	Work-Based Learning I	0-10-1
Technical Elective; Take one course:		
BPT 236	TV Performance II	0-6-2
WBL 121	Work-Based Learning II	0-10-1
WEB 214	Social Media	2-2-3

4. Other Requirements (1 SHC)

Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 69

Broadcasting Production Technology Credential: Radio Broadcasting Production Technology Diploma D3012010

Students enrolled in the Radio Broadcasting Production Technology diploma curriculum will develop professional skills in radio, audio, and related applications. Training will emphasize speech, script writing, radio production planning, editing, and post production. Students will also study the development of the radio broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter radio broadcasting, production, and related industries in a variety of occupations. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Broadcasting Production Technology provided the student meets the entrance requirements for the degree program.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Broadcasting Production Technology (Higher entrance standards required); Diploma in Television Broadcasting Production Technology
Program Sites: Lee Campus - Day Program; Harnett Campus – Selected courses

Course Requirements for Radio Broadcasting Production Technology Diploma

1. General Education Academic Core (6 SHC)		**C-L-SHC**
English; Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing and Inquiry	3-0-3
Social/Behavioral Science Requirement		3-0-3

2. Major Requirements (13 SHC)		
BPT 110	Introduction to Broadcasting	3-0-3
BPT 111	Broadcast Law and Ethics	3-0-3
BPT 112	Broadcast Writing	3-2-4
BPT 113	Broadcast Sales	3-0-3

3. Other Major Requirements (17 SHC)		
BPT 121	Broadcast Speech I	2-3-3
BPT 122	Broadcast Speech II	2-3-3
BPT 131	Audio/Radio Production I	2-6-4
BPT 132	Audio/Radio Production II	2-6-4
BPT 135	Radio Performance I	0-6-2
WBL 111	Work-Based Learning I	0-10-1

4. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 37

Broadcasting Production Technology Credential: Television Broadcasting Production Technology Diploma D3012020

Students enrolled in the Television Broadcasting Production Technology diploma curriculum develop professional skills in television and video production, and related applications. Training emphasizes speech, script writing, television production planning, editing, and post production. Students also study the development of the television broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to enter television and video production and related industries in a variety of occupations. Credits earned in this program may be transferred toward an Associate Degree in Broadcasting Production Technology provided the student meets the entrance requirements for the degree program.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Broadcasting Production Technology (Higher entrance standards required); Diploma in Radio Broadcasting Production Technology.
Program Sites: Lee Campus - Day Program

Course Requirements for Television Broadcasting Production Technology Diploma

1. General Education Requirements (6 SHC)		C-L-SHC
English; Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing and Inquiry	3-0-3
Social/Behavioral Science Requirement		3-0-3

2. Major Requirements (13 SHC)		
BPT 110	Introduction to Broadcasting	3-0-3
BPT 111	Broadcast Law and Ethics	3-0-3
BPT 112	Broadcast Writing	3-2-4
BPT 113	Broadcast Sales	3-0-3

3. Other Major Requirements (17 SHC)		
BPT 121	Broadcast Speech I	2-3-3
BPT 122	Broadcast Speech II	2-3-3
BPT 231	Video/TV Production I	2-6-4
BPT 232	Video/TV Production II	2-6-4
BPT 235	TV Performance I	0-6-2
Electives; Take one course:		
BPT 236	TV Performance II	0-6-2
WBL 121	Work-Based Learning II	0-10-1

4. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 37

Broadcast Production Technology Credential: Audio/Radio Production Certificate C3012010

This certificate program is designed for individuals interested in development, production, and presentation of audio programming elements for broadcast and/or other electronic media applications. Emphasis is placed on the proper operation of professional audio equipment, related software, and perceptual effects of sound. Upon completion, students should be able to correctly operate audio recording and playback equipment, operate the college radio station , and show improvement and aptitude in proper articulation and pronunciation.

Program Length: 2 semesters
Program Sites: Lee Main Campus – Day Program

Course requirements for Audio/Radio Production Certificate:

1. Other Major Requirements (14 SHC)		C-L-SHC
BPT 121	Broadcast Speech I	2-3-3
BPT 122	Broadcast Speech II	2-3-3
BPT 131	Audio/Radio Production I	2-6-4
BPT 132	Audio/Radio Production II	2-6-4

Total Semester Hours Credit Required: 14

Broadcast Production Technology
Credential: Video/TV Production Certificate
C3012020

This certificate program is designed for individuals interested in film, video, shot composition, lighting, production planning, scripting, editing, and operation of video and television production equipment and related software for broadcast and/or other electronic media applications. Emphasis is placed on techniques followed in producing all forms of video and television production. Upon completion students should be able to produce basic video and television productions in a team environment, operate the college television studio and/or cable channels, and show improvement and aptitude in proper articulation and pronunciation.

Program Length: 2 semesters
Program Site: Lee Main Campus – Day Program

Course requirements for Video/TV Production Certificate:

1. Other Major Requirements (16 SHC)		**C-L-SHC**
BPT 121	Broadcast Speech I	2-3-3
BPT 122	Broadcast Speech II	2-3-3
BPT 231	Video/TV Production I	2-6-4
BPT 232	Video/TV Production II	2-6-4
BPT 235	TV Performance I	0-6-2

Total Semester Hours Credit Required for Graduation: 16

Broadcast Production Technology
Credential: Podcasting & Digital Audio Production Certificate
C3012030

This certificate program is designed for individuals interested in development, production, and presentation of audio programming elements for podcasts, broadcast and/or other electronic media applications, in addition to social media for organizations. Emphasis is placed on the proper operation of professional audio equipment, related software, and the utilization of popular social media platforms. Upon completion, students should be able to correctly operate audio recording and playback equipment, show improvement and aptitude in proper articulation and pronunciation, plus work with social marketing and media analytics tools.

Program Length: 2 semesters
Program Sites: Lee Main Campus – Day Program, Selected courses; Harnett Campus – Day Program, Selected courses

Course requirements for Podcasting & Digital Audio Production Certificate:

1. **Major Requirement (3 SHC)**		C-L-SHC
BPT 110	Introduction to Broadcasting	3-0-3

2. Other Major Requirements (11 SHC)		
BPT 131	Audio/Radio Production I	2-6-4
BPT 132	Audio/Radio Production II	2-6-4
WEB 214	Social Media	2-2-3

Total Semester Hours Credit required for graduation: 14

Construction Technologies

Air Conditioning, Heating, and Refrigeration Technology
Credential: Associate in Applied Science in Air Conditioning, Heating, & Refrigeration Degree
A35100

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems. Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

Program Length: 6 semesters
Program Location: Center for Workforce Innovation/Howard James Industry Training Center

Course requirements for Air Conditioning, Heating, and Refrigeration Technology Degree

1. General Education Requirements (15 SHC)		C-L-SHC
English – Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing & Inquiry	3-0-3
Communications – Take one course:		
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
Mathematics/Sci – Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
PHY 121	Applied Physics I	3-2-4
Humanities/Fine Arts requirement		3
Social/Behavioral Science requirement		3

2. Major Requirements (29 SHC)		
AHR 110	Intro to Refrigeration	2-6-5
AHR 111	HVACR Electricity	2-2-3
AHR 112	Heating Technology	2-4-4
AHR 113	Comfort Cooling	2-4-4

AHR 114	Heat Pump Technology	2-4-4
AHR 180	HVAC Customer Relations	1-2-2
AHR 211	Residential System Design	2-2-3
AHR 212	Advanced Comfort Systems	2-6-4
AHR 213	HVACR Building Code	1-2-2

3. Other Major Requirements (20 SHC)

AHR 115	Refrigeration Systems	1-3-2
AHR 125	HVACR Electronics	2-2-3
AHR 133	HVAC Servicing	2-6-4
AHR 151	HVAC Duct Systems I	1-3-2
AHR 160	Refrigerant Certification	1-0-1
AHR 180	HVACR Customer Relations	1-0-1
AHR 215	Commercial HVAC Controls	1-3-2
AHR 225	Commercial System Design	2-3-3

4. Other Requirements (1 SHC)

WBL 111	Work-Based Learning I	0-10-1
Student Success - Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success & Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit required for graduation: 65

Electrical Systems Technology Credential: Associate in Applied Science in Electrical Systems Technology A35130

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

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

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

Program Length: 5 semesters
Program Location: Chatham Main Campus

Course requirements for Electrical Systems Technology Degree:

1. General Education (15 SHC)		C-L-SHC
English – Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing & Inquiry	3-0-3
Communications – Take one course:		
COM-110	Introduction to Communications	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
Mathematics – Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
PHY 121	Applied Physics	3-2-4
Humanities/Fine Arts requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3

2. Major Requirements (16 SHC)

ELC 112	DC/AC Electricity	3-6-5
ELC 113	Residential Wiring	2-6-4
ELC 117	Motors and Controls	2-6-4
ELC 128	Intro to PLC	2-3-3

Concentration Requirements (12 SHC)

ELC 114	Commercial Wiring	2-6-4
ELC 115	Industrial Wiring	2-6-4
ELC 118	National Electrical Code	1-2-2
ELC 119	NEC Calculations	1-2-2

3. Other Major Requirements (21 SHC)

ALT 120	Renewable Energy Tech	2-2-3
BPR 130	Print Reading – Construction	3-0-3
BUS 110	Intro to Business	3-0-3
ELC 121	Electrical Estimating	1-2-2
ELC 127	Software for Technicians	1-3-2
ELC 134	Transformer Applications	1-2-2
ELC 220	Photovoltaic Sys Tech	2-3-3
ISC 121	Envir Health & Safety	3-0-3

4. Other Required (2 SHC)

WBL 111	Work-Based Learning I	0-10-1
Student Success – Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success & Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 66

Building Construction Technology Credential: Associate in Applied Science Degree in Building Construction Technology A35140

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety, site preparation and layout; construction estimating; print reading; building codes; framing, masonry, heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Program Length: 5 Semesters
Program Site: Chatham Main Campus

Course requirements for Associate in Applied Science

Degree in Building Construction Technology

1. General Education Requirements (15 SHC)		C-L-SHC
MAT 121	Algebra/Trigonometry I	2-2-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
English; Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing & Inquiry	3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
COM 120	Intro Interpersonal Com	3-0-3

2. Major Requirements (24 SHC)		
BPR 130	Print Reading Construction	3-0-3
CMT 120	Codes & Inspections	3-0-3
CST 241	Planning & Estimating I	2-2-3
SST 140	Green Building & Design Concepts	3-0-3
CST 111	Construction I	3-3-4
CST 112	Construction II	3-3-4
CST 221	Statics/Structures	3-3-4

3. Other Major Requirements (28 SHC)		
ARC 111	Intro to Architecture	1-6-3
CST 113	Construction III	3-3-4
CST 131	OSHA/Safety/Certification	2-2-3
CST 150	Building Science	2-2-3
CST 211	Construction Surveying	2-3-3
ELC 113	Residential Wiring	2-6-4
MAS 140	Intro to Masonry	1-2-2
PLU 111	Intro to Plumbing	1-3-2
SST 120	Energy Use Analysis	2-2-3
WBL 111	Work-based Learning I	0-10-1

4. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success & Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 68

Building Construction Technology
Credential: Building Construction Technology Diploma
D35140

1. General Education Requirements (6 SHC)		
MAT 121	Algebra/Trigonometry I	2-2-3
English; Take one Course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing & Inquiry	3-0-3

2. Major Requirements (20 SHC)		
BPR 130	Print Reading Construction	3-0-3
CMT 120	Codes and Inspections	3-0-3
CST 111	Construction I	3-3-4
CST 112	Construction II	3-3-4
CST 241	Planning and Estimating I	2-2-3
SST 140	Green Building & Design Concepts	3-0-3

3. Other Major Requirements (15 SHC)		
CST 113	Construction III	3-3-4
CST 131	OSHA/Safety/Certification	2-2-3
ELC 113	Residential Wiring	2-6-4
MAS 140	Intro to Masonry	1-2-2
PLU 111	Intro to Plumbing	1-3-2

Total Semester Hours Credit Required for Graduation: 41

Building Construction Technology
Credential: Building Construction Technology Certificate
C35140

Course requirements for Building Construction Technology Certificate

1. Major Requirements (8 SHC)		C-L-SHC
CST 111	Construction I	3-3-4
CST 112	Construction II	3-3-4

2. Other Major Requirements (7 SHC)		
CST 113	Construction III	3-3-4
CST 131	OSHA/Safety/Certification	2-2-3

Total Semester Hours Required:15

Engineering Technologies

Computer Engineering Technology
Credential: Associate in Applied Science Degree in Computer Engineering Technology
A40160

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Coursework includes mathematics, physics, electronics, digital circuits, and programming with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates will qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates will also qualify for certification in electronics, computers, or networks.

Program Length: 5 semesters
Career Pathway Options: Associate of Applied Science Degree in Computer Engineering Technology
Program Sites: Lee Main Campus - Day

Course Requirements for Computer Engineering Technology Degree

I. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Mathematics; take one course:		
MAT 121	Algebra/Trigonometry I	2-2-3
MAT 171	Precalculus Algebra	3-2-4
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (25 SHC)		
ELC 131	Circuit Analysis I	3-3-4
ELN 131	Analog Electronics I	3-3-4
ELN 133	Digital Electronics	3-3-4
CTS 120	Hardware/Software Support	2-3-3
ELN 232	Introduction to Microprocessors	3-3-4
NOS 130	Windows Single User	2-2-3
Programming Elective; Take one course:		
CSC 134	C++ Programming	2-3-3
CSC 139	Visual BASIC Programming	2-3-3
CSC 151	JAVA Programming	2-3-3

III. Other Major Requirements (31 SHC)		
CET 225	Digital Signal Processing	2-2-3
CTI 120	Network and SEC Foundation	2-2-3
CTS 220	Adv. Hardware Software Support	2-3-3
EGR 131	Intro to Electronics Tech	1-2-2
ELC 131A	Circuit Analysis I Lab	0-3-1
ELN 132	Analog Electronics II	3-3-4
ELN 275	Troubleshooting	1-3-2
PCI 170	DAQ and Control	3-3-4
Take one PHY course from:		
PHY 131	Physics-Mechanics	3-2-4
PHY 151	College Physics I	3-2-4
Take one MAT course from:		
MAT 122	Algebra/Trigonometry II	2-2-3
MAT 172	Precalculus Trigonometry	3-2-4
Technical Elective; Take one course:		
CIS 110	Introduction to Computers	2-2-3
CSC 134	C++ Programming	2-3-3
CSC 139	Visual BASIC Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
ELN 234	Communication Systems	3-3-4
ELN 247	Electronics Application Project	1-3-2
NET 125	Networking Basics	1-4-3
NET 126	Routing Basics	1-4-3
NOS 120	Linux/UNIX Single User	2-2-3

4. Other Requirements (1 SHC)

Take one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 72

Electronics Engineering Technology Credential: Associate in Applied Science Degree in Electronics Engineering Technology A40200

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

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts and microprocessors ensures the student will master the competencies necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to think, analyze, and troubleshoot.

Graduates will qualify for employment as engineering assistants or electronic technicians with job titles including electronic engineering associate, electronic engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Electronics Engineering Technology
Program Sites: Lee Main Campus - Day Program

Course Requirements for Electronics Engineering Technology Degree

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Mathematics; take one course:		
MAT 121	Algebra/Trigonometry I	2-2-3
MAT 171	Precalculus Algebra	3-2-4
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (24 SHC)		
ELC 131	Circuit Analysis I	3-3-4
ELN 131	Analog Electronics I	3-3-4
ELN 133	Digital Electronics	3-3-4
ELN 132	Analog Electronics II	3-3-4
ELN 232	Introduction to Microprocessors	3-3-4

ELN 234	Communication Systems	3-3-4

3. Other Major Requirements (34 SHC)

CET 225	Digital Signal Processing	2-2-3
CIS 110	Introduction to Computers	2-2-3
EGR 131	Introduction to Electronics Tech.	1-2-2
ELC 131A	Circuit Analysis I Lab	0-3-1
ELN 247	Electronic Applications Project	1-3-2
ELN 275	Troubleshooting	1-3-2
ISC 221	Statistical Quality Control	3-0-3
PCI 170	DAQ and Control	3-3-4
Take two PHY course from:		
PHY 131	Physics-Mechanics	3-2-4
PHY 151	College Physics I	3-2-4
PHY 133	Physics-Sound & Light	3-2-4
PHY 152	College Physics II	3-2-4
Take one MAT course from:		
MAT 122	Algebra/Trigonometry II	2-2-3
MAT 172	Precalculus Trigonometry	3-2-4

Technical Elective; Take 3 SHC:3

CSC 134	C++ Programming	2-3-3
CSC 151	JAVA Programming	2-3-3
CTI 120	Network and SEC Foundations	2-2-3
CTS 120	Hardware/Software Support	2-3-3
DFT 151	CAD I	2-3-3
ELC 128	Introduction to PLCs	2-3-3
LEO 111	Lasers and Applications	1-3-2
NOS 130	Windows Single User	2-2-3

4. Other Required Hours (1 SHC)

Take one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 74

Electronics Engineering Technology Credential: Certificate in Electronics Technology C40200

This curriculum prepares individuals to work as skilled assemblers, inspectors, or testers in consumer or industrial electronics environments. Work tasks include mounting, soldering, and wiring of electronics components, assembling sub-units, and final assembly and inspection of complete systems. Coursework includes basic electricity, mathematics, solid-state electronics, and basic assembly skills. Graduates should qualify for employment as an electronics assembler, electronics tester, or electronics inspector.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Electronics Engineering Technology , Certificate in Electronics Technology
Program Sites: Lee Main Campus - Day Program; Harnett Main Campus – Day Program

Course Requirements for Electronics Technology Certificate

1. General Education Requirements (3 SHC)		**C-L-SHC**
Mathematics; take one:		
MAT 121	Algebra/Trigonometry I	2-2-3
MAT 171	Precalculus Algebra	3-2-4

2. Major Requirements (12 SHC)

ELC 131	Circuit Analysis I	3-3-4
ELN 131	Analog Electronics I	3-3-4
ELN 132	Analog Electronics II	3-3-4

3. Other Major Requirements (3 SHC)

EGR 131	Introduction To Electronics Technology	1-2-2
ELC 131A	Circuit Analysis I Lab	0-3-1

Total Semester Hours Credit Required for Graduation: 18

Laser and Photonics Technology Credential: Associate in Applied Science Degree in Laser and Photonics Technology A40280

The Laser and Photonics Technology curriculum is designed to develop the practical knowledge and skills required to be a successful technician in business and industry. Coursework includes mathematics, science, communication, electronics and optics courses. An in-depth sequence of laboratory learning experiences develops the hands-on skills needed for specifying, operating and maintaining laser and photonics-based systems.

Current and emerging job opportunities exist in the areas of fiber optic communications, materials processing, laser surgery, research and a variety of related areas. Program graduates often begin work as technicians in product testing, field service, product development or sales.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Laser and Photonics Technology
Program Sites: Harnett Main Campus - Day Program

Course Requirements for Laser and Photonics Technology Degree

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Mathematics; take one course:		
MAT 121	Algebra/Trigonometry I	2-2-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communication; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3

COM 231	Public Speaking	3-0-3

2. Major Requirements (25 SHC)

ELC 131	Circuit Analysis I	3-3-4
ELN 131	Analog Electronics I	3-3-4
ELN 133	Digital Electronics	3-3-4
LEO 111	Lasers and Applications	1-3-2
LEO 211	Photonics Technology	5-6-7
LEO 212	Photonics Applications	3-3-4

3. Other Major Requirements (34 SHC)

CIS 110	Introduction to Computers	2-2-3
EGR 131	Introduction to Electronics Tech.	1-2-2
ELC 127	Software for Technicians	1-3-2
ELC 131A	Circuit Analysis I Lab	0-3-1
ELN 132	Analog Electronics II	3-3-4
ELN 232	Intro to Microprocessors	3-3-4
ELN 275	Troubleshooting	1-3-2
ISC 221	Statistical Quality Control	3-0-3
LEO 213	Advanced Photonics Applications	3-3-4
Take one PHY course from:		
PHY 131	Physics-Mechanics	3-2-4
PHY 151	College Physics I	3-2-4
Take one MAT course from:		
MAT 122	Algebra/Trigonometry II	2-2-3
MAT 172	Precalculus Trigonometry	3-2-4

Technical Elective, take 2 SHC from:		
WBL 111	Work-Based Learning I	0-10-1
WBL 121	Work-Based Learning II	0-10-1
WBL 122	Work-Based Learning II	0-20-2
LEO 222	Photonics Applications Project	1-3-2

4. Other Requirements (1 SHC)

Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 75

Mechanical Engineering Technology Credential: Associate in Applied Science in Mechanical Engineering Technology A40320

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.

Program Length: 5 semesters
Program Location: Lee Main Campus, Day

Course Requirements for Mechanical Engineering Technology Degree:

1. General Education (15 SHC)		C-L-SHC
ENG 111	Writing & Inquiry	3-0-3
Communications – Take one course:		
COM-110	Introduction to Communications	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
Mathematics – Take one course:		
MAT 121	Algebra/Trigonometry I	2-2-3
MAT 171	Precalculus Algebra	3-2-4
Humanities/Fine Arts requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3

2. Major Requirements (24 SHC)

DFT 151	CAD I	2-3-3
DFT 154	Intro to Solid Modeling	2-3-3
EGR 250	Statics/Strength of Mater	4-3-5
HYD 110	Hydraulics/Pneumatics I	2-3-3
MEC 161	Manufacturing Processes I	3-0-3
MEC 180	Engineering Materials	2-3-3
Physics – Take one course:		
PHY 131	Physics-Mechanics	3-2-4
PHY 151	College Physics I	3-2-4

3. Other Major Requirements (31 SHC)

CIS 110	Introduction to Computers	2-2-3
DDF 211	Design Process I	1-6-4
DDF 212	Design Process II	1-6-4
DFT 152	CAD II	2-3-3
DFT 153	CAD III	2-3-3
DFT 254	Intermed Solid Model/Render	2-3-3
EGR 285	Design Project	0-4-2
MEC 111	Machine Processes I	1-4-3
MEC 275	Engineering Mechanisms	2-2-3
Mathematics – Take one course:		
MAT 122	Algebra/Trigonometry II	2-2-3
MAT 172	Precalculus Trigonometry	3-2-4

4. Other Requirements (1 SHC)

ACA 111	College Student Success	1-0-1
ACA 115	Success & Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 71

Mechanical Engineering Technology Credential: Certificate in Mechanical Engineering Technology

C40320

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.

Program Length: 2 semesters
Program Location: Lee Main Campus

Course Requirements for Mechanical Engineering Technology Certificate:

1. General Education (0 SHC)

2. Major Requirements (6 SHC)

DFT-151	CAD I	2-3-3
DFT-154	Intro to Solid Modeling	2-3-3

3. Other Major Requirements (10 SHC)

DDF-211	Design Process I	1-6-4
MEC-111	Machine Processes I	1-4-3
DFT-152	CAD II	2-3-3

Total Semester Hours Credit required for graduation: 16

Mechanical Engineering Technology Credential: Certificate in Mechanical Engineering Technology, Engineering Graphics C40320EG

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.

Program Length: 4 semesters
Program Location: Lee Main Campus

Course Requirements for Mechanical Engineering Technology, Engineering Graphics Certificate:

1. General Education (0 SHC)

2. Major Requirements (3 SHC)

DFT-154	Intro to Solid Modeling	2-3-3

3. Other Major Requirements (10 SHC)

DFT-153	CAD III	2-3-3
DDF-211	Design Process I	1-6-4
DFT-254	Intermed Solid Model/Render	2-3-3

Total Semester Hours Credit required for graduation: 13

Sustainability Technologies Credential: Associate in Applied Science Degree in Sustainability Technologies A40370

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Sustainability Technologies
Program sites: Chatham Main Campus

Course Requirements for Sustainability Technologies Degree

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications - Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
COM 110	Introduction to Communication	3-0-3
Mathematics; Take one course:		

MAT 121	Algebra/Trigonometry I	2-2-3
MAT 171	Precalculus Algebra	3-2-4

2. Major Requirements (12 SHC)

BIO 140	Environmental Biology	3-0-3
SST 110	Intro to Sustainability	3-0-3
SST 120	Energy Use Analysis	2-2-3
SST 210	Issues in Sustainability	3-0-3

3. Concentration Requirements (12 SHC)

ALT 120	Renewable Energy Tech	2-2-3
ALT 250	Thermal Systems	2-2-3
ELC 220	Photovoltaic Systems Tech	2-2-3
SST 130	Modeling Renewable Energy	2-2-3

4. Other Major Requirements (29 SHC)

ARC 111	Intro to Arch Technology	1-6-3
BIO 140A	Environmental Biology Lab	3-3-4
CIS 110	Introduction to computers	2-2-3
CST 111	Construction I	3-3-4
CST 112	Construction II	3-3-4
CST 150	Building Science	2-2-3
ELC 111	Introduction to Electricity	2-2-3
ISC 110	Workplace Safety	1-0-1
SST 140	Green Building Design and Concepts	3-0-3
Take one course from:		
SST 250	Sustain Capstone Project	1-6-3
WBL 111	Work-Based Learning I	0-10-1
Technical Electives, take 3 SHC from:		
ALT 110	Biofuels I	3-0-3
ALT 210	Biofuels II	3-2-4
ALT 211	Biofuels Analytics	2-4-4
ELC 221	Adv PV Sys Designs	2-3-3
MNT 230	Pumps and Piping Systems	1-3-2
BUS 280	REAL Small Business	4-0-4
AGR 139	Intro to Sustainable Ag	3-0-3

5. Other Requirements (1 SHC)

Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 69

Sustainability Technologies Credential: Sustainability Certificate in Sustainability Technologies C40370S

The Sustainability Technologies certificate is designed to prepare individuals for employment in environmental, construction, alternative energy, and other industries, where key emphasis is placed on energy analysis and waste reduction along with sustainable technologies.

Course includes renewable energy, sustainability measures and green building technology. Additional topics may include green certification programs, energy management, green building design, renewable energy options, and environmental responsibility.

Graduates should qualify for positions within the construction, renewable energy or sustainability field. Employment opportunities exist in both the government and private industry sectors where graduates may function as sustainability consultants, energy analysts, or entry level green building and renewable energy technicians.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Sustainability Technologies
Program sites: Chatham Main Campus

Course Requirements for Sustainability Certificate

1. Major Requirements (12 SHC)		C-L-SHC
ALT 120	Renewable Energy Tech	2-2-3
SST 110	Intro to Sustainability	3-0-3
SST 120	Energy Use Analysis	2-2-3
SST 210	Issues in Sustainability	3-0-3

2. Other Major Requirements (3 SHC)

SST 140	Green Building Design and Concepts	3-0-3

Total Semester Hours Credit Required for Graduation: 15

Sustainability Technologies Credential: Green Building Certificate in Sustainability Technologies C40370GB

The Green Building certificate is designed to prepare individuals for employment in construction where key emphasis is placed on sustainable building and design and green building certification programs.

Coursework will include an introduction to sustainability as well as trade specific classes in green building. Graduates should quality for positions within the construction and green certification industries. Some courses include testing options for industry recognized certificates.

Employment opportunities exist in both government and private industry sectors where graduates may function as sustainability consultants, green building technicians, or weatherization technicians.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Sustainability Technology
Program Sites: Chatham Main Campus

Course Requirements for Green Building Certificate

1. Major Requirements (3 SHC)

SST 120	Energy Use Analysis	2-2-3

2. Concentration Requirements (3 SHC)

SST 130	Modeling Renewable Energy	2-2-3

3. Other Major Requirements (12 SHC)

CST 111	Construction I	3-3-4
CST 112	Construction II	3-3-4
CST 150	Building Science	2-2-3
ISC 110	Workplace Safety	1-0-1

Total Semester Hours Credit required for Graduation: 18

Sustainability Technologies Credential: Biofuels Certificate in Sustainability Technologies C40370B

This program is designed to equip students with the skills needed to attain a technical position in the biofuels industry.

Students learn the fundamentals of biofuels as well as laboratory and mechanical skills need to conduct quality control testing and diagnose biofuels related problems.

Upon completion of the certificate students will be employable in a variety of biofuels markets, including fuel production, analysis, marketing, and distribution.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Sustainability Technologies
Program sites: Chatham Main Campus

Course Requirements for Biofuels Certificate:

1. Major Requirements (3 SHC)

ALT 120	Renewable Energy Tech	2-2-3

2. Other Major Requirements (13 SHC)

ALT 110	Biofuels I	3-0-3
ALT 210	Biofuels II	3-2-4
ALT 211	Biofuels Analytics	2-4-4
MNT 230	Pumps and Piping	1-3-2

Total Semester Hours Credit Required for Graduation: 16

Sustainability Technologies Credential: Renewable Energy Certificate in Sustainability Technologies C40370RE

The Renewable Energy certificate is designed to prepare individuals for employment in renewable energy, or related industries, where key emphasis is placed on energy production along with sustainable technologies.

Coursework includes an introduction to sustainability as well as trade specific classes in renewable energy. Some courses include testing options for industry recognized certificates.

Graduates should qualify for positions within the renewable energy, construction, or environmental industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as PV, solar thermal, or biofuels technicians.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Sustainability Technologies
Program Sites: Chatham Main Campus

Course Requirements for Renewable Energy Certificate

I. Major Requirements (12 SHC)		C-L-SHC
ALT 120	Renewable Energy Tech	2-2-3
ALT 250	Thermal Systems	2-2-3
ELC 220	Photovoltaic Systems Technology	2-3-3
SST 130	Modeling Renewable Energy	2-2-3

2. Other Major Requirements (6 SHC)

ALT 110	Biofuels I	3-0-3
ELC 111	Intro to Electricity	2-2-3

Total Semester Hours Credit required for Graduation: 18

Industrial Technologies

Computer Integrated Machining
Credential: Associate in Applied Science Degree in Computer-Integrated Machining with an Emphasis in Tool, Die and Mold Making
A50210

The Computer-Integrated Machining curriculum prepares students with the 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 or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

This Program has an emphasis on Tool, Die and Mold Making.

Program Length: 6 semesters
Career Pathway Options: Associate in Applied Science in Computer-Integrated Machining with an Emphasis in Tool, Die and Mold Making
Program Sites: Lee Main Campus - Day Program

Course Requirements for Computer-Integrated Machining Technology with an emphasis in Tool, Die and Mold Making

1. General Education Requirements (15 SHC)		C-L-SHC
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
English; Take one course:		
ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3
Communications. Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro to Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics - Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 121	Algebra /Trigonometry I	2-2-3

2. Major Requirements (16 SHC)		
BPR 111	Print Reading	1-2-2
MAC 111	Machining Technology I	2-12-6
MAC 112	Machining Technology II	2-12-6
MAC 124	CNC Milling	1-3-2

3. **Other Major Requirements (45 SHC)**		
BPR 121	Print Reading: Mechanical	1-2-2
CIS 111	Basic PC Literacy	1-2-2
MAC 113	Machining Technology III	2-12-6
MAC 122	CNC Turning	1-3-2
MAC 152	Adv Machining Calc	1-2-2
MAC 153	Compound Angles	1-2-2
MAC 171	Measure/Material & Safety	0-2-1
MAC 224	Advanced CNC Milling	1-3-2
MAC 226	CNC EDM Machining	1-3-2
MAC 241	Jigs and Fixtures I	2-6-4
MAC 243	Die Making I	2-6-4
MAC 244	Die Making II	1-9-4
MAC 245	Mold Construction I	2-6-4
MAC 246	Mold Construction II	1-9-4
MEC 110	Introduction to CAD/CAM	1-2-2
MEC 142	Physical Metallurgy	1-2-2

Total Semester Hours Credit required for graduation: 76

Computer-Integrated Machining
Credential: Diploma in Computer-Integrated Machining
D50210

The Computer-Integrated Machining curriculum prepares students with the 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 or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Computer-Integrated Machining with an Emphasis in Tool, Die and Mold Making (Higher entrance standards required); Diploma in Computer-Integrated Machining Technology
Program Sites: Lee Main Campus – Day/Evening Program; Harnett Main Campus – Day/Evening Program

Course Requirements for Computer-Integrated Machining Technology Diploma

1. General Education Requirements (9 SHC)		**C-L-SHC**
Humanities/Fine Arts Elective		3-0-3
English; Take one course:		
ENG 102	Applied Communication II	3-0-3
ENG 110	Freshman Composition	3-0-3
Mathematics; Take one course:		
MAT 110	Mathematical Measurement & Literacy	2-2-3
MAT 121	Algebra/Trigonometry I	2-2-3

2. Major Requirements (16 SHC)		
BPR 111	Print Reading	1-2-2
MAC 111	Machining Technology I	2-12-6
MAC 112	Machining Technology II	2-12-6
MAC 124	CNC Milling	1-3-2

3. Other Major Requirements (15 SHC)		
BPR 121	Print Reading: Mechanical	1-2-2
CIS 111	Basic PC Literacy	1-2-2
MAC 113	Machining Technology III	2-12-6
MAC 152	Adv Machining Calc	1-2-2
MAC 171	Measure/Material & Safety	0-2-1
MEC 142	Physical Metallurgy	1-2-2

Total Semester Hours Credit required for graduation: 40

Computer-Integrated Machining Credential: Certificate in Computer-Integrated Machining C50210

The Computer-Integrated Machining curriculum prepares students with the 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 or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Computer-Integrated Machining with an Emphasis in Tool, Die and Mold Making (Higher entrance standards required); Diploma Computer Integrated-Machining (Higher entrance standards required); Certificate in Computer-Integrated Machining .
Program Sites: Lee Main Campus –Day/ Evening Program; Harnett Main Campus –Day/ Evening Program

Course Requirements for Computer-Integrated Machining Technology Certificate

1. General Education Requirements (3 SHC)		C-L-SHC
MAT 110	Math Measurement & Literacy	2-2-3

2. Major Requirements (10 SHC)		
BPR 111	Print Reading	1-2-2
MAC 111	Machining Technology I	2-12-6
MAC 124	CNC Milling	1-3-2

3. Other Major Requirements (5 SHC)		
BPR 121	Print Reading: Mechanical	1-2-2
MAC 171	Measure/Material & Safety	0-2-1
MEC 142	Physical Metallurgy	1-2-2

Total Semester Hours Credit required for graduation: 18

Industrial Systems Technology Credential: Associate in Applied Science Degree in Industrial Systems Technology A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair and 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 blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, as well as various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced coursework 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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Industrial Systems Technology
Program Sites: Lee Main Campus - Day Program

Course Requirements for Industrial Systems Technology

1. General Education Requirements (15/16 SHC)		**C-L-SHC**
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
English: Take one course:		
ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3
Communications, Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3

ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro to Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; Take one course:		
PHY 121	Applied Physics I	3-2-4
MAT 110	Math Measurement & literacy	2-2-3

2. Major Requirements (18 SHC)

BPR 111	Print Reading	1-2-2
ELC 112	DC/AC Electricity	3-6-5
HYD 110	Hydraulics/Pneumatics I	2-3-3
ISC 110	Workplace Safety	1-0-1
MEC 111	Machine Processes I	1-4-3
MNT 110	Introduction to Maintenance Procedures	1-3-2
WLD 112	Basic Welding Processes	1-3-2

3. Concentration Requirements (14 SHC)

ELC 117	Motors and Controls	2-6-4
ELC 128	Introduction to PLC	2-3-3
ELC 228	PLC Applications	2-6-4
MNT 111	Maintenance Practices	2-2-3

4. **Other Major Requirements (20 SHC)**

AHR 120	HVACR Maintenance	1-3-2
CIS 111	Basic PC Literacy	1-2-2
ELN 231	Industrial Controls	2-3-3
ELN 260	Prog. Logic Controllers	3-3-4
HYD 121	Hydraulics/Pneumatics II	1-3-2
MNT 240	Industrial Equipment Troubleshooting	1-3-2
WLD 117	Industrial SMAW	1-4-3
Technical Electives (Take 1):		
ELC 229	Applications Project	1-3-2
WLD 121	GMAW (MIG) FCAW/Plate	2-6-4

5. Other Requirements (2 SHC)

WBL 111	Work-based Learning	0-10-1
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 69

Industrial Systems Technology
Credential: Diploma in Industrial Systems Technology
D50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair and 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 blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, as well as various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced coursework 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 are encouraged to develop life-long learning skills.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Industrial Systems Technology (Higher entrance standards required); Diploma in Industrial Systems Maintenance Technology
Program Sites: Lee Main Campus - Day Program

Course Requirements for Industrial Systems Technology Diploma

1. General Education Requirements (9/10 SHC) C-L-SHC

Humanities/Fine Arts elective		3-0-3
English; Take one course:		
ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3
Mathematics: Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
PHY 121	Applied Physics I	3-2-4

2. Major Requirements (18 SHC)

BPR 111	Print Reading	1-2-2
ELC 112	DC/AC Electricity	3-6-5
HYD 110	Hydraulics/Pneumatics I	2-3-3
ISC 110	Workplace Safety	1-0-1
MEC 111	Machine Processes I	1-4-3
MNT 110	Introduction to Maintenance Procedures	1-3-2
WLD 112	Basic Welding Processes	1-3-2

3. Other Major Requirements (7 SHC)

AHR 120	HVACR Maintenance	1-3-2
CIS 111	Basic PC Literacy	1-2-2
WLD 117	Industrial SMAW	1-4-3

4. Concentration Requirements (6 SHC)

ELC 128	Introduction to PLC	2-3-3
MNT 111	Maintenance Practices	2-2-3

Total Semester Hours Credit required for graduation: 40

Industrial Systems Technology
Credential: Certificate in Electrical Controls
C5024010

This curriculum will provide students with knowledge of electricity and electrical controls. Students will learn AC/DC electricity, pilot devices, control relays, motor starters, and electromechanical devices. Upon completion, students will have the flexibility of pursuing a Diploma or an Associate in Applied Science Degree in Industrial Systems Maintenance Technology.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Industrial Systems Technology (Higher entrance standards required); Diploma in Industrial Systems Technology (Higher entrance standards required); Certificate in Electrical Controls
Program Sites: Lee Main Campus - Evening Program

Course Requirements for Electrical Controls Certificate

1. Major Requirements (10 SHC)		
ELC 112	DC/AC Electricity	3-6-5
ELC 117	Motors and Controls	2-6-4
ISC 110	Workplace Safety	1-0-1
2. Concentration Requirements (3 SHC)		
ELC 128	Introduction to PLC	2-3-3
3. **Other Major Requirements (3 SHC)**		
ELN 231	Industrial Controls	2-3-3

Total Semester Hours Credit required for graduation: 16

Industrial Systems Technology
Credential: Certificate in Industrial Hydraulics
C5024020

This curriculum will provide students with knowledge of hydraulics and pneumatics. Students will learn hydraulic and pneumatic blueprint reading, how to repair valves and pumps, and how to measure and troubleshoot systems. Upon completion, students will have the flexibility of pursuing a Diploma or an Associate in Applied Science Degree in Industrial Systems Technology.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Industrial Systems Technology (Higher entrance standards required); Diploma in Industrial Systems Maintenance Technology (Higher entrance standards required); Certificate in Industrial Hydraulics
Program Sites: Lee Main Campus - Evening Program

Course Requirements for Industrial Hydraulics Certificate

1. Major Requirements (5 SHC)		C-L-SHC
HYD 110	Hydraulics/Pneumatics I	2-3-3
MNT 110	Introduction to Maintenance Procedures	1-3-2
2. Concentration Requirements (6 SHC)		
ELC 128	Introduction to PLC	2-3-3
MNT 111	Maintenance Practices	2-2-3
3. **Other Major Requirements (7 SHC)**		
HYD 121	Hydraulics/Pneumatics II	1-3-2

Total Semester Hours Credit: 13

Industrial Systems Technology
Credential: Certificate in Programmable Logic Controllers (PLC)
C5024030

This curriculum will provide students with knowledge of PLC's and PLC applications. In addition, students will become proficient in the use of PLC software, hardware, maintenance and troubleshooting, and programming. Upon completion, students will have the flexibility of pursuing a Diploma or an Associate in Applied Science Degree in Industrial Systems Technology.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science in Industrial Systems Technology (Higher entrance standards required); Diploma in Industrial Systems Technology (Higher entrance standards required); Certificate in Programmable Logic Controllers
Program Sites: Lee Main Campus - Evening Program

Course Requirements for Programmable Logic Controller Certificate

1. Major Requirements (6 SHC)		C-L-SHC
ELC 112	DC/AC Electricity	3-6-5
ISC 110	Workplace Safety	1-0-1
2. Concentration Requirements (7 SHC)		
ELC 128	Introduction to PLC	2-3-3
ELC 228	PLC Applications	2-6-4
3. **Other Major Requirements** (4 SHC)		
ELN 260	Prog. Logic Controllers	3-3-4

Total Semester Hours Credit required for graduation: 17

Welding Technology
Credential: Associate in Applied Science Degree in Welding Technology
A50420

The Associate in Applied Science Degree in Welding Technology provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing 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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Welding Technology
Program Sites:
Lee Main Campus - Day Program

Course Requirements for Paralegal Technology Degree

1. General Education Requirements (15/16 SHC)		**C-L-SHC**
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
English; Take one course:		
ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3
Communications, Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro to Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
PHY 121	Applied Physics	3-2-4

2. Major Requirements (18 SHC)		
WLD 110	Cutting Processes	1-3-2
WLD 115	SMAW (Sick) Plate	2-9-5
WLD 121	GMAW (MIG) FCAW/Plate	2-6-4
WLD 131	GTAW (TIG) Plate	2-6-4
WLD 141	Symbols & Specifications	2-2-3

3. Other Major Requirements (35 SHC)		
BPR 111	Print Reading	1-2-2
*CIS 111	Basic PC Literacy	1-2-2
ISC 110	Workplace Safety	1-0-1
MEC 111	Machine Processes	1-4-3
WLD 116	SMAW (Stick) Plate/Pipe	1-9-4
WLD 132	GTAW (TIG) Plate/Pipe	1-6-3
WLD 151	Fabrication I	2-6-4
WLD 215	SMAW (Stick) Pipe	1-9-4
WLD 251	Fabrication II	1-6-3
WLD 261	Certification Practices	1-3-2
WLD 262	Inspections and Testing	2-2-3
WLD 265	Automated Welding/Cutting	2-6-4

4. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

*Students may substitute CIS 110.

Total Semester Hours Credit required for graduation: 69/70

Welding Technology
Credential: Diploma in Welding Technology
D50420

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

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing 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.

Program Length: 4 semesters
Career Pathway Options: Diploma in Welding Technology
Program Sites:
Lee Campus - Day Program

Course Requirements for the Welding Technology Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
MAT 110	Mathematical Measurement and Literacy	2-2-3
English; Take one course:		
ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3

2. Major Requirements (18 SHC)		
WLD 110	Cutting Processes	1-3-2
WLD 115	SMAW (Stick) Plate	2-9-5
WLD 121	GMAW (MIG) FCAW/Plate	2-6-4
WLD 131	GTAW (TIG) Plate	2-6-4
WLD 141	Symbols & Specifications	2-2-3

3. Other Major Requirements (18 SHC)		
BPR 111	Print Reading	1-2-2
ISC 110	Workplace Safety	1-0-1
WLD 116	SMAW (Stick) Plate/Pipe	1-9-4
WLD 151	Fabrication I	2-6-4
WLD 262	Inspection and Testing	2-2-3
WLD 265	Automated Welding/Cutting	2-6-4

Total Semester Hours Credit required for graduation: 42

Welding Technology
Credential: Certificate in Welding Technology
C50420

The Certificate in Welding Technology provides students with a sound understanding of the science, technology, and

applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing 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.

Program Length: 2 semesters, Day; 3 semesters, Evening
Career Pathway Options: Diploma in Welding Technology (Higher entrance standards required), Certificate in Welding Technology
Program Sites: Lee Main Campus - Day Program

Course Requirements for the Welding Technology Certificate

1. Major Hours (18 SHC)

WLD 110	Cutting Processes	1-3-2
WLD 115	SMAW (Stick) Plate	2-9-5
WLD 121	GMAW (MIG) FCAW/Plate	2-6-4
WLD 131	GTAW (TIG) Plate	2-6-4

2. Other Major Requirements (3 SHC)

BPR 111	Print Reading	1-2-2
ISC 110	Workplace Safety	1-0-1

Total Semester Hours Credit required for graduation: 18

Welding Technology
Credential: Certificate in Robotic Welding Technology
C50420R

The Certificate in Robotic Welding Technology provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable welding and cutting processes. Courses may include safety, print reading, automated welding/cutting processes, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Robotics Certificate 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.

Program Length: 3 semesters
Career Pathway Options: Diploma in Welding Technology (Higher entrance standards required), Certificate in Welding Technology
Program Sites: Lee Main Campus - Day Program

Course Requirements for the Welding Technology Certificate

WLD 110	Cutting Processes	1-3-2
WLD 121	GMAW (MIG) FCAW/Plate	2-6-4

2. Other Major Requirements (7 SHC)

BPR 111	Print Reading	1-2-2
ISC 110	Workplace Safety	1-0-1
WLD 265	Automated Welding/Cutting	2-6-4

Total Semester Hours Credit required for graduation: 13

Public Service Technologies

Barbering
Credential: Associate in Applied Science in Barbering
A55110

The Barbering credential is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barbering industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional barbering, 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 Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Program Specific Entrance Standards:

1. Must process student permit at least 10 days prior to being registered for classes.

Program Length: 6 semesters
Career Pathway Options: Associate in Applied Science in Barbering
Program Sites: Dunn Campus, Day
General Education courses may be taken on a main campus or through distance education

Course Requirements for Barbering Degree

1. General Education Requirements (15 SHC)		**C-L-SHC**
MAT 110	Mathematical Measurement and Literacy	2-2-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
English; Take one course:		
ENG 111	Writing and Inquiry	3-0-3

ENG 110	Freshman Composition	3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro to Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (52 SHC)

BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic II	0-24-8
BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4
BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Clinic IV	0-21-7
BAR 119	Trichology and Chemistry	1-3-2

3. Other Major Requirements (9 SHC)

BAR 121	Contemp Hair Coloring	1-3-2
BUS 110	Introduction to Business	3-0-3
CIS 110	Introduction to Computers	2-2-3
WBL 110	World of Work	1-0-1

4. Other Requirements (1 SHC)

Take one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 68

Barbering
Credential: Diploma in Barbering
D55110

The Barbering Curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barbering industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional barbering, 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 Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Program Length: 4 semesters
Career Pathway Options: Diploma in Barbering
Program Sites: Dunn Campus, Day

Course Requirements for Barbering Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
MAT 110	Mathematical Measurement and Literacy	2-2-3
English; Take one course:		
ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3
ENG 102	Applied Communication II	3-0-3

2. Major Requirements (41 SHC)

BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic II	0-24-8
BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4
BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Clinic IV	0-21-7

Total Semester Hours Credit required for graduation:47

Barbering
Credential: Certificate in Barbering
C55110

The Barbering Curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barbering industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional barbering, 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 Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Program Length: 4 semesters
Career Pathway Options: Certificate in Barbering
Program Sites: Dunn Campus, Day

Course Requirements for Barbering Certificate

1. Major Requirements (41 SHC)		C-L-SHC
BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic II	0-24-8
BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4
BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Clinic IV	0-21-7

Total Semester Hours Credit required for graduation: 41

Basic Law Enforcement Training
Credential: Certificate in 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, or municipal governments, or with private enterprise. This program utilizes State-commission-mandated topics and methods of instruction. Units of instruction include legal units, patrol duties unit, law enforcement communication units, investigation units, practical application units, and Sheriff specific units. After successful completion of 640 training hours to include the North Carolina Criminal Justice Education and Training Standards Examination, graduates receive a curriculum certificate and are eligible to become certified law enforcement officers in the state of North Carolina.

Program Specific Entrance Standards:
1. Must be 20 years of age prior to full admission (persons less than 20 years of age must receive permission from the N.C. Criminal Justice Education and Training Standards Commission).
2. Must have a physical examination (on state forms provided by CCCC) within one year of entrance date. The College does not schedule or pay for the exam.
3. Must be able to participate in a required program of physical activity and pass a state mandated obstacle course prior to course completion.
4. Must have no felony convictions previously or class B misdemeanors within the past 5 years.
5. 10th grade reading level as determined by the Test of Adult Basic Education (TABE).

Program Length: 16 weeks (day) or 7 ½ months (evening)
Career Pathway Options: Certificate in Basic Law Enforcement Training
Program Sites: Lee Main Campus - Day and Evening

Course Requirements for Basic Law Enforcement Training

1. Major Requirements (20 SHC)		C-L-SHC
CJC 100	Basic Law Enforcement Training	10-30-20

Total Semester Hours Credit required for graduation: 20

Cosmetology
Credential: Associate in Applied Science in 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 that enables students to develop manipulative skills. Coursework 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.

Program Length: 5 semesters
Career Pathway Options: Associates in Applied Science in Cosmetology
Program Sites: Lee Main Campus-Day; Harnett Main Campus- Day

Course Requirements for Cosmetology Degree

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Social/Behavioral Science Elective		3-0-3
Humanities/Fine Arts Elective		3-0-3
MAT 110	Mathematical Measurement and Literacy	2-2-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (34 SHC)		
COS 111	Cosmetology Concepts I	4-0-4
COS 112	Salon I	0-24-8
COS 113	Cosmetology Concepts II	4-0-4
COS 114	Salon II	0-24-8
COS 115	Cosmetology Concepts III	4-0-4
COS 116	Salon III	0-12-4
COS 117	Cosmetology Concepts IV	2-0-2

3. Other Major Requirements (18 SHC)		
CIS 110	Introduction to Computers	2-2-3
COS 224	Trichology & Chemistry	1-3-2
WBL 110	World of Work I	1-0-1
COS 118	Salon IV	0-21-7
COS 223	Contemp Hair Coloring	1-3-2
Technical Elective; Take one course:		
BUS 230	Small Business Management	3-0-3
COS 121	Manicure/Nail Technology I	4-6-6
COS 222	Manicure/Nail Technology II	4-6-6

4. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 68

Cosmetology
Credential: Diploma in Cosmetology
D55140

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 that enables students to develop manipulative skills. Coursework 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.

Program Length: 4 semesters
Career Pathway Options: Diploma in Cosmetology
Program Sites: Lee Main Campus - Day; Harnett Main Campus – Day

Course Requirements for Cosmetology Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		
ENG 115	Oral Communication	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 140	Intro Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (34 SHC)		
COS 111	Cosmetology Concepts I	4-0-4
COS 112	Salon I	0-24-8
COS 113	Cosmetology Concepts II	4-0-4
COS 114	Salon II	0-24-8
COS 115	Cosmetology Concepts III	4-0-4
COS 116	Salon III	0-12-4
COS 117	Cosmetology Concepts IV	2-0-2

3. Other Major Requirements (8 SHC)		
COS 118	Salon IV	0-21-7

Total Semester Hours Credit required for graduation: 47

Cosmetology
Credential: Certificate in Cosmetology
C55140

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 that enables students to develop manipulative skills. Coursework 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.

Program Length: 4 semesters
Career Pathway Options: Certificate in Cosmetology
Program Sites: Lee Main Campus - Day; Harnett Main Campus - Day

Course Requirements for Cosmetology Certificate

1. Major Requirements (32 SHC)		C-L-SHC
COS 111	Cosmetology Concepts I	4-0-4
COS 112	Salon I	0-24-8
COS 113	Cosmetology Concepts II	4-0-4
COS 114	Salon II	0-24-8
COS 115	Cosmetology Concepts III	4-0-4
COS 116	Salon III	0-12-4

2. Other Major Requirements (2 SHC)		
COS 223	Contemporary Color	1-3-2

Total Semester Hours Credit required for graduation: 34

Cosmetology Instructor
Credential: Certificate in Cosmetology Instructor
C55160

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts. Coursework includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Program Specific Entrance Standards:

1. Students are accepted into this program based on date of application.
2. Students must have a current North Carolina license in Cosmetology.

Program Length: 2 semesters
Career Pathway Options: Certificate in Cosmetology Instructor
Program Sites: Lee Main Campus – Day; Harnett Main Campus - Day

Course Requirements for Cosmetology Instructor Certificate

1. Major Requirements (24 SHC)

COS 271	Instructor Concepts I	5-0-5
COS 272	Instructor Practicum I	0-21-7
COS 273	Instructor Concepts II	5-0-5
COS 274	Instructor Practicum II	0-21-7

Total Semester Hours Credit required for graduation: 24

Criminal Justice Technology
Credential: Associate in Applied Science Degree in 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 role within society will be explored. Emphasis is on criminal justice system, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relation.

Additional study may include issues and concepts of government, counseling, communication, computers and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples of employment include police officer, deputy sheriff, county detention officer, state trooper, youth counselor technician, youth counselor associate, correctional officer, and loss prevention specialist.

Program Specific Entrance Standards:
All prospective students are advised that the North Carolina Criminal Justice Education and Training Standards Commission does set minimum standards for employment for law enforcement officers, corrections officers, youth services officers, and probation and parole officers. Some of the minimum standards currently used by criminal justice system agencies are age, citizenship, health and physical fitness, education, drug testing, background screening, and freedom from felony and/or serious misdemeanor convictions.

Applicants seeking admission should review their backgrounds to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice Department or Student Services.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites:
Lee Campus - Day and Evening
Harnett Campus – Day

Course Requirements for Criminal Justice Technology Degree

I. General Education Academic Core (15 SHC) **C-L-SHC**

ENG 111	Writing and Inquiry	3-0-3
MAT 143	Quantitative Literacy	2-2-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communications	3-0-3
COM 120	Intro Interpersonal Communications	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (22 SHC)

CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 113	Juvenile Justice	3-0-3
CJC 131	Criminal Law	3-0-3
CJC 212	Ethics/Community Relations	3-0-3
CJC 221	Investigative Principles	3-2-4
CJC 231	Constitutional Law	3-0-3

3. Other Major Requirements (29 SHC)

CIS 110	Introduction to Computers	2-2-3
Major Electives; Take 26 SHC:		
BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
CJC 120	Interviews/Interrogations	1-2-2
CJC 121	Law Enforcement Operations	3-0-3
CJC 122	Community Policing	3-0-3
CJC 132	Court Procedure and Evidence	3-0-3
CJC 141	Corrections	3-0-3
CJC 151	Introduction to Loss Prevention	3-0-3
CJC 160	Terrorism: Underlying Issues	3-0-3
CJC 213	Substance Abuse	3-0-3
CJC 214	Victimology	3-0-3
CJC 215	Organization and Administration	3-0-3
CJC 225	Crisis Intervention	3-0-3
HSE 110	Introduction to Human Services	2-2-3
POL 130	State and Local Government	3-0-3
PSY 281	Abnormal Psychology	3-0-3
PSY 237	Social Psychology	3-0-3
PSY 246	Adolescent Psychology	3-0-3
SOC 220	Social Problems	3-0-3
SOC 225	Social Diversity	3-0-3

4. Other Requirements (1 SHC)

Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 67

Criminal Justice Technology
Credential: Criminal Justice Diploma
D55180

The Criminal Justice Diploma is designed to provide an introduction to the criminal justice system. Study focuses on criminology, juvenile justice, criminal and constitutional law. Additional study includes court procedures, correction and victimology. Diploma graduates may apply all course credits toward the Criminal Justice Technology Associate in Applied Science Degree.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites: Lee Main Campus - Day and Evening
Harnett Main Campus – Day

Course requirements for Criminal Justice Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
PSY 150	General Psychology	3-0-3
ENG 111	Writing and Inquiry	3-0-3

2. Major Requirements (22 SHC)		
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 113	Juvenile Justice	3-0-3
CJC 131	Criminal Law	3-0-3
CJC 212	Ethics/Community Relations	3-0-3
CJC 221	Investigative Principles	3-2-4
CJC 231	Constitutional Law	3-0-3

3. Other Major Requirements (9 SHC)		
CJC 132	Court Procedure and Evidence	3-0-3
CJC 141	Corrections	3-0-3
CJC 214	Victimology	3-0-3

4. Other Requirements (1 SHC)
Take one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 38

Criminal Justice Technology
Credential: Certificate in Criminal Justice Technology
C55180T

The Criminal Justice Certificate is designed to provide an introduction to the criminal justice system. Study focuses on criminology, juvenile justice, and criminal law. Additional study includes court procedures, and victimology. Certificate graduates may apply all course credits toward the Criminal Justice Technology Associate in Applied Science Degree.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites: Lee Main Campus - Day and Evening
Harnett Main Campus – Day

Course Requirements for Criminal Justice Technology Certificate

1. Major Requirements (12 SHC)		C-L-SHC
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 113	Juvenile Justice	3-0-3
CJC 212	Ethics/Community Relations	3-0-3

2. Other Major Requirements (6 SHC)		
CJC 132	Court Procedure and Evidence	3-0-3
CJC 214	Victimology	3-0-3

Total Semester Hours Credit required for graduation: 18

Criminal Justice Technology
Certificate in Criminal Justice Administration
C55180AD

The Criminal Justice Administration Certificate is designed to give students a basic understanding of management and leadership in criminal justice environment. Study focuses on criminal justice administration, state and local government and human resource management. Certificate graduates may apply all course credits toward the Criminal Justice Technology Associate in Applied Science Degree.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites: Lee Main Campus - Day and Evening;
Harnett Main Campus – Day

Course Requirements for Criminal Justice Administration Certificate

1. Major Requirements (3 SHC)		C-L-SHC
CJC 212	Ethics/Community Relations	3-0-3

2. Other Major Requirements (15 SHC)		
BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
CJC 215	Organization and Administration	3-0-3
POL 130	State and Local Government	3-0-3
SOC 220	Social Problems	3-0-3

Total Semester Hours Credit required for graduation: 18

Criminal Justice Technology
Credential: Associate in Applied Science Degree in Criminal Justice Technology – Forensic Science
A5518C

The Forensic Science curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classifications, identification, and various chemical developments of latent prints. Students will also record, cast, and recognize footwear and tire-tracks: and process various types of crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations, especially in local, state, and federal law enforcement, along with correctional agencies.
Program Specific Entrance Standards:
All prospective students are advised that the North Carolina Criminal Justice Education and Training Standards Commission sets minimum standards for employment for law enforcement officers, corrections officers, youth services officers, and probation and parole officers. Some of the minimum standards currently used by criminal justice system agencies are age, citizenship, health and physical fitness, education, drug testing, background screening, and freedom from felony and/or serious misdemeanor convictions.

Applicants seeking admission should review their backgrounds to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice Department or Student Services.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology – Forensic Science
Program Sites: Lee Main Campus - Day

Course Requirements for Criminal Justice Forensic Science Technology Degree

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	
Mathematics/Science; Take one course:		
BIO 110	Principles of Biology	3-3-4
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (22 SHC)		
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 113	Juvenile Justice	3-0-3
CJC 131	Criminal Law	3-0-3
CJC 212	Ethics/Community Relations	3-0-3
CJC 221	Investigative Principles	3-2-4
CJC 231	Constitutional Law	3-0-3

3. Concentration Requirements (12 SHC)		
CJC 144	Crime Scene Processing	2-3-3
CJC 146	Trace Evidence	2-3-3
CJC 245	Friction Ridge Analysis	2-3-3
CJC 246	Adv. Friction Ridge Analysis	2-3-3

4. Other Major Requirements (15 SHC)		
CIS 110	Introduction to Computers	2-2-3
CJC 114	Investigative Photography	1-2-2
CJC 222	Criminalistics	3-0-3
CJC 250	Forensic Biology I	2-2-3
CJC 251	Forensic Chemistry I	3-2-4

5. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 65

Criminal Justice Technology
Credential: Forensic Science Certificate
C5518C

The certificate in Criminal Justice Forensic Science is designed to give a basic understanding of latent evidence systems and operations. Study focuses on investigative principles, crime scene processing, the recovery of trace evidence, and fingerprint identification.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites:
Lee Main Campus - Day and Evening
Harnett Main Campus – Day

Course Requirements for Criminal Justice Forensic Science Certificate

1. Major Requirements (4 SHC)		C-L-SHC
CJC 221	Investigative Principles	3-2-4

2. Concentration Requirements (12 SHC)		
CJC 144	Crime Scene Processing	2-3-3

CJC 146	Trace Evidence	2-3-3
CJC 245	Friction Ridge Analysis	2-3-3
CJC 246	Adv. Friction Ridge Analysis	2-3-3

Total Semester Hours Credit required for graduation: 16

Culinary Arts
Credential: Associate in Applied Science Degree Culinary Arts
A55150

This 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 foodservice 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 may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Program Length: 4 semesters or a 2 semester Fast Track

Career Pathway Options: Associate in Applied Science Degree in Culinary Arts
Program Sites: Chatham Main Campus, Dunn Center, Lee Main Campus

Course Requirements for Culinary Arts Degree

1. General Education Requirements (15 SHC)		C-L-SHC
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
English; Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing and Inquiry	3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
Math/Science; Take one course:		
MAT 110	Math Measurement & Literacy	3-0-3
MAT 143	Quantitative Literacy	3-0-3

2. Major Requirements (30 SHC)		
CUL 110	Sanitation & Safety	2-0-2
CUL 120	Purchasing	2-0-2
CUL 135	Food & Beverage Service	2-0-2
CUL 140	Culinary Skills I	2-6-5
CUL 160	Baking I	1-4-3
CUL 170	Garde Manger I	1-4-3
CUL 240	Culinary Skills II	1-8-5
HRM 245	Human Resource Mgmt-Hosp	3-0-3
NUT 110	Nutrition	3-0-3
WBL 111	Work-based Learning I	0-10-1
WBL 121	Work-based Learning II	0-10-1

3. Other Major Requirements (19 SHC)		
CIS 110	Introduction to Computers	2-2-3
CUL 112	Nutrition for Foodservice	3-0-3
CUL 112A	Nutrition for Foodservice Lab	0-3-1
CUL 165	Therapeutic Cuisine	1-4-3
Take one:		
CUL 275	Catering Cuisine	1-8-5
CUL 283	Farm-to-Table	2-6-5
Electives--Take 4 credits:		
CUL 140A	Culinary Skills I Lab	0-3-1
CUL 240A	Culinary Skills II Lab	0-3-1
CUL 260	Baking II	1-4-3
CUL 270	Garde Manger II	1-4-3
CUL 275	Catering Cuisine	1-8-5
CUL 283	Farm-to-Table	2-6-5
ACC 115	College Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 280	REAL Small Business	4-0-4
WBL 131	Work-Based Learning III	0-10-1

4. Other Requirements (1 SHC)		
Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success & Study Skills	0-2-1
ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit Required for Graduation: 65

Culinary Arts
Credential: Culinary Fundamentals Certificate
C55150CF

This Curriculum Certificate provides direct hands on training necessary to obtain an entry level culinary position. This certificate offers the necessary foundation in safe food handling and preparation. Students will operate a commercial kitchen that simulates a quick service restaurant as well as an introduction to catering and quantity foods. Upon completion graduates will have the skills necessary for an entry level management position in a commercial kitchen.

Program Length: 1 semester
Career Pathway Options: Associate in Applied Science Degree in Culinary Arts
Program Sites: Lee Main Campus; Chatham Main Campus, Dunn Center (2 semesters to complete)

Course requirements for Culinary Fundamentals Certificate

1. Major Requirements (15 SHC)		
CUL 110	Sanitation and Safety	2-0-2
CUL 140	Culinary Skill 1	2-6-5
CUL 160	Baking I	1-4-3
CUL 240	Culinary Skills II	1-8-5

2. Other Major Requirements (2 SHC)		
CUL 140A	Culinary Skills I Lab	0-3-1
CUL 240A	Culinary Skills II Lab	0-3-1

Total Semester Hours Credit Required for Graduation: 17

Culinary Arts
Credential: Farm to Table Entrepreneurship Certificate
C55150FT

This curriculum certificate provides specific training required to prepare students to assume positions as trained culinary professionals in a farm to table restaurant, market, or venue.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Culinary Arts
Program Sites: Chatham Main Campus; Dunn Center; Lee Main Campus

Course requirements for Farm to Table Entrepreneurship Certificate

1. Major Requirements (8 SHC)		
CUL 110	Sanitation and Safety	2-0-2
CUL 140	Culinary Skill I	2-6-5
WBL 111	Work Based Learning I	0-10-1

2. Other Major Requirements (9 SHC)		
BUS 280	REAL Small Business	4-0-4
CUL 283	Farm to Table	2-6-5

Total Semester Hours Credit Required for Graduation: 17

Early Childhood Education
Credential: Associate in Applied Science Degree in Early Childhood Education/Career Track
A55220C

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.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education
Program Sites: Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Education Degree:

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; Take one course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
PHY-121	Applied Physics I	3-2-4

2. Major Requirements (35 SHC)		
EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Children, Family Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
EDU 221	Children with Exceptional Needs	3-0-3
EDU 234	Infants, Toddlers, Twos	3-0-3

EDU 280	Language and Literacy Experiences	3-0-3
EDU 284	Early Childhood Capstone Practicum	1-9-4

3. Other Major Requirements (14 SHC)

EDU 252	Math and Science Activities	3-0-3
EDU 259	Curriculum Planning	3-0-3
EDU 271	Educational Technology	2-2-3
Major Electives—Take 5 SHC:		
EDU 158	Healthy Lifestyles – Youth	3-0-3
EDU 163	Classroom Mgt & Instruct	3-0-3
EDU 175	Intro to Trade & Industri	3-0-3
EDU 177	Instructional Methods	2-2-3
EDU 179	Vocational Student Organ.	3-0-3
EDU 216	Foundations of Education	3-0-3
EDU 235	School-Age Dev & Program	3-0-3
EDU 261	Early Childhood Administration I	3-0-3
EDU 262	Early Childhood Administration II	3-0-3
EDU 263	School-Age Program Admin	2-0-2
EDU 281	Instruc Strat/Read & Writ	2-2-3

4. Other Requirements (1 SHC)

Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for graduation: 65

Early Childhood Education Credential: Associate in Applied Science Degree in Early Childhood Education/Non-Licensure Degree A55220NL

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 of this program who are admitted to constituent institutions of The University of North Carolina System (the 16 public universities) will transfer with junior status to the college's Early Childhood Education program. This degree prepares students for a degree path without licensure.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education
Program Sites: Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Education Degree:

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
PSY 150	General Psychology	3-0-3
COM 231	Public Speaking	3-0-3
MAT 143	Quantitative Literacy	2-2-3
Humanities/Fine Arts Requirement		3-0-3

2. Major Requirements (55 SHC)

EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Children, Family Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
EDU 221	Children with Exceptional Needs	3-0-3
EDU 234	Infants, Toddlers, Twos	3-0-3
EDU 261	Early Childhood Admin I	3-0-3
EDU 262	Early Childhood Admin II	3-0-3
EDU 280	Language and Literacy Experiences	3-0-3
EDU 284	Early Childhood Capstone Practicum	1-9-4
English Transfer; Take 1 course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
Social Sciences; Take 1 course:		
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3
HIS 111	World Civilizations I	3-0-3
HIS 112	World Civilizations II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
POL 120	American Government	3-0-3
SOC 210	Intro to Sociology	3-0-3
Biology Transfer; Take 1 course:		
BIO 110	Principles of Biology	3-3-4
BIO 111	General Biology	3-3-4
Natural Sciences; Take one group:		
Group 1;		
CHM 151	General Chemistry I	3-3-4
Group 2:		
GEL 111	Geology	3-2-4
Group 3:		
PHY-110	Conceptual Physics	3-0-3
PHY-110A	Conceptual Physics Lab	0-2-1

3. Other Requirements (1 SHC)

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 71

Early Childhood Education Credential: Associate in Applied Science Degree in Early Childhood Education-Licensure Degree A55220L

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 of this program who are admitted to constituent institutions of The University of North Carolina System (the 16 public universities) will transfer with junior status to the college's Early Childhood Education program. This degree prepares students for a degree path towards obtaining a Birth-Kindergarten teaching license.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education
Program Sites: Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Education Degree:

1. General Education Requirements (15 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
PSY 150	General Psychology	3-0-3
COM 231	Public Speaking	3-0-3
MAT 143	Quantitative Literacy	2-2-3
Humanities/Fine Arts Requirement		3-0-3
2. Major Requirements (55 SHC)		
EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Children, Family Community	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
EDU 216	Foundations of Education	3-0-3
EDU 250	Teacher Licensure Preparation	3-0-3
EDU 221	Children with Exceptional Needs	3-0-3
EDU 234	Infants, Toddlers, Twos	3-0-3
EDU 280	Language and Literacy Experiences	3-0-3
EDU 284	Early Childhood Capstone Practicum	1-9-4
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
English Transfer; Take 1 course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
Social Sciences; Take 1 course:		
ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3
HIS 111	World Civilizations I	3-0-3
HIS 112	World Civilizations II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
POL 120	American Government	3-0-3
SOC 210	Intro to Sociology	3-0-3
Biology Transfer; Take 1 course:		
BIO 110	Principles of Biology	3-3-4
BIO 111	General Biology	3-3-4
Natural Sciences; Take one group:		
Group 1:		
CHM 151	General Chemistry I	3-3-4
Group 2:		
GEL 111	Geology	3-2-4
Group 3:		
PHY-110	Conceptual Physics	3-0-3
PHY-110A	Conceptual Physics Lab	0-2-1
3. Other Requirements (1 SHC)		
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 71

Early Childhood
Credential: Early Childhood Diploma
D55220

The Early Childhood Diploma prepares individuals to work as assistants in childcare centers, after-school programs and a variety of other learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Coursework includes childhood growth and development, care and guidance of children, communication skills with parents and children, and creative development activities for children. Credits earned may be transferred toward an Associate in Applied Science Degree in Early Childhood Associate provided the student meets the entrance requirements for the degree program.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Early Childhood Diploma
Program Sites:
Lee Campus – Day, Selected Evening Courses
Selected Distance Education Courses

Course Requirements for Early Childhood Education Diploma

1. General Education Requirements (6 SHC)		C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
	Social/Behavioral Science Requirement	3-0-3
2. Major Requirements (29 SHC)		
EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Children, Family Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
EDU 221	Children with Exceptional Needs	3-0-3
EDU 284	Early Childhood Capstone Practicum	1-9-4
3. Other Major Requirements (9 SHC)		
EDU 252	Math and Science Activities	3-0-3

EDU 259	Curriculum Planning	3-0-3
EDU 271	Educational Technology	2-2-3

4. Other Requirements (1 SHC)
Take one course:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 45

Early Childhood
Credential: Family Home & Early Childcare Certificate
C55220FH

This curriculum prepares individuals entering the field of early childhood education as well as those already employed in the field who desire to improve their job knowledge and skills. Specific emphases include an introduction to child development, creative and learning activities, safety, and family and community support. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Early Childhood Associate and/or an Early Childhood Diploma provided the student meets the entrance requirements for that degree or diploma program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); Family Home & Childcare Certificate
Program Sites: Lee Main Campus – Evening, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Family Home & Childcare Certificate

1. Major Requirements (9 SHC)		C-L-SHC
EDU 144	Child Development I	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 153	Health, Safety and Nutrition	3-0-3

2. Other Major Requirements (Take 9 SHC)

EDU 119	Intro to Early Child Education	4-0-4
EDU 131	Child, Family, & Community	3-0-3
EDU 145	Child Development II	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 234	Infants, Toddlers, and Twos	3-0-3
EDU 252	Math and Science Activities	3-0-3
EDU 280	Literacy Experiences	3-0-3

Total Semester Hours Credit Required: 18

Early Childhood
Credential: Infant/Toddler Care Certificate
C55290

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 an 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.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); Infant/Toddler Care Certificate
Program Sites: Lee Main Campus –Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Infant /Toddler Care Certificate

1. Major Requirements (16 SHC)		C-L-SHC
EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Child, Family and Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 153	Health, Safety and Nutrition	3-0-3
EDU 234	Infant, Toddlers, and Twos	3-0-3

Total Semester Hours Credit Required: 16

Esthetics
Credential: Certificate in Esthetics
C55230

The Esthetics curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional esthetics technology, business/human relations, product knowledge and other related topics.

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

Program Specific Entrance Standards:
1. A student can apply to the Certificate of Esthetics program once eligibility requirements have been met. Prospective applicants are required to complete the information session as well as contact the Admissions Specialists prior to developing a plan for completing these requirements. Students also have the ability to gain additional points through the competitive process. For more information on requirements and items to submit for additional points, visit our website at http://www.cccc.edu/admissions/competitive-admissions/

2. The Admissions Specialists will review each applicant's progress, provide further guidance, and allow access to the Certificate of Esthetics Program application once all minimum admission requirements are met. Once an applicant has completed all general admissions criteria and all entrance requirements, he/she must submit a completed Certificate in Esthetics Application. Applicants who have completed the Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

For additional information on requirements for the Certificate in Esthetics program, visit our website.
https://www.cccc.edu/admissions/competitive-admissions/

Program Length: 1 or 2 semesters
Career Pathway Options: Certificate in Esthetics
Program Sites: Lee Main Campus – Day and Evening

Course Requirements for Esthetics Certificate

1. Major Requirements (16 SHC)		C-L-SHC
COS 119	Esthetics Concepts I	2-0-2
COS 120	Esthetics Salon I	0-18-6
COS 125	Esthetics Concepts II	2-0-2
COS 126	Esthetics Salon II	0-18-6

Total Semester Hours Credit required for graduation: 16

Esthetics Instructor
Credential: Certificate in Esthetics Instructor C55270

The Esthetics Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of esthetics as required by the North Carolina Board of Cosmetic Arts. Coursework includes all phases of esthetics theory laboratory instruction. Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

Program Specific Entrance Standards:

1. Students are accepted into this program based on date of application.
2. Students must have a current North Carolina license in Esthetics.

Program Length: 2 semesters
Career Pathway Options: Certificate in Esthetics Instructor
Program Sites: Lee Main Campus - Day

Course Requirements for Esthetics Instructor Certificate

1. Major Requirements (22 SHC)		C-L-SHC
COS 253	Esthetics Instructor Concepts I	6-15-11
COS 254	Esthetics Instructor Concepts II	6-15-11

Total Semester Hours Credit required for graduation: 22

Library and Information Technology
Credential: Associate in Applied Science Degree in Library and Information Technology A55310

The Library and Information Technology curriculum is designed to prepare graduates for employment with organizations that use technology to process, manage, and communicate information. The objective is the development of generalists and specialists in the management of library resources.

Students will complete courses designed to develop proficiency in the use of electronic resources for information retrieval, inventory control, information cataloging and classification, program development and promotion, circulation systems, audiovisual operations, hardware/software use and maintenance, problem solving, and telecommunications.

Graduates should qualify for employment in a variety of positions in library, media, learning resources, information, or instructional materials centers or in any other organization engaged in library-related activities.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology
Program Sites:
Major Core Courses only offered through Distance Education. General Education and Electives are offered through a combination of traditional classroom instruction and Distance Education.

Course Requirements for Library and Information Technology Degree

1. General Education Requirements (15 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3

ENG 114	Professional Research and Reporting	3-0-3
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
Mathematics; Take one Course:		
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

2. Major Requirements (27 SHC)

CIS 110	Introduction to Computers	2-2-3
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Info Resources & Services	2-2-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 113	Library Cataloging & Classification	2-2-3
LIB 114	Library Public Service Operation	2-2-3
LIB 210	Electronic Library Databases	2-2-3
LIB 211	Library Program Development	3-0-3
WEB 110	Internet/Web Fundamentals	2-2-3

3. Other Major Requirements (23 SHC)

CTS 130	Spreadsheet	2-2-3
CTS 135	Integrated Software Introduction	2-4-4
DBA 110	Database Concepts	2-3-3
WBL 111	Work-Based Learning I	0-10-1
Take one:		
NET 115	Telecom for IT Professionals	2-2-3
WEB 214	Social Media	2-2-3
Take one:		
LIB 212	Library Services/Special Needs	3-0-3
LIB 214	Library Services for Children	3-0-3
Electives; Take 6 SHC:		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
COM 110	Introduction to Communication	3-0-3
EDU 131	Child, Family and Community	3-0-3
LIB 212	Library Services/Special Needs	3-0-3
LIB 213	Cataloging Non-print Materials	2-2-3
LIB 214	Library Services for Children	3-0-3
LIB 215	Library Management	3-0-3
MKT 120	Principles of Marketing	3-0-3
MKT 223	Customer Service	3-0-3

4. Other Requirements (1 SHC)

Take one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 66

Library and Information Technology Credential: Diploma in Library and Information Technology D55310

The Diploma in Library and Information Technology curriculum is designed to prepare graduates for employment with organizations that use technology to process, manage, and communicate information. Students will complete courses designed to develop proficiency in the use of electronic resources for records management, information resources and services, acquisition and collection management, cataloging and classifying, and public service.

All credits earned in this diploma program will transfer into the Associate in Applied Science Degree in Library and Information Technology provided the student meets the higher entrance standards.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology
Program Sites: Major Core Courses only offered through Distance Education. General Education and Electives are offered through a combination of traditional classroom instruction and Distance Education.

Course Requirements for the Library and Information Technology Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
ENG 111	Writing and Inquiry	3-0-3
Social/Behavioral Science Requirement		3-0-3

2. Major Requirements (21 SHC)

CIS 110	Introduction to Computers	2-2-3
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Info Resources & Services	2-2-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 113	Library Cataloging & Classification	2-2-3
LIB 114	Library Public Service Operation	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3

3. Other Major Requirements (10 SHC)

DBA 110	Database Concepts	2-3-3
WBL 111	Work-Based Learning I	0-10-1
Take one:		
NET 115	Telecom for IT Professionals	2-2-3
WEB 214	Social Media	2-2-3
Take one:		
LIB 212	Library Services/Spec Needs	3-0-3
LIB 214	Library Services/Children	3-0-3

4. Other Requirements (1 SHC)

Choose one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 38

Library and Information Technology Credential: Certificate in Library Cataloging C55310C0

This certificate program is designed for individuals interested in developing technology skills in the location and provision

of information. Upon completion, students should be able to select and create MARC records, search OCLC, apply Anglo-American cataloging rules, and maintain authority files. Credits in this certificate program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or Diploma in Library and Information Technology and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable based on student course load.
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Cataloging Certificate

1. Major Requirements (9 SHC)		C-L-SHC
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 113	Library Cataloging & Classification	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3

2. Other Major Requirements		
LIB 213	Cataloging Non-print Materials	2-2-3

Total Semester Hours Credit Required for Graduation: 12

Library and Information Technology Credential: Certificate in Library Programs C55310L0

The certificate is designed for individuals interested in developing skills in the planning, presentation, and evaluation of programs in libraries. The objective is to develop specialists in providing inclusive programs of global interest that meet community needs and interests. Students gain skills in assessing community needs and interests; locating, evaluating, and acquiring program resources; presenting inclusive programs that incorporate AV equipment; engaging community participation; and program evaluation. Credits in this certificate program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or Diploma in Library and Information Technology and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Programs Certificate

1. Major Requirements (6 SHC)		C-L-SHC
LIB 211	Library Program Development	3-0-3
WEB 110	Internet/Web Fundamentals	2-2-3

2. Other Major Requirements (6 SHC)		
LIB 212	Library Services for Special Needs	3-0-3
LIB 214	Library Services for Children	3-0-3

Total Semester Hours Credit Required for Graduation: 12

Library and Information Technology Credential: Certificate in Library Public Services C55310P0

This certificate is designed for individuals interested in entering the library field, as well as those already employed in the field who desire to improve their job knowledge and skills through a selection of library survey courses. Specific emphases include a survey of libraries, information resources, using communication skills, and understanding circulation systems and basic acquisitions activities. Credits earned in this program may be transferred toward an Associate in Applied Science in Library and Information Science and/or a Diploma in Library and Information Science and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Public Services Certificate

1. Major Requirements (12 SHC)		C-L-SHC
LIB 111	Library Info Resources & Services	2-2-3
LIB 114	Library Public Services Operation	2-2-3
LIB 210	Electronic Library Databases	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3

Total Semester Hours Credit Required for Graduation: 12

Library and Information Technology Credential: Certificate in Library Technical Services C55310T0

This certificate is designed for individuals interested in developing technical services skills for employment with organizations that use technology to process, manage, and communicate information. The objective is to develop specialists in managing electronic library resources. Students gain skills in acquiring and managing library collections and cataloging and classifying materials. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Library and Information Science and/or a

diploma in Library and Information Technology and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Technical Services Certificate

1. Major Requirements (15 SHC)		C-L-SHC
LIB 111	Library Info Resources & Services	2-2-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 113	Library Cataloging & Classification	2-2-3
LIB 210	Electronic Library Databases	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3

2. Other Major Requirements (3 SHC)		
LIB 213	Cataloging Non-print Materials	2-2-3

Total Semester Hours Credit Required for Graduation: 18

Library and Information Technology Credential: Certificate in Library Basics C55310G0

This certificate is designed for individuals interested in entering the library field, as well as those already employed in the field who desire to improve their job knowledge and skills through a selection of library survey courses. Specific emphases include a survey of libraries, information resources, using communication skills, and understanding circulation systems and basic acquisitions activities. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or a diploma in Library and Information Technology and/or other Library and Information Technology certificates if desired.

(No placement testing is required for this certificate program)
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Site: Distance Education

Course Requirements for Library Basics Certificate:

1. Major Requirements (12 SHC)		C-L-SHC
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Info Resources & Services	2-2-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 114	Library Public Services Operations	2-2-3

Total Semester Hours Credit Required for Graduation: 12

Library and Information Technology Credential: Certificate in Library Management C55310M0

This certificate is designed for individuals interested in entering the library field, as well as those already employed in the field who desire to improve their job knowledge and skills through a selection of survey courses. Specific emphases includes a survey of libraries, library public and technical services, library management, customer service, and human resource management. Credits earned in this program may be transferred toward an Associate in Applied Science in Library and Information Science and/or a Diploma in Library and Information Science.

(No placement testing is required for this certificate program.)
Program Length: Variable based on student course load.
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Management Certificate

1. Major Requirements (9 SHC)		C-L-SHC
LIB 110	Introduction to Libraries	3-0-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 114	Library Public Services Operations	2-2-3

2. Other Major Requirements (9 SHC)	
BUS 153 Human Resource Management	3-0-3
LIB 215 Library Management	3-0-3
MKT 223 Customer Service	3-0-3

Total Semester Hours Credit Required for Graduation: 18

Manicuring/Nail Technology Credential: Certificate in Manicure/Nail Technology C55400

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

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

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Cosmetology; Diploma in Cosmetology; Certificate in Cosmetology.
Program Site: Hartnett Main Campus, Day

Course Requirements for Manicuring/Nail Technology Certificate

1. Major Requirements (12 SHC)		C-L-SHC
COS 121	Manicure/Nail Technology I	4-6-6
COS 222	Manicure/Nail Technology II	4-6-6

Total Semester Hours Credit Required for Graduation: 12

Early Childhood
Credential: School-Age Care Certificate
C55450

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

Course work includes child growth/development; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); School-Age Care Certificate
Program Sites:
Lee Campus –Day, Selected Evening Courses
Selected Distance Education Courses

Course Requirements for School-Age Care Certificate

1. Major Requirements (17 SHC)		C-L-SHC
EDU 131	Child, Family and Community	3-0-3
EDU 145	Child Development II	3-0-3
EDU 158	Healthy Lifestyles-Youth	3-0-3
EDU 163	Classroom Mgmt and Instruction	3-0-3
EDU 235	School-Age Develop & Programs	3-0-3
EDU 263	School-Age Program Admin	2-0-2

Total Semester Hours Credit Required: 17

Early Childhood
Credential: Early Childhood Administration Certificate
C55850

This curriculum prepares individuals pursuing administrating roles in diverse child care settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Early Childhood Diploma (Higher entrance standards required); Early Childhood Administration Certificate
Program Sites: Lee Main Campus – Evening, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Administration Certificate

1. Major Requirements (16 SHC)		C-L-SHC
EDU 119	Intro to Early Child Education	4-0-4
EDU 131	Child, Family and Community	3-0-3
EDU 153	Health, Safety and Nutrition	3-0-3
EDU 261	Administration I	3-0-3
EDU 262	Administration II	3-0-3

Total Semester Hours Credit Required for Graduation: 16

Early Childhood
Credential: Early Childhood Preschool Certificate
C55860

This curriculum prepares individuals to work with preschool aged 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.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); Preschool Certificate
Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Preschool Certificate

1. Major Requirements (16 SHC)		C-L-SHC
EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Child, Family and Community	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 153	Health, Safety and Nutrition	3-0-3

Total Semester Hours Credit Required: 16

Transportation Systems Technologies

Collision Repair and Refinishing Technology Credential: Diploma in Collision Repair and Refinishing Technology D60130

A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Program Length: 2 Semesters
Career Pathway Options: Diploma, Collision Repair and Refinishing Technology
Program Sites: West Harnett Center

Course requirements for Collision Repair and Refinishing Technology

1. General Education Requirements (6 SHC)		C-L-SHC
ENG 102	Applied Communication II	3-0-3
Mathematics; Take 3 SHC:		
MAT 110	Math Measurement & Literacy	2-2-3
PHY 110	Conceptual Physics	3-0-3
PHY 110A	Conceptual Physics Lab	0-2-1
PHY 121	Applied Physics I	3-2-4

2. Major Requirements (25 SHC)		
AUB 111	Painting & Refinishing I	2-6-4
AUB 112	Painting & Refinishing II	2-6-4
AUB 121	Non-Structural Damage I	1-4-3
AUB 131	Structural Damage I	2-4-4
TRN 110	Intro to Transport Tech	1-2-2
TRN 120	Basic Transp Electricity	4-3-5
TRN 180	Basic Welding for Transp	1-4-3

3. Other Major Requirements (8 SHC)		
AUB 162	Autobody Estimating	1-2-2
AUB 114	Special Finishes	1-2-2
TRN 140	Transp Climate Control	1-2-2
TRN 140A	Transp Climate Cont Lab	1-2-2

Total Semester Hours Credit required for graduation: 40

Automotive Restoration Technology Credential: Diploma in Automotive Restoration Technology D60140

The Automotive Restoration Technology curriculum is designed to provide individuals with the competencies needed to work in the automotive restoration industry. The program prepares individuals to apply technical knowledge and skills to repair, reconstruct, finish and restore automobile bodies, fenders, and external features of a wide range of classic vehicles that typically are at least 35 years old. It includes instruction in internal combustion engines, transmissions, brakes, restoring original sheet metal, upholstery, and wood components, rebuilding starters, generators, and painting and refinishing techniques.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive restoration industry.

Program Length: 3 semesters
Career Pathway Options: Diploma in Automotive Restoration Technology
Program Sites: Lee Main Campus - Day Program

Course Requirements for Automotive Restoration Technology Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
ENG 102	Applied Communication II	3-0-3
Take one:		
MAT 110	Math Measurement & Literacy	2-2-3
PHY 121	Applied Physics I	3-2-4

2. Major Requirements (18 SHC)		
TRN 110	Intro to Transport Tech	1-2-2
TRN 180	Basic Welding for Transp	1-4-3
ARS 112	Auto Restoration Research	3-0-3
ARS 113	Automotive Upholstery	2-4-4
ARS 114	Restoration Skills I	2-4-4
ARS 117	Automotive Engines	1-3-2

3. Other Major Requirements (20 SHC)

ARS 118	Wood and Metal Restoration	2-2-3
AUB 111	Painting and Refinishing I	2-6-4
AUB 112	Painting and Refinishing II	2-6-4
AUB 131	Structural Damage I	2-4-4
TRN 120	Basic Transp Electricity	4-3-5

4. Other Requirements (3 SHC)

AUB 121	Non-Structural Damage I	1-4-3

Total Semester Hours Credit required for graduation: 47

Automotive Restoration Technology Credential: Certificate in Automotive Restoration Technology C60140

The Automotive Restoration Technology curriculum is designed to provide individuals with the competencies needed to work in the automotive restoration industry. The program prepares individuals to apply technical knowledge and skills to repair, reconstruct, finish and restore automobile bodies, fenders, and external features of a wide range of classic vehicles that typically are at least 35 years old. It includes instruction in basic electricity, rebuilding starters, generators, and painting and refinishing techniques.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive restoration industry.

Program Length: 2 semesters
Career Pathway Options: Diploma in Automotive Restoration Technology (Higher entrance standards required).
Program Sites: Lee Main Campus - Day Program

Course Requirements for Automotive Restoration Technology Certificate

1. Major Requirements (2 SHC)		C-L-SHC
TRN 110	Intro to Transport Tech	1-2-2

2. Other Major Requirements (13 SHC)

AUB 111	Painting and Refinishing I	2-6-4
AUB 112	Painting and Refinishing II	2-6-4
TRN 120	Basic Transp Electricity	4-3-5

Total Semester Hours Credit required for graduation: 15

Automotive Systems Technology Credential: Associate in Applied Science Degree in Automotive Systems Technology A60160

This curriculum prepares individuals for employment as automotive service technicians. The program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Emphasis is placed on theory, servicing and operation of brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. Classroom and lab experiences integrate technical and academic coursework.

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Automotive Systems Technology
Program Sites: Lee Main Campus - Day Program

Course Requirements for Automotive Systems Technology Degree

1. General Education Requirements (15 SHC)		C-L-SHC
Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3
English; Take one course:		
ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3
Communications; Take one Course:		
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro to Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3
Mathematics; Take one course :		
MAT 110	Mathematical Measurement and Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
PHY 121	Applied Physics I	3-2-4

2. Major Requirements (21 SHC)

AUT 141	Suspension and Steering Systems	2-3-3
AUT 151	Brake Systems	2-3-3
AUT 181	Engine Performance I	2-3-3
AUT 221	Auto Transm/Transaxles	2-3-3
TRN 110	Intro to Transport Tech	1-2-2
TRN 120	Basic Transp Electricity	4-3-5
TRN 140	Transp Climate Control	1-2-2

3. Other Major Requirements (36 SHC)

AUT 114	Safety and Emissions	1-2-2
AUT 114A	Safety and Emissions Lab	0-2-1
AUT 116	Engine Repair	2-3-3
AUT 116A	Engine Repair Lab	0-3-1
AUT 141A	Suspension and Steering Lab0-3-1	
AUT 151A	Brake Systems Lab	0-3-1
AUT 163	Adv Automotive Electricity	2-3-3
AUT 163A	Adv Automotive Electricity Lab	0-3-1
AUT 181A	Engine Performance Lab	0-3-1
AUT 183	Engine Performance II	2-6-4
AUT 221A	Auto Transm/Transaxles Lab	0-3-1
AUT 231	Manual Trans/Axles/Drtrains	2-3-3
AUT 231A	Manual Trans/Axles/Drtrains Lab	0-3-1

AUT 281	Advanced Engine Performance	2-2-3
TRN 130	Intro to Sustainable Transp	2-2-3
TRN 140 A	Transp Climate Control Lab	1-2-2
TRN 145	Adv Transportation Electronics	2-3-3
Take one course:		
CIS 110	Introduction to Computers	2-2-3
CIS 111	Basic PC Literacy	1-2-2

4. Other Requirements (1 SHC)

Choose one course:		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 73 SHC

Automotive Systems Technology
Credential: Diploma in Automotive Systems Technology
D60160

This curriculum prepares individuals for employment as automotive service technicians. The program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Emphasis is placed on theory, servicing and operation of brake systems, electrical systems, engine performance, suspension and steering, and heating and air condition systems. Classroom and lab experiences integrate technical and academic coursework.

Upon completion of this curriculum students should be ready for full-time employment in dealerships and repair shops in the automotive service industry

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science Degree in Automotive Systems Technology (Higher entrance standards required), Diploma in Automotive Systems Technology.
Program Sites: Lee Main Campus - Day Program

Course Requirements for Automotive Systems Technology Diploma

1. General Education Academic Core (6 SHC)		C-L-SHC
Mathematics/Sci – Take one course:		
MAT 110	Mathematical Measurement and Literacy	2-2-3
PHY 121	Applied Physics I	3-2-4
English; Take one course:		
ENG 102	Applied Communications II	3-0-3
ENG 110	Freshman Composition	3-0-3

2. Major Requirements (18 SHC)

AUT 141	Suspension and Steering Systems	2-3-3
AUT 151	Brake Systems	2-3-3
AUT 181	Engine Performance I	2-3-3
TRN 110	Intro to Transport Tech	1-2-2
TRN 120	Basic Transp Electricity	4-3-5
TRN 140	Transp Climate Control	1-2-2

3. Other Major Requierments (18 SHC)

AUT 114	Safety and Emissions	1-2-2
AUT 114A	Safety and Emissions Lab	0-2-1
AUT 141A	Suspension and Steering Lab	0-3-1
AUT 151A	Brake Systems Lab	0-3-1
AUT 163	Adv Automotive Electricity	2-3-3
AUT 163A	Adv Automotive Electricity Lab	0-3-1
AUT 181A	Engine Performance Lab	0-3-1
AUT 183	Engine Performance II	2-6-4
TRN 140 A	Transp Climate Control Lab	1-2-2
Take one:		
CIS 111	Basic PC Literacy	1-2-2
CIS 110	Introduction to Computers	2-2-3

Total Semester Hours Credit required for graduation: 42

Automotive Systems Technology
Credential: Certificate in Automotive Systems Technology
C60160

This curriculum prepares individuals for employment as automotive service technicians. The program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Emphasis is placed on theory, servicing and operation of brake systems, electrical systems, and engine performance, Classroom and lab experiences integrate technical and academic coursework.

Upon completion of this curriculum students should be ready for full-time employment in dealerships and repair shops in the automotive service industry

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Automotive Systems Technology (Higher entrance standards required), Diploma in Automotive Systems Technology (Higher entrance standards required), Certificate in Automotive Systems Technology.
Program Sites: Lee Main Campus - Day Program

Course Requirements for Automotive Systems Technology Certificate

1. Major Requirements (11 SHC)		C-L-SHC
AUT 151	Brake Systems	2-3-3
AUT 181	Engine Performance I	2-3-3
TRN 120	Basic Transp Electricity	4-3-5

2. Other Major Requirements (6 SHC)

AUT 151A	Brake Systems Lab	0-3-1
AUT 163	Adv Automotive Electricity	2-3-3
AUT 163A	Adv Automotive Electricity Lab	0-3-1
AUT 181A	Engine Performance Lab	0-3-1

Total Semester Hours Credit required for graduation: 17

Motorcycle Mechanics
Credential: Diploma in Motorcycle Mechanics
D60260

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, maintain, diagnose, repair and/or adjust motorcycles, and other similar powered vehicles. Coursework provides a thorough understanding of the operating principles involved in modern motorcycles and includes instruction in lubrication and cooling systems, electrical and ignition systems, carburetion, fuel systems and adjustments of moving parts. Graduates receiving a diploma may find employment with motorcycle dealers, independent repair shops or may set up their own business after they have developed skills in the trade.
Program Length: 3 semesters
Career Pathway Options: Diploma in Motorcycle Mechanics
Program Sites: Lee Main Campus - Day Program

Course Requirements for Motorcycle Mechanics Diploma

1. General Education Requirements (6 SHC)		**C-L-SHC**
ENG 102	Applied Communication II	3-0-3
Take one course:		
MAT 110	Mathematical Measurement and Literacy	2-2-3
PHY 121	Applied Physics I	3-2-4

2. Major Requirements (22 SHC)		
TRN 110	Intro to Transport Tech	1-2-2
TRN 120	Basic Transp Electricity	4-3-5
MCM 111	Motorcycle Mechanics	3-8-7
MCM 114	Motorcycle Fuel Systems	2-6-5
MCM 115	Motorcycle Chassis	1-6-3

3. Other Major Requirements (19 SHC)		
CIS 111	Basic PC Literacy	1-2-2
MCM 117	Motorcycle Dyno Tuning I	1-4-3
MCM 122	Motorcycle Engines	2-9-5
MCM 217	Motorcycle DynoTuning II	1-4-3
MEC 111	Machine Processes I	1-4-3
TRN 180	Basic Welding for Transp	1-4-3

Total Semester Hours Credit required for graduation: 47

Motorcycle Mechanics
Credential: Certificate in Motorcycle Mechanics
C60260

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, maintain, diagnose, repair and/or adjust motorcycles, and other similar powered vehicles. Coursework provides a thorough understanding of the operating principles involved in modern motorcycles and includes instruction in lubrication and cooling systems, electrical and ignition systems, carburetion, fuel systems and adjustments of moving parts. Graduates receiving a certificate may find employment with motorcycle dealers, independent repair shops or may set up their own business after they have developed skills in the trade.

Program Length: 2 semesters
Career Pathway Options: Diploma in Motorcycle Mechanics (Higher entrance standards required), Certificate in Motorcycle Mechanics
Program Sites: Lee Main Campus - Day and Evening Program

Course Requirements for Motorcycle Mechanics Certificate

1. Major Requirements (7 SHC)		C-L-SHC
TRN 110	Intro to Transport Tech	1-2-2
TRN 120	Basic Transp Electricity	4-3-5

2. Other Major Requirements (8 SHC)		
MCM 122	Motorcycle Engines	2-9-5
MCM 115	Motorcycle Chassis	1-6-3

Total Semester Hours Credit required for graduation: 15

Programs at Harnett Correctional Institution (HCI)

Carpentry
Credential: Certificate in Carpentry and Construction Skills; Certificate in Advanced Carpentry Skills
C35180P1; C35180P2

The Carpentry curriculum is designed to prepare individuals to apply technical knowledge and skills to the fields of construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this program should qualify for entry-level jobs in construction and trades professions as well as positions in industry and government.

Program Length: 1 semester
Career Pathway Options: Diploma in Carpentry (Higher entrance standards required); Certificate in Carpentry
Program Sites: Harnett Correctional Institution-Day Program

Course Requirements for Carpentry and Construction Skills Certificate

1. Major Requirements (18 SHC)		C-L-SHC
BPR 130	Print Reading	3-0-3
CAR 111	Carpentry I	3-15-8
CAR 114	Residential Building Codes	3-0-3
CAR 115	Residential Planning/Estimating	3-0-3
ISC 110	Workplace Safety	1-0-1

Total Semester Hours Credit required for graduation: 18

Course Requirements for Advanced Carpentry Skills Certificate

2. Major Requirements (14 SHC)		
CAR 112	Carpentry II	3-15-8
CAR 113	Carpentry III	3-9-6

Total Semester Hours Credit required for graduation: 14

Electrical Systems Technology
Credential: Certificate in Fundamentals of Electrical Technology; Certificate in Advanced Electrical Skills for Commercial, Residential, and Solar Applications
C35130P1; C35130P2

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

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

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

Program Length: 1 semester
Career Pathway Options: Diploma in Electrical Systems Technology (Higher entrance standards required); Certificate in Electrical Systems Technology
Program Sites: Harnett Correctional Institution-Day Program

Course requirements for Fundamentals of Electrical Technology Certificate

1 Major Requirements (13 SHC)		C-L-SHC
ELC 112	DC/AC Electricity	3-6-5
ELC 113	Residential Wiring	2-6-4
ELC 125	Diagrams and Schematics	1-2-2
ELC 118	National Electrical Code	1-2-2

Total Semester Hours Credit required for graduation: 13

Course requirements for Advanced Electrical Skills for Commercial, Residential, and Solar Applications

1. Major Requirements (15 SHC)		
ELC 114	Commercial Wiring	2-6-4
ELC 117	Motors and Controls	2-6-4
ELC 122	Advanced Residential Wiring	2-4-4
ELC 220	Photovoltaic System Technology	2-3-3

Total Semester Hours Credit required for graduation: 15

Masonry
Credential: Certificate in Masonry Fundamentals; Certificate in Advanced Masonry Skills
C35280P1; C35280P2

The Masonry curriculum prepares individuals to apply technical knowledge and skills in the laying and/or setting of exterior brick, concrete block, and related materials, using trowels, levels, hammers, chisels, and other hand tools.

Coursework, most of which is hands-on, includes instruction in print reading, structural masonry, decorative masonry, foundations, reinforcement, mortar preparation, cutting and finishing, and applicable codes and standards.

Graduates of this program should qualify for entry-level jobs in construction and trades professions as well as positions in industry and government.

Program Length: 1 semester
Career Pathway Options: Certificate in Masonry
Program Sites: Harnett Correctional Institution-Day Program

Course Requirements for Masonry Fundamentals Certificate

1. Major Requirements (14 SHC)		C-L-SHC
MAS 110	Masonry I	5-15-10
BPR 130	Print Reading –Construction	3-0-3
ISC 110	Workplace Safety	1-0-1

Total Semester Hours Credit required for graduation: 14

Course Requirements for Advanced Masonry Skills Certificate

1. Major Requirements (18 SHC)		
MAS 120	Masonry II	5-15-10
MAS 130	Masonry III	6-6-8

Total Semester Hours Credit required for graduation: 18

Barbering
Credential: Certificate in Barbering
C55110P0

The Barbering Curriculum is designed to provide competency- based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the barber industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills.

Coursework includes instruction in all phase of professional barbering, 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 Barber Examiners. Upon successfully passing the State Board exam,

graduates will be issued a license. Employment is available in barbershops and related businesses.

PROGRAM SPECIFIC ENTRANCE STANDARDS:

1. Must process student permit at least 10 days prior to the first day of class.

Program Length: 3 semesters
Career Pathway Option: Certificate in Barbering
Program Site: Harnett Correctional Institution - Day Program

Course Requirements for Barbering Certificate

1. Major Requirements (41 SHC)		C-L-SHC
BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic II	0-24-8
BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4
BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Barbering Clinic IV	0-21-7

Total Semester Hours Credit required for graduation: 41

Food Service Technology
Credential: Certificate in Foodservice Technology
C55250P1

This curriculum is designed to introduce students to the foodservice industry and prepare them for entry level positions in industrial, institutional or commercial production foodservice operations.

Courses include sanitation, basic and intermediate foodservice production skills, baking, menus, purchasing and basic cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in production foodservice settings or entry-level kitchen management in an institutional foodservice setting.

Program Length: 1 semester
Career Pathway Options: Certificate in Foodservice Technology
Program Site: Harnett Correctional Institution-Day Program

Course Requirements for Certificate in Foodservice Technology

1. Major Requirements (17 SHC)		C-L-SHC
FST 100	Introduction to Foodservice	3-0-3
FST 101	Quantity Baking I	1-4-3
FST 102	Foodservice Skills I	4-8-8
FST 103	Foodservice Sanitation	2-0-2
FST 103A	Foodservice Sanitation Lab	0-2-1

Total Semester Hours Credit required for graduation: 17

Welding Technology
Credential: Certificate in Welding Fundamentals; Certificate in MIG, TIG, and Fabrication
C50420P1; C50420P2

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

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing 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.

Program Length: 1 semester
Career Pathway Options: Certificate in Welding Technology
Program Site: Harnett Correctional Institution-Day Program

Course Requirements for Welding Fundamentals Certificate

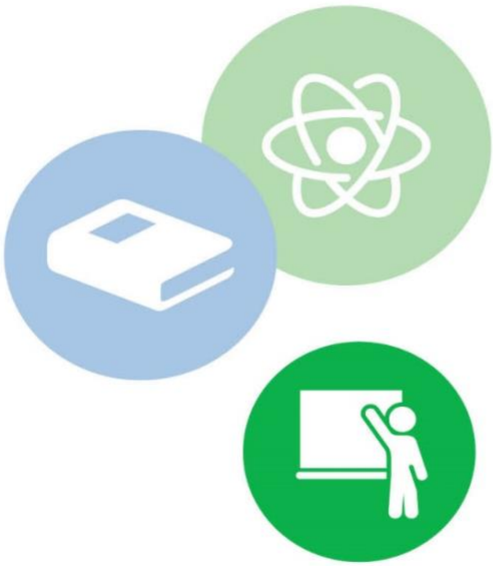
1. Major Requirements (15 SHC)		C-L-SHC
WLD 110	Cutting Processes	1-3-2
WLD 115	SMAW (Stick) Plate	2-9-5
WLD 116	SMAW (Stick) Plate/Pipe	1-9-4
WLD 141	Symbols and Specifications	2-2-3
ISC 110	Workplace Safety	1-0-1

Total Semester Hours Credit required for graduation: 15

Course Requirements for MIG, TIG, and Fabrication

1. Major Requirements (15 SHC)		
WLD 121	GMAW (MIG) FCAW/Plate	2-6-4
WLD 131	GMAW (TIG)	2-6-4
WLD 151	Fabrication I	2-6-4
WLD 262	Inspection and Testing	2-2-3

Total Semester Hours Credit required for graduation: 15



COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

C – The number of class hours per week
L – The number of laboratory hours per week
Cl – The number of clinical hours per week
SHC – Semester Hour Credit received for the course

ACADEMIC RELATED

C-L-SHC

ACA 085 Improving Study Skills 0-2-1
This course is designed to improve academic study skills and introduce resources that will complement developmental courses and engender success in college-level courses. Topics include basic study skills, memory techniques, note-taking strategies, test-taking techniques, library skills, personal improvement strategies, goal-setting, and learning resources. Upon completion, students should be able to apply techniques learned to improve performance in college-level classes.

ACA 111 College Student Success 1-0-1
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 115 Success and Study Skills 0-2-1
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 122 College Transfer Success 0-2-1
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 and ICAA as a premajor and/or elective course requirement.

ACCOUNTING

C-L-SHC

ACC 115 College Accounting 3-2-4
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120 Principles of Financial Accounting 3-2-4
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ACC 121 Principles of Managerial Accounting 3-2-4
Prerequisite: 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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ACC 122 Principles of Financial Accounting II 3-0-3
Prerequisite: ACC 120
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129 Individual Income Taxes 2-2-3
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes 2-2-3
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios,

research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting 1-3-2
Prerequisite: Take One: ACC 115 or 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 149 Intro to ACC Spreadsheets 1-3-2
Prerequisite: ACC 115 or ACC 120
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150 Acct Software Applications 1-3-2
Prerequisite: Take One: ACC 115 or 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 3-2-4
Prerequisites: ACC 120
Local Prerequisite: ACC 122
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive 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 Accounting II 3-2-4
Prerequisite: 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 227 Practices in Accounting 3-0-3
Prerequisite: ACC 220
This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

AGRICULTURE

C-L-SHC

AGR 111 Basic Farm Maintenance 1-3-2
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 121 Biological Pest Mgmt 3-0-3
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 should be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR 139 Intro to Sustainable Agriculture 3-0-3
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 should be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 160 Plant Science 2-2-3
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 2-2-3
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 212 Farm Business Management 3-0-3
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 214 Agricultural Marketing 3-0-3
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 Agricultural Mechanization 2-2-3
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 221 Farm Structures 2-2-3
This course covers basic agricultural buildings and structures. Topics include building materials, cost estimating, basic blueprint reading, and job planning. Upon completion, students should be able to complete a cost estimate for constructing an agricultural structure.

AGR 265 Organic Crop Production: Spring 2-2-3
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 should be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

AGR 266 Organic Crop Production: Fall 2-2-3
The course includes a study of fall 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 should be able to demonstrate a knowledge of organic crop production appropriate for the fall season.

AGR 267 Permaculture 2-2-3
This course introduces the design of sustainable human habitats as part of a sustainable system, with emphasis placed on living systems of the temperate region. Topics include fundamentals of permaculture system design for farms, including gardens, fields, water, animals, buildings, economics, and society. Upon completion, students should be able to design a functional holistic farm system.

AGR 268 Advanced Organic Crop Production 2-6-4
Prerequisites: Take One: AGR 265 or AGR 266
This course provides students with structured practical experience in managing the complexities of organic crop production. Emphasis is placed on crop management skills and decision making associated with production-related operations such as cover crop management, irrigation, and post-harvest physiology. Upon completion, students should be able to create and implement a crop management plan and demonstrate competency in the selection and efficient use of equipment.

AIR CONDITIONING, HEATING, AND REFRIGERATION

C-L-SHC

AHR 110 Intro to Refrigeration 2-6-5
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 2-2-3
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 2-4-4
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling 2-4-4
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology 2-4-4
Prerequisite: AHR 110 or AHR 113
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115 Refrigeration Systems 1-3-0-2
Prerequisite: AHR 110
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120 HVACR Maintenance 1-3-2
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 125 HVACR Electronics 2-2-0-3
Prerequisite: Take one: AHR 111, ELC 111, or ELC 112
This course introduces the common electronic control components in HVACR systems. Emphasis is placed on identifying electronic components and their functions in HVACR systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 133 HVAC Servicing 2-6-0-4
Corequisites: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 151 HVAC Duct Systems I 1-3-0-2
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160 Refrigerant Certification 1-0-0-1
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180 HVACR Customer Relations 1-0-0-1
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211 Residential System Design 2-2-3
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems 2-6-4
Prerequisite: AHR 114
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 213 HVACR Building Code 1-2-2
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

AHR 215 Commercial HVAC Controls 1-3-0-2
Prerequisites: Take one: AHR 111, ELC 111, or ELC 112
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR 225 Commercial System Design 2-3-0-3
This course covers the principles of designing heating and cooling systems for commercial buildings. Emphasis is

placed on commercial heat loss/gain calculations, applied psychometrics, air-flow calculations, air distribution system design, and equipment selection. Upon completion, students should be able to calculate heat loss/gain, design and size air and water distribution systems, and select equipment.

ADVANCED MEDICAL CODING

C-L-C-SHC

AMC 200 Health Information for Coders 2-0-0-2
This course provides a detailed look at the role of a coder within the healthcare system. Topics include health record content and documentation for all record types, roles and responsibilities of various providers and disciplines, data source reliability and accuracy, policies and procedures to ensure compliance with regulations and standards, and legal and regulatory requirements. Upon completion, students should be able to demonstrate an understanding of the role of coding in the healthcare organization and apply various policies and procedures as they relate to documentation and compliance and comply with regulatory standards.

AMC 201 Legal and Compliance 2-0-0-2
This course covers legal and regulatory processes, privacy and security rules as applied to the coding environment. Topics include legal terminology, health record laws and regulations, internal and external standards and regulations, data security, storage and retrieval, and access and disclosure. Upon completion, students should be able to apply healthcare legal terminology, maintain a legally defensible health record, comply with state and federal privacy and security laws, and adhere to security policies and procedures.

AMC 202 Coding for Reimbursement 2-0-0-2
This course covers the revenue cycle and reimbursement for acute and ambulatory care. Topics include payment methodologies and systems, utilization review, case management, billing processes and procedures, and fraud and abuse. Upon completion, students should be able to apply policies and procedures for the use of data required in healthcare reimbursement, evaluate the revenue cycle, and identify potential fraud and abuse.

AMC 203 Intermediate ICD Diagnoses 2-3-0-3
This course covers the proper application of ICD diagnosis coding conventions and guidelines and application of codes. Emphasis is placed on reviewing clinical documentation to determine appropriate code selection. Upon completion, students should be able to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services.

AMC 204 Intermediate ICD Procedures 2-3-0-3
This course covers ICD procedure coding conventions and guidelines, Procedure Coding System (PCS) Table navigation, and application of codes. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation to determine procedure intent and extent. Upon completion, students should be able to navigate the PCS tables to accurately assign and sequence diagnosis codes according to the current coding and reporting requirements for acute care and outpatient services.

AMC 205 Intermediate CPT Coding 2-3-0-3
This course covers the application of Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS) codes as applied to current coding and reporting requirements. Emphasis is placed on the interrelationship between anatomy and physiology and the application of procedure codes by reviewing clinical documentation. Upon completion, students should be able to apply the official CPT and HCPCS Level II coding guidelines, and apply the appropriate reporting measures such as modifiers.

AMC 206 Clinical Documentation 2-3-0-3
This course covers the importance of clinical documentation and its role in accurate coding. Topics include communication with providers, documentation in the health record, how to formulate ethical queries to clarify conflicting diagnoses, and implications of accurate coding. Upon completion, students should be able to identify discrepancies between supporting documentation and coded data and develop appropriate physician queries.

AMC 207 Advanced Medical Coding Lab I 0-6-0-2
This course covers the practical application of current ICD diagnosis and CPT guidelines by using encoders to code patient charts. Emphasis is on analyzing and applying current regulations and established guidelines in clinical classification systems by using standard data set definitions and resources. Upon completion, students should be able to accurately code a variety of chart types and recommend coding resources.

AMC 208 Advanced Medical Coding Lab II 0-6-0-2
Prerequisite: AMC 207
This course covers the practical application and evaluation of current ICD diagnosis, procedure, and CPT guidelines by using encoders to code patient charts. Emphasis is on analyzing and applying current regulations and established guidelines in clinical classification systems by using standard data set definitions and resources. Upon completion, students should be able to interpret conventions, formats, instructional notations, and definitions of each classification system to select diagnoses and procedures/services that require coding.

AMC 209 Professional Practice Exp. 0-0-6-2
This course provides supervised clinical coding experience in healthcare settings. Emphasis is placed on the practical application of coding concepts through demonstration of critical thinking and integration of didactic and clinical

components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an advanced level coder.

ALTERNATIVE ENERGY TECHNOLOGY

C-L-SHC

ALT 110 Biofuels I 3-0-3
This course is designed to provide an introduction to the fundamentals of bio-based fuels. Emphasis is placed on proper handling and use guidelines, basic chemistry of biofuels, production methods, and the social, environmental, and economic impacts of biofuels. Upon completion, students should be able to demonstrate a general understanding of biofuels.

ALT 120 Renewable Energy Technologies 2-2-3
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-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 of humans and their environment.

ALT 210 Biofuels II 3-2-4
Prerequisite: ALT 110
This course provides an in-depth study of commercial biofuels production and various methods for manufacturing biofuels at a large scale. Topics include advanced production technologies, feed stock selection and pretreatment, quality control, energy balance, and biofuels business models. Upon completion, students should be able to demonstrate a practical knowledge of commercial biofuels production and facility operation.

ALT 211 Biofuels Analytics 2-4-4
Prerequisite: ALT 110
This course is designed to address quality control management during all phases of the biofuels production process. Topics include feedstock analysis, in-process quality monitoring, and standards compliance with national and international biofuels specifications. Upon completion, students should be able to demonstrate safe and accurate laboratory practices as well as an understanding of various quality control techniques.

ALT 250 Thermal Systems 2-2-3
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.

ANIMAL SCIENCE

C-L-SHC

ANS 110 Animal Science 3-0-3
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 Management 2-2-3
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, student should recognize appropriate breeds for their farm needs and demonstrate knowledge of small-scale livestock production.

ANTHROPOLOGY

C-L-SHC

ANT 210 General Anthropology 3-0-3
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

ANT 220 Cultural Anthropology 3-0-3
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

ARCHITECTUAL TECHNOLOGY

C-L-SHC

ARC 111 Introduction to Arch Technology 1-6-3
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon

completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 114 Architectural CAD 1-3-2
Local Prerequisite: DFT 151
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

ARC 114A Architectural CAD Lab 0-3-1
Corequisite: Take ARC 114
This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

AUTOMOTIVE RESTORATION

C-L-SHC

ARS 112 Auto Restoration Research 3-0-3
This course covers identification and collection of information needed to restore classic automobiles. Emphasis is placed on using books, numbers, emblems, titles, bills of sale, and other documents as resources. Upon completion, students should be able to use reference materials in the area of auto restoration to restore classic vehicles.

ARS 113 Automobile Upholstery 2-4-4
This course covers automobile upholstery work used in restoration of classic automobiles. Emphasis is placed on removing, repairing, or reconstructing worn/damaged upholstery material in classic automobiles. Upon completion, students should be able to disassemble, repair/reconstruct, or replace the seats, headliners, door panels, and other components in the interior of vehicles.

ARS 114 Restoration Skills I 2-4-4
Corequisite: Take All: ARS-113, ARS-117, ARS-131 and TRN-120
This course covers mechanical, electrical, and upholstery restoration. Emphasis is placed on engines, transmissions, brakes, starters, generators, distributors, and replacement or fabrication of upholstery. Upon completion, students should be able to restore, rebuild, or replace specific components in a wide range of classic vehicles.

ARS 117 Automotive Engines 1-3-2
This course covers the repair, rebuilding, and troubleshooting of internal combustion engines. Emphasis is placed on use of tools and equipment to measure reconditioning tolerances of the internal combustion engine. Upon completion, students should be able to disassemble, repair and/or replace, and reassemble an internal combustion engine.

ARS 118 Wood and Metal Restoration 2-2-3
This course introduces various wood materials used in early automobile construction including a general overview of woodworking techniques. Emphasis is placed on wood material, metal behavior, and trim construction. Upon completion, students should be able to perform simple woodworking techniques, attach and remove trim, and be familiar with basic hardware techniques.

ARS 131 Chassis and Drive Trains 2-3-3
This course introduces principles of operation of automotive drive trains, perimeter/ladder/full-framed vehicles, and related restoration processes. Emphasis is placed on the technology related to restoration of manual and automatic transmissions, transaxles, and final drive components used on vehicles. Upon completion, students should be able to describe, diagnose, and determine needed service and repairs in the vehicle restoration industry.

ART

C-L-SHC

ART 111 Art Appreciation 3-0-3
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

ART 114 Art History Survey I 3-0-3
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

ART 115 Art History Survey II 3-0-3
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

ART 117 Non-Western Art History 3-0-3
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. This course has

been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

ART 121 Two-Dimensional Design 0-6-3
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ART 122 Three-Dimensional Design 0-6-3
Prerequisites: ART 121
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 and ICAA as a premajor and/or elective course requirement.

ART 131 Drawing I 0-6-3
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ART 132 Drawing II 0-6-3
Prerequisites: 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 and ICAA as a premajor and/or elective course requirement.

ART 214 Portfolio and Resume 0-2-1
This course covers resume 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 resume 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 resume. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ART 231 Printmaking I 0-6-3
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ART 232 Printmaking II 0-6-3
Prerequisites: ART 231
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ART 240 Painting I 0-6-3
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. . This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ART 241 Painting II 0-6-3
Prerequisites: 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 and ICAA as a premajor and/or elective course requirement.

ART 281 Sculpture I 0-6-3
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ART 282 Sculpture II 0-6-3
Prerequisites: ART 281
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved for transfer under

the CAA and ICAA as a premajor and/or elective course requirement.

ART 283 Ceramics I 0-6-3
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 and ICAA as a premajor and/or elective course requirement.

ART 284 Ceramics II **0-6-3**
Prerequisites: 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 and ICAA as a premajor and/or elective course requirement.

AMERICAN SIGN LANGUAGE

ASL 111 Elementary ASL I **3-0-3**
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 112 Elementary ASL II **3-0-3**
Prerequisite: Take ASL-111
This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 181 ASL Lab 1 **0-2-1**
This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 182 ASL Lab 2 **0-2-1**
Prerequisite: Take ASL-181
This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 211 Intermediate ASL I **3-0-3**
Prerequisite: Take ASL-112
This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language 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.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 212 Intermediate ASL II **3-0-3**
Prerequisite: Take ASL-211
This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with 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. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASTRONOMY

C-L-SHC
AST 111 Descriptive Astronomy **3-0-3**
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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

AST 111A Descriptive Astronomy Lab 0-2-1
Corequisite: AST 111
This 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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

AST 151 General Astronomy I 3-0-3
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis 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 and ICAA as a general education course in Natural Science.

AST 151A General Astronomy I Lab 0-2-1
Corequisite: 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 and ICAA as a general education course in Natural Science.

AUTOMOTIVE BODY REPAIR

C-L-SHC

AUB 111 Painting and Refinishing I 2-6-4
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing by following accepted industry standards.

AUB 112 Painting and Refinishing II 2-6-4
Prerequisite: 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.

AUB 114 Special Finishes 1-2-2
Prerequisite: 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 1-4-3
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 131 Structural Damage I 2-4-4
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 162 Autobody Estimating 1-2-2
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUTOMOTIVE

C-L-SHC

AUT 114 Safety and Emissions 1-2-2
This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT 114A Safety and Emissions Lab 0-2-1
Corequisite: AUT 114
This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic

converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection.

AUT 116 Engine Repair 2-3-3
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 0-3-1
Corequisite: 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.

AUT 141 Suspension & Steering Systems 2-3-3
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 141A Suspension & Steering Lab 0-3-1
Corequisite: AUT 141
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 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 2-3-3
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 Brake Systems Lab 0-3-1
Corequisite: 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 Advanced Automotive Electricity 2-3-3
Prerequisite: 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 163A Advanced Automotive Electricity Lab 0-3-1
Corequisite: AUT 163
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 networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting, and emerging electrical/electronic systems technologies. 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 2-3-3
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 drivability problems using appropriate test equipment/service information.

AUT 181A Engine Performance 1 Lab 0-3-1
Corequisite: AUT 181
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 overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems, and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel, and emission-related drive ability problems using appropriate test equipment/service information.

AUT 183 Engine Performance 2 2-6-4
Prerequisite: 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 and fuel 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.

AUT 221 Automatic Transmissions/Transaxles 2-3-3
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 and diagnose and repair automatic drive trains.

AUT 221A Automatic Transmissions/Transaxles Lab 0-3-1
Corequisite: AUT 221
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 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 diagnose and repair automatic drive trains.

AUT 231 Manual Transmissions/Transaxles/Drive 2-3-3
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, 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 and diagnose and repair manual drive trains.

AUT 231A Manual Trans/Transaxles/Drive Lab 0-3-1
Corequisite: AUT 231
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service, and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 281 Advanced Engine Performance 2-2-3
This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.

BARBERING

C-L-SHC

BAR 111 Barbering Concepts I 4-0-4
Corequisite: BAR 112
This course introduces basic barbering concepts and includes careers in barber styling and various hair treatments. Emphasis is placed on sanitizing equipment, professional ethics, skin, scalp, and hair disorders and treatment, and safe work practices. Upon completion, students should be able to safely and competently apply barbering concepts in the shop setting.

BAR 112 Barbering Clinic I 0-24-8
Corequisite: BAR 111
This course introduces basic clinic services. Topics include a study of sanitizing procedures for implements and equipment, determination of hair texture, hair cutting, and hair processing. Upon completion, students should be able to safely and competently demonstrate shop services.

BAR 113 Barbering Concepts II 4-0-4
Corequisite: BAR 114
This course covers more comprehensive barbering concepts. Topics include safety and sanitation, product knowledge, as well as both wet and thermal hairstyling. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 114 Barbering Clinic II 0-24-8
Corequisite: BAR 113
This course provides experience in a simulated shop setting. Topics include draping, shampooing, hair cutting, and hair drying as well as chemical processing. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 115 Barbering Concepts III 4-0-4
Corequisite: BAR 116
This course covers more comprehensive barbering concepts. Topics include hair processing as well as finger waving, wet and thermal hairstyling, skin care, including electricity/light therapy, and manicuring. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 116 Barbering Clinic III 0-12-4
Corequisite: BAR 115
This course covers more comprehensive barbering concepts. Emphasis is placed on intermediate-level of skin care manicuring, scalp treatments, hair design, chemical restructuring, and other related topics. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 117 Barbering Concepts IV 2-0-2

Corequisite: BAR 118
This course covers advanced barbering concepts. Topics include hair color, advanced hair cutting techniques, hair styling, shaving, skin care, retailing, and preparing for a job interview. Upon completion, students should be able to demonstrate an understanding of these barbering concepts and meet program completion requirements.

BAR 118 Barbering Clinic IV 0-21-7
Corequisite: BAR 117
This course provides advanced experience in a simulated shop setting. Emphasis is placed on efficient and competent delivery of all shop services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in the areas covered on the Barbering Licensing Examination and meet entry-level employment requirements.

BAR 119 Trichology & Chemistry 1-3-2
This course introduces basic principles associated with the study of the hair and scalp and the interaction of applied chemicals. Emphasis is placed on pH actions, the reactions and effects of chemical ingredients, and the impact of healthcare and wellness as it relates to hair loss. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

BAR 121 Contemporary Hair Coloring 1-3-2
Prerequisite: BAR 111 and BAR 112
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

BIOLOGY

C-L-SHC

BIO 094 Concepts of Human Biology 3-2-4
Corequisite: Take one: DRE 098, ENG-002, or ENG-111 or appropriate placement test scores
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106 Introduction to Anatomy/Physiology/ Microbiology 2-2-3
This course covers the fundamental and principle concepts of human anatomy, physiology, and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

BIO 110 Principles of Biology 3-3-4
Corequisite: DRE 098 or appropriate placement test scores
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

BIO 111 General Biology I 3-3-4
Local Prerequisite: Take one group: 1) RED-090, ENG-090; 2) 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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

BIO 112 General Biology II 3-3-4
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

BIO 120 Introductory Botany 3-3-4
Prerequisite: Take one: 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 the 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 and ICAA as a general education course in Natural Sciences.

BIO 130 Introductory Zoology 3-3-4
Prerequisite: Take one: BIO 110 or BIO 111
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of

selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function, including comparative systems of selected groups. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Sciences.

BIO 140 Environmental Biology 3-0-3
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 and ICAA as a general education course in Natural Sciences.

BIO 140A Environmental Biology Laboratory 0-3-1
Corequisite: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Sciences.

BIO 143 Field Biology Minicourse 1-2-2
This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 150 Genetics in Human Affairs 3-0-3
Prerequisites: Take one: BIO 110 or BIO 111
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 155 Nutrition 3-0-3
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 163 Basic Anatomy and Physiology 4-2-5
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 168 Anatomy and Physiology I 3-3-4
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 and ICAA as a premajor and/or elective course requirement.

BIO 169 Anatomy and Physiology II 3-3-4
Prerequisite: 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 and ICAA as a premajor and/or elective course requirement.

BIO 175 General Microbiology 2-2-3
Prerequisite: Take one: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 176 Advanced General Microbiology 1-2-2
Prerequisite: BIO 175
This course is a continuation of BIO 175. Emphasis is placed on microbial metabolism, genetics, and

environmental and food microbiology. Upon completion, students should be able to identify unknown microbes and demonstrate an understanding of the fundamentals of molecular biology and microbial ecology. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 180 Biological Chemistry 2-2-3
Local Prerequisite: Completion of a high school chemistry course and a CCCC-administered proficiency exam; completion of a college chemistry course; or by permission of instructor.
This course provides an introduction to basic biochemical processes in living systems. Topics include properties of carbohydrates, lipids, proteins, nucleic acids, vitamins, and buffers, with emphasis on biosynthesis, degradation, function, and equilibrium. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical concepts. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 250 Genetics 3-3-4
Prerequisite: BIO 112
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 265 Cell Biology 3-3-4
Prerequisites: BIO 111, BIO 275 or BIO 280
This course provides an in-depth study of cellular organization and communication, biochemical cell processes, and cellular growth, replication and death. Topics include organelle structure and function, nucleic acid and protein synthesis, gene organization and regulation, cell signaling mechanisms, bioenergetics, cell motility and apoptosis. Upon completion, students should be able to demonstrate knowledge of cell structure and function and lab skills including microscopy, cell culture, and molecular biology techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BIO 271 Pathophysiology 3-0-3
Prerequisite: 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 and ICAA as a premajor and/or elective course requirement.

BIO 275 Microbiology 3-3-4
Prerequisite: 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 and ICAA as a premajor and/or elective course requirement.

BIO 280 Biotechnology 2-3-3
Prerequisite: 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 and ICAA as a premajor and/or elective course requirement.

BIOPROCESS MANUFACTURING

C-L-SHC

BPM 110 Bioprocess Practices 3-4-5
This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.

BLUEPRINT READING

C-L-SHC

BPR 111 Print Reading 1-2-2
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: Mechanical 1-2-2
Prerequisite: 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 3-0-3
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.

BROADCAST PRODUCTION

C-L-SHC

BPT 110 Intro to Broadcasting 3-0-3
This course introduces the field of broadcasting and other electronic media. Emphasis is placed on the history, development, and current status of radio, television, and related industries. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structure, revenue sources, historical development, and ongoing operation of broadcasting and related industries.

BPT 111 Broadcast Law & Ethics 3-0-3
This course covers judicial, legislative, and administrative policies pertinent to the ethical and legal operation of broadcast and other electronic media organizations. Emphasis is placed on legal and ethical issues including First Amendment protection, FCC regulations, copyright, and libel laws. Upon completion, students should be able to demonstrate an understanding of the historical significance and modern-day application of important broadcast laws and policies.

BPT 112 Broadcast Writing 3-2-4
This course introduces proper copy and script writing techniques and formats for radio, television, and other electronic media. Emphasis is placed on creating effective scripts for programs and promotional materials, including commercial and public radio service announcements for a specific target audience. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats.

BPT 113 Broadcast Sales 3-0-3
This course covers sales principles applicable to radio, television, cable, and other electronic media. Emphasis is placed on prospecting and servicing accounts, developing clients, and preparing sales presentations. Upon completion, students should be able to create a sales presentation based upon standard ratings reports, prospect for new customers, and understand account management.

BPT 121 Broadcast Speech I 2-3-3
This course covers basic preparation and performance of on-air talents' speaking quality. Emphasis is placed on developing a pleasant and efficient voice with techniques applied to taped news, features, commercial copy, and announcing. Upon completion, students should be able to show improvement and aptitude in proper articulation, pronunciation, rate of delivery, pitch, breathing techniques, inflection, projection, and phrasing.

BPT 122 Broadcast Speech II 2-3-3
Prerequisite: BPT 121
This course covers basic and advanced preparation and performance of on-air speech. Emphasis is placed on enhancing a pleasant, effective voice with techniques applied to impromptu speaking, radio plays, and taped presentations. Upon completion, students should be able to employ proper articulation, pronunciation, rate of delivery, phrasing, and other voice techniques in a professional manner.

BPT 131 Audio/Radio Production I 2-6-4
This course covers the creation, development, production, and presentation of audio programming elements for broadcast and/or other electronic media applications. Emphasis is placed on the proper operation of professional audio equipment and the study of basic physical behavior and perceptual effects of sound. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound.

BPT 132 Audio/Radio Production II 2-6-4
Prerequisite: BPT 131
This course covers the use of advanced audio production techniques in broadcast and/or other electronic media applications. Topics include basic audio signal processing equipment and analog and digital professional audio recording and playback equipment. Upon completion, students should be able to optimize the use of professional audio equipment in the production of effective audio programming.

BPT 135 Radio Performance I 0-6-2
This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules.

BPT 210 Broadcast Management 3-0-3
This course covers management duties within the fields of broadcasting and other electronic media. Emphasis is placed on the management of broadcast stations and cable systems, including financial, personnel, news, sales, and promotion management. Upon completion, students should be able to demonstrate knowledge of successful station operation, including key management concepts and strategies.

BPT 215 Broadcast Programming 3-0-3
This course covers programming methods, research, and resources needed to provide programs for radio, television, cable, and satellite target audiences. Topics include market research and analysis; local, network, and public station programming and program sources; and scheduling

procedures for electronic media. Upon completion, students should be able to develop a programming format or schedule.

BPT 231 Video/TV Production I 2-6-4
This course covers the language of film/video, shot composition, set design, lighting, production planning, scripting, editing, and operation of video and television production equipment. Emphasis is placed on mastering the body of knowledge and techniques followed in producing all forms of video and television production. Upon completion, students should be able to produce basic video and television productions in a team environment.

BPT 232 Video/TV Production II 2-6-4
Prerequisite: BPT 231
This course covers advanced video and television production. Emphasis is placed on field production, post-production, digital video effects, graphics, and multi-camera productions. Upon completion, students should be able to create productions that optimize the use of studio, field, and post-production equipment.

BPT 235 TV Performance I 0-6-2
This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties.

BPT 236 TV Performance II 0-6-2
Prerequisite: BPT 235
This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties.

BPT 250 Institutional Video 2-3-3
This course covers development and production of non-broadcast video productions for clients. Emphasis is placed on satisfying client objectives, including interviewing, research, site surveying, script review, photography, and post-production. Upon completion, students should be able to plan, write, shoot, and edit an institutional video designed to meet a client's objectives.

BUSINESS

C-L-SHC

BUS 110 Introduction to Business 3-0-3
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BUS 115 Business Law I 3-0-3
This course introduces the student to the legal and the 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 and ICAA as a premajor and/or elective course requirement.

BUS 116 Business Law II 3-0-3
Prerequisites: Take 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 125 Personal Finance 3-0-3
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 137 Principles of Management 3-0-3
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BUS 151 People Skills 3-0-3
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 152 Human Relations 3-0-3
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 3-0-3
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 217 Employment Law and Regulations 3-0-3
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

BUS 225 Business Finance 2-2-3
Prerequisite: ACC 120
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 228 Business Statistics 2-2-3
This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BUS 230 Small Business Management 3-0-3
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 234 Training and Development 3-0-3
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

BUS 240 Business Ethics 3-0-3
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 252 Labor Relations 3-0-3
This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

BUS 255 Organizational Behavior in Business 3-0-3
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

BUS 256 Recruiting, Selection & Personnel Planning 3-0-3
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

BUS 258 Compensation and Benefits 3-0-3
This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

BUS 259 HRM Applications 3-0-3
Prerequisites: Take all: BUS 217, BUS 234, BUS 256, and BUS 258
This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to

determine the appropriate actions called for by typical events that affect the status of people at work.

BUS 260 Business Communication 3-0-3
Prerequisite: ENG 110 or 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 261 Diversity in Management 3-0-3
This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

BUS 270 Professional Development 3-0-3
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 4-0-4
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.

CARPENTRY

C-L-SHC

CAR 111 Carpentry I 3-15-8
This course introduces the theory and construction methods associated with the building industry; including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. This is a diploma-level course.

CAR 113 Carpentry III 3-9-6
Prerequisite: CAR 111
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114 Residential Building Codes 3-0-3
This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115 Residential Planning/Estimating 3-0-3
Prerequisite: BPR 130
This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

COMPUTER ENGINEERING TECHNOLOGY

C-L-SHC

CET 225 Digital Signal Processing 2-2-3
Local Prerequisite: ELN 133
This course introduces concepts and applications of digital signal processing. Topics include Fourier analysis, signal sampling, digital filtering, IIR filters, FIR filters, and DSP programming. Upon completion, students should be able to implement and troubleshoot DSP systems in hardware and software.

CHINESE

C-L-SHC

CHI 111 Elementary Chinese I 3-0-3
This course introduces the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

CHI 112 Elementary Chinese II 3-0-3
Prerequisites: CHI 111
This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. 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 Chinese and demonstrate further cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

CHI 211 Intermediate Chinese I 3-0-3
Prerequisites: CHI 112
This course includes communicative competencies in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish an appropriate range of Chinese characters, as well as read simple expression sin modern standard Chinese. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

CHI 212 Intermediate Chinese II 3-0-3
Prerequisites: Take CHI 211
This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should demonstrate simple conversations and distinguish a broad range of Chinese characters, as well as read expressions in modern standard Chinese. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

CHEMISTRY

C-LSHC

CHM 092 Fundamentals of Chemistry 3-2-4
This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

CHM 130 General, Organic and Biochemistry 3-0-3
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 and ICAA a premajor and/or elective course requirement.

CHM 130A General, Organic & Biochemistry Lab 0-2-1
Corequisite: CHM 130
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. Also included are EMR, spectrophotometry, extraction, safety, and feed analysis. This course has been approved for transfer under the CAA and ICAA a premajor and/or elective course requirement.

CHM 131 Introduction to Chemistry 3-0-3
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 and ICAA as a general education course in Natural Science.

CHM 131A Introduction to Chemistry Lab 0-3-1
Corequisite: CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

CHM 132 Organic and Biochemistry 3-3-4
Prerequisite: Take one set: 1) CHM 131 & CHM 131A; 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 and ICAA as a general education course in Natural Science.

CHM 151 General Chemistry I 3-3-4
Local Prerequisite: Take one group: 1) DMA-060, DMA-070, DMA-080; 2) MAT-080; 3) MAT-071 w/minimum grade of C
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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

CHM 152 General Chemistry II 3-3-4
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

CHM 251 Organic Chemistry I 3-3-4
Prerequisite: 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 and ICAA a premajor and/or elective course requirement.

CHM 252 Organic Chemistry II 3-3-4
Prerequisite: 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 and ICAA a premajor and/or elective course requirement.

COMPUTER INFORMATION SYSTEMS

C-L-SHC

CIS 110 Introduction to Computers 2-2-3
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 and ICAA as a general education course in Mathematics.

CIS 111 Basic PC Literacy 1-2-2
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 Introduction to Programming and Logic 2-3-3
Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040; Set 2: DMA-025 & DMA-040; Set 3: MAT-121, Set 4: MAT-171; Set 5: MAT-003
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 manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.

CRIMINAL JUSTICE

C-L-SHC

CJC 100 Basic Law Enforcement Training 10-30-20
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 Introduction to Criminal Justice 3-0-3
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 112 Criminology 3-0-3
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3-0-3
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114 Investigative Photography 1-2-2
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, retrieval of digital images, and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage, and retrieval in criminal investigation.

CJC 120 Interviews/Interrogations 1-2-2
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations 3-0-3
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 122 Community Policing 3-0-3
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community-policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law 3-0-3
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3-0-3
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3-0-3
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 144 Crime Scene Processing 2-3-3
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence, and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 146 Trace Evidence 2-3-3
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires, and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation, and submission to the crime laboratory.

CJC 151 Intro to Loss Prevention 3-0-3
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 160 Terrorism: Underlying Issues 3-0-3
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, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 212 Ethics & Community Relations 3-0-3
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social

change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3-0-3
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology 3-0-3
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215 Organization & Administration 3-0-3
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3-2-4
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3-0-3
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 225 Crisis Intervention 3-0-3
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law 3-0-3
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 245 Friction Ridge Analysis 2-3-3
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching, and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC 246 Advanced Friction Ridge Analysis 2-3-3
Prerequisite: CJC 245
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement, and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

CJC 250 Forensic Biology I 2-2-3
This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

CJC 251 Forensic Chemistry I 3-2-4
This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.

CONSTRUCTION MANAGEMENT

CMT 120 Codes and Inspections 3-0-3
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.

COMMUNICATION

C-L-SHC

COM 110 Introduction to Communication 3-0-3
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 and ICAA as a general education course in Communications.

COM 120 Intro to Interpersonal Communication 3-0-3
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

COM 130 Nonverbal Communication 3-0-3
Prerequisite: COM 110 or COM 120
This course introduces the contemporary study of nonverbal communication in daily life. Topics include haptics, kinesics, proxemics, facial displays, and appearance. Upon completion, students should be able to analyze/interpret nonverbal communication and demonstrate greater awareness of their own verbal communication habits. This course has been approved for transfer under the CAA and ICAA a premajor and/or elective course requirement.

COM 140 Intro to Intercultural Communication 3-0-3
This course introduces techniques of cultural research, definitions, functions, characteristics and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA and ICAA as a general education course in Communications.

COM 231 Public Speaking 3-0-3
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

COSMETOLOGY

C-L-SHC

COS 111 Cosmetology Concepts I 4-0-4
Corequisite: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0-24-8
Corequisite: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II 4-0-4
Prerequisites: COS 111 and COS 112
Local Corequisite: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II 0-24-8
Prerequisites: COS 111 and COS 112
Local Corequisite: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III 4-0-4
Prerequisites: COS 111 and COS 112
Local Corequisite: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III 0-12-4
Prerequisites: COS 111 and COS 112
Local Corequisite: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 2-0-2
Prerequisites: COS 111 and COS 112
Local Corequisite: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0-21-7
Prerequisite: COS 111 and COS 112
Local Corequisite: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I 2-0-2
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.

COS 120 Esthetics Salon I 0-18-6
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.

COS 121 Manicure/Nail Technology I 4-6-6
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

COS 125 Esthetics Concepts II 2-0-2
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.

COS 126 Esthetics Salon II 0-18-6
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.

COS 222 Manicure/Nail Tech. II 4-6-6
Prerequisite: COS 121
This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 223 Contemp Hair Coloring 1-3-2
Prerequisite: COS 111 and COS 112
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 224 Trichology & Chemistry 1-3-2
This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 253 Esthetics Instructional Concepts I 6-15-11
Local Prerequisite: Esthetics License
This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, and student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254 Esthetics Instr Concepts II 6-15-11
Local Prerequisite: Esthetics License
This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

COS 271 Instructor Concepts I 5-0-5
Local Prerequisite: Cosmetology License
Corequisite: COS 272
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I 0-21-7
Local Prerequisite: Cosmetology License
Corequisite: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II 5-0-5
Prerequisites: COS 271 and COS 272
Corequisite: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0-21-7
Prerequisites: COS 271 and COS 272
Corequisite: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

COMPUTER SCIENCE

C-L-SHC

CSC 134 C++ Programming 2-3-3
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CSC 139 Visual BASIC Programming 2-3-3
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CSC 151 JAVA Programming 2-3-3
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CONSTRUCTION TECHNOLOGY

C-L-SHC

CST 111 Construction I 3-3-4
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.

CST 112 Construction II 3-3-4
Prerequisites: 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 113 Construction III 3-3-4
Prerequisite: CST 112
This course covers building methods and materials used to complete the interior of a structure. Topics include safety, installation of thermal and acoustical barriers, and interior finishes including millwork, cabinets, interior doors, flooring, and wall treatments. Upon completion, students should be able to safely and accurately install interior treatments including insulation, paneling, drywall, molding, doors, flooring, and cabinetry.

CST 131 OSHA/Safety/Certification 2-2-3
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 2-2-3
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 2-3-3
Prerequisite: 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 221 Statics/Structure 3-3-4
Prerequisite: Take one set:
Set 1: ARC-112 and MAT-110
Set 2: ARC-112 and MAT-121
Set 3: ARC-112 and MAT-171
Set 4: CAR-112 and MAT-110
Set 5: CAR-112 and MAT-121
Set 6: CAR-112 and MAT-171
Set 7: CST-112 and MAT-110
Set 8: CST-112 and MAT-121
Set 9: CST-112 and MAT-171
This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST 241 Planning/Estimating I 2-2-3
Prerequisite: Take one: BPR 130, MAT 121, 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 TECH INTEGRATION

C-L-SHC

CTI 110 Web, Programming, & Database Foundation 2-2-3
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 2-2-3
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.

CTI 140 Virtualization Concepts 1-4-3
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

COMPUTER INFORMATION TECHNOLOGY

C-L-SHC

CTS 115 Information Systems Business Concept 3-0-3
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CTS 120 Hardware/Software Support 2-3-3
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 130 Spreadsheet 2-2-3
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 135 Integrated Software Introduction 2-4-4
This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

CTS 220 Advanced Hardware/Software Support 2-3-3
Prerequisite: CTS 120
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 285 Systems Analysis and Design 3-0-3
Local Prerequisite: CIS 115
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 1-4-3
Prerequisite: CTI 110, CTI 120, and CTS 115
Local Prerequisite: CTS 285
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.

CULINARY

C-L-SHC

CUL 110 Sanitation & Safety 2-0-2
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 112 Nutrition for Foodservice 3-0-3
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.

CUL 112A Nutrition for Foodservice Lab 0-3-1
Corequisite: CUL 112
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 2-0-2
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 135 Food & Beverage Service 2-0-2

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 140 Culinary Skills I 2-6-5
Corequisite: 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.

CUL 140A Culinary Skills I Lab 0-3-1
Corequisite: CUL 110 and CUL 140
This course provides laboratory experience for enhancing student skills in the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on practical experiences including 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 demonstrate competency in the basic cooking skills used in the foodservice industry.

CUL 160 Baking I 1-4-3
Corequisite: 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.

CUL 165 Therapeutic Cuisine 1-4-3
Prerequisites: CUL 110 and CUL 140
This course covers the principles of therapeutic cooking with an emphasis on gluten free, allergy free, and vegan cooking. Topics include vegan, lacto-ovo, vegetarian, nut-free, dairy-free, wheat-free, soy-free, and corn-free meal preparation. Upon completion, students should be able to demonstrate an understanding of common dietary preferences and intolerances, and be able to safely and accurately execute allergy-free meal plan preparation.

CUL 170 Garde Manger I 1-4-3
Corequisite: 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 present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 240 Culinary Skills II 1-8-5
Prerequisites: Take one group: 1) CUL 110 and CUL 140; 2) CUL 110, CUL 142, CUL 170
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 240A Culinary Skills II Lab 0-3-1
Prerequisites: CUL 110 and CUL 140
Corequisite: CUL 240
This course provides a laboratory experience for furthering students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on practical applications of meat identification/fabrication; butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and food preparation. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of entrees and accompaniments.

CUL 260 Baking II 1-4-3
Prerequisites: Take CUL 110 and CUL 160
This course is designed to further students' knowledge in inA35100gredients, 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 1-4-3
Prerequisites: 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 270A Garde Manger II Lab 0-3-1
Prerequisites: CUL 110, CUL 140 and CUL 170
Corequisite: CUL 270

This course provides a laboratory experience for enhancing student skills in basic cold food preparation techniques and pantry production. Emphasis is placed on practical experiences with pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to demonstrate proficiency in the design/technical applications of advanced garde manger work including classical cold buffets incorporating appropriate showpieces.

CUL 275 Catering Cuisine 1-8-5
Prerequisites: 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 2-6-5
Prerequisites: 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.

CUL 283A Farm-To-Table Lab 0-2-1
Prerequisites: CUL 110 and CUL 140
Corequisite: CUL 283
This course provides a laboratory experience for enhancing students' agricultural skills and understanding the development of cooperation between sustainable farmers and foodservice operations. Emphasis is placed on practical experiences such as practicing agricultural methods, observation of the farm and related field trips. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine and sustainability.

DATABASE MANAGEMENT TECHNOLOGY

C-L-SHC

DBA 110 Database Concepts 2-3-3
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.

DBA 120 Database Programming I 2-2-3
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs that create, update, and produce reports.

DESIGN DRAFTING

C-L-SHC

DDF 211 Design Process I 1-6-4
Local Corequisite: DFT 153 or DFT 154
This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

DDF 212 Design Process II 1-6-4
Prerequisite: DDF 211
This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

DDF 252 Advanced Solid Modeling 2-2-3
Prerequisite: DFT 153 or DFT 154
This course introduces advanced solid modeling and design software. Topics include design principles, design constraints, work planes, view generation, and model sharing and rendering. Upon completion, students should be able to create advanced solid models.

DENTAL

C-L-Cl-SHC

DEN 100 Basic Orofacial Anatomy 2-0-0-2
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting.

DEN 101 Preclinical Procedures 4-6-0-7
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

DEN 102 Dental Materials 2-4-0-4
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to

manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

DEN 103 Dental Sciences 2-0-0-2
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

DEN 104 Dental Health Education 2-2-0-3
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

DEN 105 Practice Management 2-0-0-2
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

DEN 106 Clinical Practice I 2-0-12-6
Prerequisite: DEN 101
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.

DEN 107 Clinical Practice II 1-0-12-5
Prerequisite: DEN 106
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills, including functions delegable to a DA II.

DEN 110 Orofacial Anatomy 2-2-0-3
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 Infection/Hazard Control 2-0-0-2
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

DEN 112 Dental Radiography 2-3-0-3
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 Dental Hygiene Preclinic Lecture 2-0-0-2
Corequisite: DEN 121
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

DEN 121 Dental Hygiene Preclinic Laboratory 0-6-0-2
Corequisite: DEN 120
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

DEN 123 Nutrition/Dental Health 2-0-0-2
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology 2-0-0-2
Prerequisites: DEN 110

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

DEN-125 Dental Office Emergencies 0-2-0-1
This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.

DEN 130 Dental Hygiene Theory I 2-0-0-2
Prerequisite: DEN 120
Corequisite: DEN 131
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

DEN 131 Dental Hygiene Clinic I 0-0-9-3
Prerequisite: DEN 121
Corequisite: DEN 130
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 140 Dental Hygiene Theory II 1-0-0-1
Prerequisites: DEN 130
Corequisite: DEN 141
This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications and radiographic abnormalities.

DEN 141 Dental Hygiene Clinic II 0-0-6-2
Prerequisite: DEN 131
Corequisite: DEN 140
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 220 Dental Hygiene Theory III 2-0-0-2
Prerequisite: DEN 140
Corequisite: DEN 221
This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients.

DEN 221 Dental Hygiene Clinic III 0-0-12-4
Prerequisite: DEN 141
Corequisite: DEN 220
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 222 General and Oral Pathology 2-0-0-2
Prerequisite: Take one: BIO 163, BIO 165, or BIO 168
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, and specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 Dental Pharmacology 2-0-0-2
Corequisite: Take one: BIO 163, BIO 165, or BIO 168
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 Materials and Procedures 1-3-0-2
Prerequisite: DEN 111
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

DEN 230 Dental Hygiene Theory IV 1-0-0-1
Prerequisite: DEN 220
Corequisite: DEN 231
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case

presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations

DEN 231 Dental Hygiene Clinic IV 0-0-12-4
Prerequisite: DEN 221
Corequisite: DEN 230
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 232 Community Dental Health 2-3-0-3
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

DEN 233 Professional Development 2-0-0-2
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, résumés, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

DRAFTING

C-L-SHC

DFT 111 Technical Drafting I 1-3-2
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 151 CAD I 2-3-3
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II 2-3-3
Local Prerequisite: DFT 151
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 153 CAD III 2-3-3
Local Prerequisite: DFT 111
This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

DFT 154 Introduction to Solid Modeling 2-3-3
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 multi view drawings. Upon completion, students should be able to use design techniques to create, edit, render, and generate a multi view drawing.

DFT 170 Engineering Graphics 2-2-3
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 and ICAA as a premajor and/or elective course requirement.

DFT 211 Gears, Cams, & Pulleys 1-3-2
Prerequisites: DFT 111 and MAT 121 or DFT 111 and MAT 171
This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

DFT 253 CAD Data Management 2-2-3
Prerequisite: DFT 151
This course covers engineering document management techniques. Topics include efficient control of engineering documents, manipulation of CAD drawing data, generation of bill of materials, and linking to spreadsheets or databases. Upon completion, students should be able to utilize systems for managing CAD drawings, extract data from drawings, and link data to spreadsheets or database applications.

DFT 254 Intermed Solid Model/Render 2-3-3
Prerequisites: DFT 154
This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.

DFT 259 CAD Project 1-4-3
Local Prerequisite: DDF 211 and either DFT 153 or DFT 154
This course is a capstone course experience for programs with a focus in computer-aided design. Emphasis is placed

on the use of design principles and computer technology in planning, managing, and completing a design project. Upon completion, students should be able to plan and produce engineering documents of a design project, including solid models, working drawings, Bills of Material, annotations, and spreadsheets.

DEVELOPMENTAL MATHEMATICS

C-L-SHC

DMA 010 Operations With Integers 0.75-0.50-1
Prerequisite: MAT 050
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 0.75-0.50-1
Prerequisites: DMA 010 or appropriate placement test scores
Prerequisite: MAT 050
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 0.75-0.50-1
Prerequisites: DMA-010 and DMA-020 or appropriate placement test scores
Prerequisite: MAT 050
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 0.75-0.50-1
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, and DMA 030,
Set 2: MAT 060
or appropriate placement test scores
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.

DMA 050 Graphs/Equations of Lines 0.75-0.50-1
Prerequisites: Take one set:
Set 1: DMA 010, DMA 020, DMA 030, and DMA 040,
Set 2: DMA 040 and MAT 060
or appropriate placement test scores
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 0.75-0.50-1
Prerequisites: 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
or appropriate placement test scores
This course provides a conceptual 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 070 Rational Express/Equation 0.75-0.50-1
Prerequisites: 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
or appropriate placement test scores
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 0.75-0.50-1
Prerequisites: 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
or appropriate placement test scores
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 equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DRAMA/THEATRE

C-L-SHC

DRA 111 Theatre Appreciation 3-0-3
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

DRA 112 Literature of the Theatre 3-0-3
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

DRA 120 Voice for Performance 3-0-3
This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved for transfer under the CAA and ICAA a premajor and/or elective course requirement.

DRA 124 Readers Theatre 3-0-3
This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Basics of acting are introduced as needed for performance. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. This course has been approved for transfer under the CAA and ICAA a premajor and/or elective course requirement.

DRA 128 Children's Theatre 3-0-3
This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 130 Acting I 0-6-3
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 131 Acting II 0-6-3
Prerequisites: DRA 130
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 140 Stagecraft I 0-6-3
This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 141 Stagecraft II 0-6-3
Prerequisites: DRA 140
This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 145 Stage Make-Up 1-2-2
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 170 Play Production I 0-9-3
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 171 Play Production II 0-9-3
Prerequisite: DRA 170

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 211 Theatre History I 3-0-3
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

DRA 260 Directing 0-6-3
Prerequisite: DRA 130
Corequisite: DRA 140
This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 270 Play Production III 0-9-3
Prerequisites: DRA 171
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 271 Play Production IV 0-9-3
Prerequisites: DRA 270
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DEVELOPMENTAL READING/ENGLISH

C-L-SHC

DRE 096 Integrated Reading and Writing 2.5-1.0-3
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) represents registered trademark.

DRE 097 Integrated Reading Writing II 2.5-1.0-3
Prerequisites: DRE 96 or appropriate placement test scores
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 2.5-1.0-3
Prerequisites: DRE 097 or appropriate placement test scores
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.

DRE 099 Integrated Reading Writing III 2.5-1.0-3
Prerequisite: DRE 097 or appropriate placement test scores
Corequisite: ENG 111
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. 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 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.

ECONOMICS

C-L-SHC

ECO 151 Survey of Economics 3-0-3
This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

ECO 251 Principles of Microeconomics 3-0-3
This course introduces economic analysis of individual, business, and industry 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 for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

ECO 252 Principles of Macroeconomics 3-0-3
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

EDUCATION

C-L-SHC

EDU 119 Intro to Early Childhood Educ 4-0-4
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.

EDU 131 Child, Family, & Community 3-0-3
Corequisite: Take DRE 097, ENG 002, or ENG 111
This course covers the development of partnerships among 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 and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144 Child Development I 3-0-3
Corequisite: Take DRE 097, ENG 002, or ENG 111
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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 145 Child Development II 3-0-3
Corequisite: Take DRE 097, ENG 002, ENG 111
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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved

for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 146 Child Guidance 3-0-3
Prerequisite: Take DRE 097, ENG 002, ENG 111
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.

EDU 151 Creative Activities 3-0-3
Prerequisite: Take DRE 097, ENG 002, or ENG 111
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 153 Health, Safety, and Nutrition 3-0-3
Prerequisite: Take DRE 097, ENG 002, or ENG 111
This course covers promoting 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 158 Healthy Lifestyles-Youth 3-0-3
Prerequisite: Take DRE 097, ENG 002, ENG 111
This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth.

EDU 163 Classroom Management & Instruction 3-0-3
Prerequisite: Take DRE 097, ENG 002, or ENG 111
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.

EDU 216 Foundations of Education 3-0-3
Prerequisite: Take DRE 098, ENG 002, or ENG 111
This course introduces the examination of the American educational system and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

EDU 221 Children with Exceptional 3-0-3
Prerequisite. Take one set: 1) EDU 144 and EDU 145; 2) PSY 244, PSY 245
Corequisite: DRE 098, ENG 002, or ENG 111
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course has been approved for transfer under the CAA as a premajor and/or elective course

requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 234 Infants, Toddlers, & Twos 3-0-3
Prerequisite: EDU 119
Corequisite: DRE 098, ENG 002, or ENG 111
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, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum 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 Development and Program 3-0-3
Corerequisite: DRE 098, 098, ENG 002, or ENG 111
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 and implement developmentally appropriate programs and activities.

EDU 250 Teacher Licensure Preparation 3-0-3
Requisite: Take One Set:
Set 1: ENG-111 and MAT-143
Set 2: ENG-111 and MAT-152
Set 3: ENG-111 and MAT-171
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 252 Math and Sci Activities 3-0-3
Corequisite: DRE 098, ENG 002, or ENG 111
This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 259 Curriculum Planning 3-0-3
Prerequisite: EDU 119
Corequisite: DRE 098, ENG 002, or ENG 111
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 3-0-3
Corerequisite: Take one set: 1) EDU 119 and DRE 098; 2) EDU 119 and ENG 002; 3) ENG 119 and ENG 111
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.

EDU 262 Early Childhood Admin II 3-0-3
Prerequisite: Take one set: 1) DRE 098, EDU 119 and EDU 261; 2) ENG 002, EDU 119, and EDU 261; 3) ENG 111, EDU 119; and EDU 261
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 263 School-Age Program Admin 2-0-2
Corequisite: DRE 098, ENG 002, or ENG 111
This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

EDU 271 Educational Technology 2-2-3
Corequisite: DRE 098, ENG 002, or ENG 111
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 and Literacy 3-0-3
Corequisite: DRE 098, ENG 002, or ENG 111
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 Instructional Strategies in Reading and Writing 2-2-3
Requisite: DRE 098, ENG 002, or ENG 111
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 284 Early Childhood Capstone Prac 1-9-4
Prerequisites: 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: DRE 098, ENG 002, or ENG 111
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

C-L-SHC

EGR 131 Introduction To Electronics Technology 1-2-2
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety 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 1-2-2
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 and ICAA as a premajor and/or elective course requirement.

EGR 210 Intro to Elec/Comp Eng Lab 1-3-2
Prerequisites: Take MAT 271 and PHY 251
This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EGR 212 Logic System Design I 3-0-3
Prerequisite: Take MAT 271 and PHY 251
This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EGR 215 Network Theory I 3-0-3
Prerequisites: Take MAT 272 and PHY 251
Corequisite: Take PHY 252 and MAT 273
This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity

functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EGR 216 Logic and Network Lab 0-3-1
Prerequisites: Take MAT 272 and PHY 251
Corequisite: EGR 215
This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EGR 220 Engineering Statics 3-0-3
Prerequisites: Take PHY 251
Corequisites: 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 and ICAA as a premajor and/or elective course requirement.

EGR 228 Intro to Solid Mechanics 3-0-3
Prerequisites: Take EGR 220
This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EGR 250 Statics/Strength of Mater 4-3-5
Local Prerequiste: 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 0-4-2
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

C-L-SHC

ELC 111 Introduction to Electricity 2-2-3
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity 3-6-5
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Residential Wiring 2-6-4
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 basic electrical installations.

ELC 114 Commercial Wiring 2-6-4
This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 Industrial Wiring 2-6-0-4
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls 2-6-4
Local Prerequisites: ELC 112
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control

devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code 1-2-2
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations 1-2-0-2
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 121 Electrical Estimating 1-2-0-2
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC 122 Advanced Residential Wiring 2-4-4
Prerequisites: ELC 113 *ELC 113*
This course introduces advanced topics in residential electrical installations including the requirements of the National Electrical Code (NEC). Topics include NEC, special purpose outlets, telephone and low voltage signal systems, swimming pool electrical systems, home automation systems, standby power systems and residential utility-interactive photovoltaic systems. Upon completion, students should be able to properly install conduits, wiring, electrical distribution equipment, low voltage, standby power, automated systems, and utility-interactive photovoltaic systems associated with advanced residential electrical installations.

ELC 125 Diagrams and Schematics 1-2-2
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 127 Software for Technicians 1-3-2
This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.

ELC 128 Introduction to PLC 2-3-3
Local Prerequisite: ELC 112 or ELC 131 or Permission of Instructor
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLC systems and create simple programs.

ELC 131 Circuit Analysis I 3-3-4
Local Corequisite: Take one set: 1) MAT 121 and ELC 131A; 2) ELC 131A and MAT 171
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.

ELC 131A Circuit Analysis I Lab 0-3-1
Corequisite: ELC 131
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 134 Transformer Applications 1-2-0-2
Prerequisites: ELC 112
This course covers single and three phase transformer applications as found in industrial/commercial buildings and machinery. Topics include transformer principles, single and three phase calculations, and connections. Upon completion, students should be able to understand single and three phase transformers, make transformer connections, and make calculations.

ELC 213 Instrumentation 3-2-4
Local Prerequisites: ELC 111, ELC 112, or ELC 131
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 220 Photovoltaic Sys Tech 2-3-3
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.

ELC 221 Adv PV Sys Designs 2-3-3
Prerequisites: ELC 220
This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.

ELC 228 PLC Applications 2-6-4
Local Prerequisite: ELC 128
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELC 229 Applications Project 1-3-2
Local Prerequisite: Take ELC 112, ELC 113, or ELC 140
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

ELECTRONICS

C-L-SHC

ELN 131 Analog Electronics I 3-3-4
Local Prerequisite: ELC 112 or 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 132 Analog Electronic II 3-3-4
Local Prerequisite: ELN 131 or ELC 140
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3-3-4
Local Prerequisite: EGR 131 or ELC 131 or Instructor Approval
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 2-3-3
Local Prerequisite: ELC 112, ELC 131 or ELC 140
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 Introduction to Microprocessors 3-3-4
Local Prerequisite: ELN 133 or Instructor Approval
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.

ELN 234 Communication Systems 3-3-4
Local Prerequisite: Take one: ELN 132 or ELN 140
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 236 Fiber Optics and Lasers 3-2-4
This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

ELN 247 Electronic Application Project 1-3-2
Local Prerequisite: ELN 133, ELN 132 or ELN 140
This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

ELN 260 Prog Logic Controllers 3-3-4
Local Prerequisites: ELC 128
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

ELN 275 Troubleshooting 1-3-2
Local Prerequisites: ELN 133 and ELN 132
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

ENGLISH

C-L-SHC

ENG 002 Transition English 0-6-3
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 Writing and Inquiry Support 1-2-2
Corequisites: Take ENG 111
This course provides an opportunity to supplement the skills introduced in Writing and Inquiry. Topics include developing the necessary skills to edit and revise components of the writing process. Upon completion, students should be able to write in a variety of genres and formats using a recursive process, and effective use of rhetorical strategies, with emphasis placed on the editing and revision components of the writing process.

ENG 102 Applied Communications II 3-0-3
Prerequisites: Take RED 080 and ENG 090 (minimum grade C)
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

ENG 110 Freshman Composition 3-0-3
Prerequisites: DRE 097;or appropriate placement test scores
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 3-0-3
Prerequisites: DRE 098 or ENG 002
Local Prerequisites: Take one: 1) ENG 011; 2) ENG 002; 3) DRE 098; 4) ENG 090; 5) ENG 095
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 for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

ENG 112 Writing/Research in the Disciplines 3-0-3
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in English Composition.

ENG 113 Literature-Based Research 3-0-3
Prerequisite: 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. Students should be able to respond to literature orally in class discussions and in small group and individual presentations. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition

ENG 114 Professional Research and Reporting 3-0-3
Prerequisite: 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 and ICAA as a general education course in English Composition.

ENG 115 Oral Communication 3-0-3
This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

ENG 116 Technical Report Writing 3-0-3
Prerequisite: ENG 110 or ENG 111
This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation or technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models.

ENG 125 Creative Writing I 3-0-3
Prerequisite: 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 and ICAA as a premajor and/or elective course requirement.

ENG 126 Creative Writing II 3-0-3
Prerequisite: ENG 125
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ENG 231 American Literature I 3-0-3
Prerequisite: 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

ENG 232 American Literature II 3-0-3
Prerequisite: 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

ENG 233 Major American Writers 3-0-3
Prerequisite: ENG 112, ENG 113, or ENG 114
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

ENG 241 British Literature I 3-0-3
Prerequisite: 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 and ICAA as a general education course in Humanities/Fine Arts.

ENG 242 British Literature II 3-0-3
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

ENG 243 Major British Writers 3-0-3
Prerequisite: ENG 112, ENG 113, or ENG 114
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

ENG 261 World Literature I 3-0-3
Prerequisite: ENG 112, ENG 113, or ENG 114
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

ENG 262: World Literature II 3-0-3
Prerequisite: ENG 112, ENG 113, or ENG 114
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

ENG 273 African-American Literature 3-0-3
Prerequisite: ENG 112, ENG 113, or ENG 114
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

FOOD SERVICE

C-L-SHC

FST 100 Introduction to Foodservice Industry 3-0-3
This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.

FST 101 Quantity Baking I 1-4-3
Corequisites: FST 103 or CUL 110
This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.

FST 102 Foodservice Skills I 4-8-8
Corequisite: FST 103 or CUL 110
This course introduces the concepts, skills, and techniques for volume food production in an institutional setting. Emphasis is placed on development of skills in knife, tool, and equipment handling and applying principles of food preparation to produce varieties of food products. Upon completion, students should be able to demonstrate entry-level skills in a quantity foodservice operations. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.

FST 103 Foodservice Sanitation 2-0-2
This course provides practical experience with basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry. This course is restricted to the Foodservice Technology program and is approved only for designated Department of Correction facilities.

FST 103A Foodservice Sanitation Lab 0-2-1
Corequisite: FST 103 or CUL 110
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety in the foodservice industry. Emphasis is placed on the practical experiences that enhance personal hygiene habits, safety regulations, and food handling practices that protect the health of the consumer. Upon completion, students should be able to demonstrate the application of sanitation and safety production procedures in foodservice operations. This course is restricted to the Foodservice Technology program and is approvable for offering only at designated Department of Correction facilities.

GEOLOGY

C-L-SHC

GEL 111 Introductory Geology 3-2-4
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

GEL 113 Historical Geology 3-2-4
Prerequisite: GEL 111 or GEL 120
This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and

associated rock strata and approximate ages of geological formations. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Sciences.

GEL 230 Environmental Geology 3-2-4
Prerequisite: GEL 111, GEL 120, or PHS 130
This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Sciences.

GEOGRAPHY

C-L-SHC

GEO 111 World Regional Geography 3-0-3
This course introduces the regional concept, which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

HEALTH

C-L-SHC

HEA 110 Personal Health/Wellness 3-0-3
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA and ICAA pre-major and/or elective requirement.

HEA 112 First Aid & CPR 1-2-2
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

HEALTH AND FITNESS SCIENCE

HFS 110 Exercise Science 4-0-0-4
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.

HFS 111 Fitness & Exer Testing I 3-2-0-4
This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

HFS 116 Pvnt & Care Exer Injuries 2-2-0-3
This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

HFS 118 Fitness Facility Mgmt 4-0-0-4
This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.

HFS 120 Group Exer Instruction 2-2-0-3
Prerequisite: HFS 110
This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.

HFS 210 Personal Training 2-2-0-3
Prerequisite: HFS 110 and HFS 111
This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

HFS 211 Fitness & Exer Testing II 3-2-0-4
Prerequisite: HFS 110 and HFS 111
This is an advanced course in graded exercise testing. Topics include various exercise testing protocols for

physical fitness and cardiorespiratory fitness with methods for prescribing exercise programs based on exercise test results. Upon completion, students should be able to conduct specific exercise tolerance tests using a variety of equipment and protocols.

HFS 212 Exercise Programming 2-2-0-3
Prerequisite: HFS 110
This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

HFS 214 Health and Fitness Law 3-0-0-3
This course is designed to build a greater awareness and understanding of laws and legal issues encountered in the health and fitness industry. Topics include federal/state regulations, historical/current practices, risk management, torts, employment, discrimination, contracts, waivers, health/fitness screening, client confidentiality, facility safety, equipment liability, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize liability in a fitness setting.

HFS 218 Lifestyle Change & Wellness 3-2-0-4
This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

HISTORY

C-L-SHC

HIS 111 World Civilizations I 3-0-3
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic, and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

HIS 112 World Civilizations II 3-0-3
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

HIS 115 Introduction to Global History 3-0-3
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

HIS 121 Western Civilization I 3-0-3
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

HIS 122 Western Civilization II 3-0-3
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

HIS 131 American History I 3-0-3
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

HIS 132 American History II 3-0-3
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

HIS 151 Hispanic Civilization 3-0-3
This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. This course has been approved to satisfy the Comprehensive Articulation premajor and/or elective requirement.

HIS 222 African-American History I 3-0-3
This course covers African-American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history. This course has been approved for transfer under the CAA and ICAA a premajor and/or elective course requirement.

HIS 223 African-American History II 3-0-3
This course covers African-American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

HIS 226 The Civil War 3-0-3
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

HIS 236 North Carolina History 3-0-3
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved for transfer under the CAA and ICAA a premajor and/or elective course requirement.

HEALTH INFORMATION TECHNOLOGY

HIT 110 Fundamentals of HIM 3-0-0-3
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends

HIT 112 Health Law & Ethics 3-0-0-3
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT 114 Health Data Sys/Standards 2-3-0-3
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

HIT 124 Prof Practice Exp II 0-0-3-1
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 210 Healthcare Statistics 2-2-0-3
Prerequisite: MAT 110 or MAT 143
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

HIT 211 ICD Coding 2-6-0-4
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and

procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 214 CPT/Other Coding 1-3-0-2
Prerequisite: HIT 211
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

HIT 215 Reimbursement Methodology 1-2-0-2
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216 Quality Management 1-3-0-2
Prerequisite: HIT 114
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

HIT 218 Mgmt Principles in HIT 3-0-0-3
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 Health Informatics & EHRs 1-2-0-2
Prerequisites: Take one set: 1) HIT 114 and CIS 110; 2) HIT 114 and CIS 111
This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 221 Lifecycle of EHR 2-2-0-3
This course covers the system selection, design and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222 Prof Practice Exp III 0-0-6-2
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 225 Healthcare Informatics 3-2-0-4
This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations.

HIT 226 Principles of Disease 3-0-0-3
Prerequisite: BIO 166 or BIO 169
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 227 Informatics Project Mgt 2-2-0-3
This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

HIT 280 Professional Issues 2-0-0-2
Prerequisite: HIT 211
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to

demonstrate competence in entry-level domains and subdomains for health information technologies.

HEALTHCARE MANAGEMENT

C-L-SHC

HMT 110 Intro to Healthcare Mgt 3-0-3
This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 210 Medical Insurance 3-0-3
Prerequisite: Take MED 122 or OST 142
This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

HMT 211 Long-Term Care Admin 3-0-3
This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant.

HMT 212 Mgt of Healthcare Org 3-0-3
This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

HMT 220 Healthcare Financial Mgmt 4-0-4
Prerequisites: HMT 110 and ACC 120
This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

HORTICULTURE

C-L-SHC

HOR 130 Greenhouse Design 3-0-3
This course covers greenhouse facilities planning and equipment selection. Topics include types of greenhouses, location factors, materials, glazing selection, calculation of heating/cooling requirements, lighting, benches, and energy conservation. Upon completion, students should be able to demonstrate knowledge of material selection, facilities planning, equipment need selection, and appropriate calculations.

HOR 168 Plant Propagation 2-2-3
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.

HOTEL & RESTAURANT MANGEMANT

C-L-SHC

HRM 245 Human Resource Mgmt-Hosp 3-0-3
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.

HEALTH SCIENCES

C-L-SHC

HSC 110 Orientation to Health Careers 1-0-1
This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HUMAN SERVICES

C-L-SHC

HSE 110 Introduction to Human Services 2-2-3
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.

HSE 112 Group Process I 1-2-2
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.

HSE 123 Interviewing Techniques 2-2-3
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 2-2-3
Local Prerequisite: PSY 150
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 2-0-2
Local Prerequisite: HSE 110
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 3-0-3
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.

HUMANITIES

C-L-SHC

HUM 110 Technology and Society 3-0-3
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 and ICAA as a general education course in Humanities/Fine Arts.

HUM 115 Critical Thinking 3-0-3
Prerequisites: DRE 098, ENG 001, or ENG 111
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 and ICAA as a general education course in Humanities/Fine Arts.

HUM 120 Cultural Studies 3-0-3
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 122 Southern Culture 3-0-3
This course explores the major qualities that make the South +-a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 150 American Women's Studies 3-0-3
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 160 Introduction to Film 2-2-3
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 211 Humanities I 3-0-3
Prerequisite: ENG 111
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

HUM 220 Human Values and Meaning 3-0-3
Prerequisite: 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 and ICAA as a general education course in Humanities/Fine Arts.

HYDRAULICS

C-L-SHC

HYD 110 Hydraulics/Pneumatics I 2-3-3
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD 121 Hydraulics/Pneumatics II 1-3-2
Prerequisite: HYD 110
This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems.

INTERNATIONAL BUSINESS

C-L-SHC

INT 110 International Business 3-0-3
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

C-L-SHC

ISC 110 Workplace Safety 1-0-1
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 121 Environmental Health and Safety 3-0-3
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 221 Statistical Qual Control 3-0-3
Local Prerequisites: Completion of curriculum mathematics requirement
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 278 cGMP Quality Systems 2-0-2
This course focuses on the development, implementation, and on-going maintenance of a quality system in a cGMP environment. Topics include the cGMP standard, components of cGMP quality systems, quality function roles and training, and development of documentation such as SOPs and system review procedures. Upon completion, the student should be able to identify the components of a quality system and develop a quality system manual utilizing the cGMP standard.

LASERS AND OPTICS

C-L-SHC

LEO 111 Lasers and Applications 1-3-2
Corequisite: MAT 122
This course covers the basic principles of laser operations and applications with a particular emphasis on laser safety. Topics include the properties of laser light, laser components, laser beam characteristics, and laser safety. Upon completion, students should be able to make measurements of laser beam characteristics and conduct a safety audit and hazards analysis of a laser facility.

LEO 211 Photonics Technology 5-6-7
Prerequisites: ELN 133
This course covers optical theory, optical equipment, optical components, and laser systems. Topics include generation and control of light using optical components such as lasers, lenses, mirrors, diffraction gratings, filters, and polarizers. Upon completion, students should be able to construct, analyze, verify, and troubleshoot optical systems using appropriate techniques and equipment.

LEO 212 Photonics Applications 3-3-4
Local Corequisite: LEO 211
This course provides knowledge and skills related to emerging photonics applications in North Carolina industry. Topics include applications such as materials processing, bar code scanning, surgical applications, optical data storage, and optical computers. Upon completion, students should be able to describe and analyze the critical issues attendant to a variety of photonics applications.

LEO 213 Advanced Photonic Applications 3-3-4
Prerequisites: LEO 212
This course covers advanced knowledge and skills related to industrial photonics applications in industry. Topics include applications such as light emitting diode (LED) semiconductor processing. LED photonics operational testing, fiber optics, and spectroscopy. Upon completion, students should be able to describe an analyze the critical issues attendant to a variety of photonics applications.

LEO 222 Photonics Applications Project 1-3-2
Prerequisites: ELN 132 and LEO 211
This course provides a structured approach to an applications-oriented photonics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting the project. Upon completion, students should be able to present and demonstrate their photonics project.

LEGAL EDUCATION

C-L-SHC

LEX 110 Intro to Paralegal Study 2-0-2
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120 Legal Research/Writing I 2-2-3
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121 Legal Research/Writing II 2-2-3
Prerequisite: LEX 120
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries 3-0-3
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 Civil Litigation I 3-0-3
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure, and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

LEX 141 Civil Litigation II 2-2-3
Prerequisite: LEX 140
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement, and post-trial practice.

LEX 150 Commercial Law I 2-2-3
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 160 Criminal Law & Procedure 2-2-3
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 180 Case Analysis & Reasoning 1-2-2
Corequisite: LEX 120
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

LEX 210 Real Property I 3-0-3
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and

encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211 Real Property II 1-4-3
Prerequisite: LEX 210
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, and draft closing documents, including title insurance forms and prepare disbursement reconciliation.

LEX 220 Corporate Law 2-0-2
This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

LEX 240 Family Law 3-0-3
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 Wills, Estates, & Trusts 2-2-3
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates, including taxation and explain terms regarding trusts.

LEX 260 Bankruptcy & Collections 3-0-3
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270 Law Office Mgt/Technology 1-2-2
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 271 Law Office Writing 1-2-2
This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

LEX 280 Ethics & Professionalism 2-0-2
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LIBRARY AND INFORMATION TECHNOLOGY

C-L-SHC

LIB 110 Introduction to Libraries 3-0-3
This course includes the history and future of libraries, a survey of library types, and an overview of library organization, services, and community relationships. Emphasis is placed on societal roles of the library, literary and intellectual freedom, comparisons and contrasts of library types, and the roles of professional organizations. Upon completion, students should be able to discuss literacy and intellectual freedom, describe library organization, and compare types of libraries, their materials, and services.

LIB 111 Lib. Info. Resources/Svcs 2-2-3
This course provides introductory skills for selecting and using general and specialized information resources in print and electronic formats and related copyright issues. Emphasis is placed on selection tools, print and electronic censorship, core collection materials in various disciplines, compiling bibliographies, and interpreting and referring reference questions. Upon completion, students should be able to use numerous resources to answer directional and factual questions and to decide when to refer difficult reference questions.

LIB 112 Library Coll. Dev./Acq. 2-2-3
This course covers library collection development and acquisitions policies and procedures. Emphasis is placed on evaluating mission statements, needs assessment studies, purchasing materials using selection criteria and tools, and related collection development and acquisitions activities. Upon completion, students should be able to evaluate mission statements, conduct needs assessments using

selected criteria, and complete related collection development and acquisitions activities.

LIB 113 Lib. Cataloging & Classification 2-2-3
This course covers standards and procedures for copy cataloging and types of classification systems. Emphasis is placed on selecting bibliographic records, maintaining and using authority records, and the importance of the catalog to the library mission. Upon completion, students should be able to select the appropriate MARC record, search OCLC, and demonstrate an understanding of authority files.

LIB 114 Lib. Public Serv. Oper. 2-2-3
This course covers effective library orientations, effective patron service, automated circulation systems, statistics and reports, reserves, and security. Emphasis is placed on public relations, problem solving, communication skills, circulation systems and policies, interlibrary loan procedures, shelving, and display options. Upon completion, students should be able to deal with diverse patrons, conduct library orientations, compile reports from statistical data, initiate interlibrary loans, and prepare displays.

LIB 210 Electronic Lib. Databases 2-2-3
Prerequisite: LIB 111 and WEB 110
This course covers developing search strategies for using electronic resources in the humanities, social and behavioral sciences, physical and life sciences, and health-related fields. Emphasis is placed on the reference interview, teaching Boolean logic and other search strategies, retrieving and evaluating information, and citing it in APA/MLA style. Upon completion, students should be able to describe methods of information retrieval, use search strategies to teach basic research using databases, and cite resources appropriately.

LIB 211 Library Program Develop 3-0-3
This course covers the purpose of library programs and various methods used for program design, promotion, delivery, and evaluation. Topics include serving library communities through appropriate program activities such as storytelling, puppet shows, book clubs, lectures, reading aloud, workshops, special collections, and outreach. Upon completion, students should be able to prepare, promote, deliver, and evaluate appropriate library programs.

LIB 212 Lib. Services/Spec. Needs 3-0-3
This course covers basic information for serving library users with special needs. Emphasis is placed on ADA guidelines, the location and use of appropriate resources, and accessibility options. Upon completion, students should be able to access appropriate information about ADA guidelines, locate and use appropriate resources, and be aware of accessibility options.

LIB 213 Cataloging Nonprint Mat. 2-2-3
Prerequisite: LIB 113
This course continues the study and application of information cataloging practices. Emphasis is placed on cataloging information resources, updating bibliographic materials in databases, an overview of Dublin Core, and non-print materials cataloging practices. Upon completion, students should be able to catalog nonprint and electronic resources.

LIB 214 Lib. Services/Children 3-0-3
This course covers the location, evaluation, acquisition, and presentation of children's materials in libraries. Emphasis is placed on locating, evaluating, acquiring, and presenting children's literature, video and audio materials, and web sites through programs, displays, talks, and instruction. Upon completion, students should be able to locate, evaluate, acquire, and present a wide range of children's materials to library users.

LIB 215 Library Management 3-0-3
This course covers basic management duties specific to the field of Library and Information Science. Topics include supervisory skills, delegation, time management, conflict resolution, training and coaching others, communication techniques, organizational theory, leadership and decision making in the library setting. Upon completion, students should be able to demonstrate knowledge of successful library operations, including key management concepts and strategies.

MACHINING

C-L-SHC

MAC 111 Machining Technology I 2-12-6
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II 2-12-6
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.

MAC 113 Machining Technology III 2-12-6
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced

setups. Upon completion, students should be able to produce a part to specifications.

MAC 122 CNC Turning 1-3-2
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 1-3-2
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 152 Adv Machining Calc 1-2-2
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 153 Compound Angles 1-2-2
This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques.

MAC 171 Measure/Material & Safety 0-2-1
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 224 Advanced CNC Milling 1-3-2
Local Prerequisite: MAC 124
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 226 CNC EDM Machining 1-3-2
This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

MAC 241 Jigs and Fixtures I 2-6-4
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 243 Die Making I 2-6-4
This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.

MAC 244 Die Making II 1-9-4
Local Prerequisite: MAC 243
This course provides continued study in the application and use of dies. Emphasis is placed on the design and manufacturing of complex dies. Upon completion, students should be able to design and build complex dies.

MAC 245 Mold Construction I 2-6-4
This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

MAC 246 Mold Construction II 1-9-4
Local Prerequisite: MAC 245
This course provides continued study in the application and use of molds. Emphasis is placed on design and manufacturing of complex molds. Upon completion, students should be able to design and build complex molds.

MASONRY

C-L-SHC

MAS 110 Masonry I 5-15-10
This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

MAS 120 Masonry II 5-15-10
This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

MAS 130 Masonry III 6-6-8
This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

MAS 140 Introduction to Masonry 1-2-2
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

MATHEMATICS

C-L-SHC

MAT 003 Transition Math 0-6-3
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 Math Measurement & Literacy Su 0-2-1
Corequisite: MAT 110
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 021 Algebra/Trigonometry 1 Support 1-2-2
Corequisite: MAT 121
This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 Quantitative Literacy Support Class 1-2-2
Corequisite: MAT 143
This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 Statistical Methods I Support 1-2-2
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 Precalculus Algebra Support 0-4-2
Corequisite: MAT 171
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 110 Math Measurement & Literacy 2-2-3
*Prerequisite: Take one set: **Set 1:** DMA 010, DMA 020, and DMA 030 **Set 2:** DMA 025; Set 3: MAT 003*
Local RISE corequisites: Take one group: 1) MAT 010; 2) MAT 003; 3) DAM 010, DMA 020, DMA 030; 4) MAT 060; 5) DMA 025
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.

MAT 121 Algebra/Trigonometry I 2-2-3
Prerequisite: Take one set:
***Set 1:** DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060; **Set 2:** DMA 025, DMA 040, DMA 050, DMA 060; **Set 3:** DMA 025, DMA 045, DMA 060; **Set 4:** DMA 010, DMA 020, DMA 030, DMA 045, DMA 060; **Set 5:** MAT 003;*

Local RISE corequisites: Take one group:
1) MAT-021; 2) MAT-003; 3) DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060; 4) MAT-121; 5) MAT-161 7). DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-065; 7. DMA-010, DMA-020, DMA-030, DMA-045, DMA-065; 8) DMA-025, DMA-045, DMA-060, DMA-070, DMA-080; 9) DMA-025, DMA-040, DMA-050, DMA-065; 10) MAT-060, MAT-070; 11) MAT-060, MAT-080; 12) MAT-060, MAT-090; 13. MAT-095
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 2-2-3
Prerequisite: 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 143 Quantitative Literacy 2-2-3
*Prerequisite: Take one set: **1)** DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE-098; **2)** DMA 025, DMA 040, DMA 050 and DRE 098; **3)** DMA 025, DMA 045 and DRE 098; **4)** DMA 010, DMA 020, DMA 030, DMA 045 and DRE 098; **5)** MAT-003 & ENG-002; **6)** MAT-003 & ENG-111; **7)** MAT-003 & DRE-098; **8)** DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, & ENG-002; **9)** DMA-010, DMA-020, DMA-030, DMA-045, & ENG-002; **10)** DMA-025, DMA-040, DMA-050, & ENG-002; **11)** DMA-025, DMA-045, & ENG-002*
*Local RISE corequisites: Take one group: **1)** MAT-043; **2)** MAT-003; **3)** DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DRE-098; **4)** DMA-025, DMA-040, DMA-050, DRE-098; **5)** DMA-025, DMA-045, DRE-098*
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 and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MAT 152 Statistical Methods I 3-2-4
*Prerequisite: Take one set: **1**. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, & DRE-098; **2**. DMA-010, DMA-020, DMA-030, DMA-045, & DRE-098; **3**. DMA-025, DMA-040, DMA-050, and DRE-098; **4.** DMA-025, DMA-045, & DRE-098; **5.** MAT-003 & ENG-002; **6.** MAT-003 & ENG-111; **7**. MAT-003 & DRE-098; **8**. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, & ENG-002; **9**. DMA-010, DMA-020, DMA-030, DMA-045, & ENG-002; **10**. DMA-025, DMA-040, DMA-050, & ENG-002; **11**. DMA-025, DMA-045, & ENG-002*
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 and ICAA as a universal general education transfer component (UGETC) course in Mathematics

MAT 171 Precalculus Algebra 3-2-4
Prerequisite: Take one set:
1. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080; 2. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065; 3. DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, and DMA-080 4. DMA-010, DMA-020, DMA-030, DMA_045, & DMA-065; 5. DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, & DMA-080; 6. DMA-025, DMA-040, DMA-050, & DMA-065; 7. DMA-025, DMA-045, DMA-060, DMA-070, & DMA-080; 8. DMA-025, DMA-045, & DMA-065; 9. MAT-212; 10. MAT-003
Local RISE Corequisites: Take one group: 1. MAT-071; 2. MAT-003; 3. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, DMA-080; 4. MAT-121; 5. MAT-161; 6. DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-065; 7. DMA-010, DMA-020, DMA-030, DMA-045, DMA-065; 8. DMA-025, DMA-045, DMA-065; 9. DMA-025, DMA-040, DMA-050, DMA-060, DMA-070, DMA-080; 10. DMA-025, DMA-045, DMA-060, DMA-070, DMA-080; 11. DMA-010, DMA-020, DMA-030, DMA-045, DMA-060, DMA-070, DMA-080; 12. DMA-025, DMA-040, DMA-050, DMA-065; 13. MAT-060, MAT-080; 14. MAT-060, MAT-090; 15. MAT-095
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 and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MAT 172 Precalculus Trigonometry 3-2-4
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MAT 263 Brief Calculus 3-2-4
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MAT 271 Calculus I 3-2-4
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MAT 272 Calculus II 3-2-4
Prerequisite: 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 and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MAT 273 Calculus III 3-2-4
Prerequisite: 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 and ICAA as a general education course in Mathematics.

MAT 280 Linear Algebra 2-2-3
Prerequisite: 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 and ICAA as a premajor and/or elective course requirement.

MAT 285 Differential Equations 2-2-3
Prerequisite: 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 and ICAA as a premajor and/or elective course requirement.

MOTORCYCLE MECHANICS

C-L-SHC

MCM 111 Motorcycle Mechanics 3-8-7
This course covers the proper nomenclature of parts and components of motorcycles, ATVs, and personal watercraft. Topics include theory of operation, differences of operation, preventive maintenance, and operating principles involved in servicing and repairing motorcycles, ATVs, and personal watercraft. Upon completion, students should be able to perform basic inspection, diagnosis, repair, and/or adjustment of motorcycles, ATVs, and personal watercraft.

MCM 114 Motorcycle Fuel Systems 2-6-5
This course introduces various types of fuels and fuel systems used in motorcycle internal combustion engines. Emphasis is placed on the theory and principles of carburetion and fuel injection. Upon completion, students should be able to service, disassemble, inspect, reassemble, and adjust to manufacturers' specifications the components of various fuel systems.

MCM 115 Motorcycle Chassis 1-6-3
This course covers chassis adjustments, components, and types and uses of frames and suspensions. Emphasis is placed on proper and safe use of tools and equipment in servicing and maintaining motorcycle chassis. Upon completion, students should be able to service and repair motorcycle chassis systems and suspension components.

MCM 117 Motorcycle Dyno Tuning I 1-4-3
This course introduces the theory and safe operation of motorcycle chassis dynamometers. Topics include types of dynamometers, theory of operation, differences of operations, preventative maintenance and safe operating principles involved in motorcycle dynamometer tuning and diagnostics. Upon completions, students should be able to safely use motorcycle dynamometers to measure horsepower and torque, to optimize air-fuel metering and exhaust-flow, and to diagnose performance problems.

MCM 122 Motorcycle Engines 2-9-5
This course covers the construction and operation of components in internal combustion engines used in modern motorcycles. Topics include two- and four-cycle engines, power trains, and final drive systems. Upon completion, students should be able to disassemble, inspect, measure, reassemble, and operationally test two- and four-cycle motorcycle engines.

MCM 217 Motorcycle Dyno Tuning II 1-4-3
Prerequisites: MCM 117
This course provides advanced instruction in motorcycle dynamometers that are utilized in high performance engine tuning. Topics include safe modification and customization of components and their effect on horsepower, torque, air-fuel metering, exhaust flow, fuel economy, acceleration and speed. Upon completions, students will safely use motorcycle dynamometers to optimize performance when customizing motorcycles and/or ATV's for racing and high performance street or off-road use.

MECHANICAL

C-L-SHC

MEC 110 Introduction to CAD/CAM 1-2-2
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 1-4-3
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of 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 142 Physical Metallurgy 1-2-2
This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC 161 Manufacturing Processes I 3-0-3
This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

MEC 161A Manufacturing Proc I Lab 0-3-1
Corequisite: MEC 161
This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

MEC 180 Engineering Materials 2-3-3
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 275 Engineering Mechanisms 2-2-3
State Prerequisite: PHY 131, PHY 151, or PHY 251
This course covers plane motion and devices used to generate plane motion. Topics include analysis of displacement, velocity, acceleration, gears, cams, and other mechanical systems. Upon completion, students should be able to graphically and mathematically analyze a plane motion system.

MEDICAL ASSISTING

C-L-Cl-SHC

MED 110 Orientation to Medical Assisting 1-0-0-1
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 118 Medical Law and Ethics 2-0-0-2
Local Prerequisites: DRE 098 or appropriate placement.

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 3-0-0-3
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3-0-0-3
Prerequisite: 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 Administrative Office Procedures I 1-2-0-2
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 Administrative Office Procedures II 1-2-0-2
Local Prerequisite: 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 3-4-0-5
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 3-4-0-5
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 Procedures III 1-2-0-2
Prerequisite: MED 131
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.

MED 232 Medical Insurance Coding 1-3-0-2
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 3-4-0-5
Prerequisite: MED 140
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 0-0-15-5
Local Prerequisites: MED 150, MED 240
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 Medical Assisting Overview 2-0-0-2
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 2-2-0-3
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 3-0-0-3
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.

MED 274 Diet Therapy/Nutrition 3-0-0-3
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.

MED 276 Patient Education 1-2-0-2
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MARKETING

C-L-SHC

MKT 120 Principles of Marketing 3-0-3
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 123 Fundamentals of Selling 3-0-3
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising & Sales Promotion 3-0-3
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 223 Customer Service 3-0-3
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 232 Social Media Marketing 3-2-4
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

C-L-SHC

MNT 110 Intro to Maintenance Procedures 1-3-2
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 2-2-3
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.

MNT 230 Pumps and Piping Systems 1-3-2
This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MNT 240 Industrial Equipment Troubleshoot 1-3-2
Local Prerequisite: ELC 112 or ELC 131
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.

MILITARY SCIENCE

C-L-SHC

MSI 110 Military Science I 1-0-1
This course introduces military-style training and confidence building, including military weapons firing, rappelling, and other related material. Emphasis is placed on US Army and ROTC organization, leadership and management techniques, principles of war, evolution of weapons, and military tactics. Upon completion, students should be able to identify and explain the basics of military science and put into practice the art of organizing, motivating, and leading others.

MSI 120 Military Science II 2-0-2
This course covers the use of maps and compasses for land navigation, leadership principles and techniques, and military written and oral communication. Topics include orienteering compass techniques, assault boat training, time management, military briefings, and basic survival skills. Upon completion, students should be able to fulfill requirements for entry into the ROTC advanced program and compete for continuing ROTC scholarships.

MSI 210 Military Science III 2-0-2
This course emphasizes basic concepts in leadership, team building, and management. Topics include land navigational skills, basic first aid, oral communication, military briefings and personal management skills. Upon completion, students should be able to manage and communicate effectively in a small team environment.
State Requisites*

MSI 220 Military Science IV 2-0-2
This course completes the preparation for accession into the ROTC advanced program. Topics include introduction to the Leadership Development Program (LDP), operation orders, advance land navigation techniques, small unit tactics, and physical training. Upon completion, students will be eligible to apply for entry into the ROTC Advanced Program.

MUSIC

C-L-SHC

MUS 110 Music Appreciation 3-0-3
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

MUS 111 Fundamentals of Music 3-0-3
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 and ICAA as a premajor and/or elective course requirement.

MUS 112 Introduction to Jazz 3-0-3
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating 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 and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

MUS 210 History of Rock Music 3-0-3
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. This course has been approved for transfer under the CAA and ICAA as a general education transfer course.

NURSE AIDE

C-L-Cl-SHC

NAS 101 Nurse Aide I 3-4-3-6
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II 3-2-6-6
Prerequisites: NAS 101
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NETWORKING TECHNOLOGY

C-L-SHC

NET 115 Telecom for IT Professionals 2-2-3
This course introduces telecommunications technologies and topics for Information Technology students. Topics include introduction to telecommunications, wide area networking technologies, voice telephony, wireless telephony and telecommunications network management. Upon completion, students should be able to design, implement and test key telecommunications technologies.

NET 125 Introduction to Networks 1-4-3
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.

NET 126 Routing Basics 1-4-3
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 and Switching I 1-4-3
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 prerequisite 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 1-4-3
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, 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 241 Introduction to VOIP 2-3-3
This course introduces students to the terms and definitions of analog phone systems and voice over internet protocol (VOIP) networks and how to configure, maintain, and troubleshoot said networks. Topics include configuring and maintaining an internet protocol (IP) telephony system, provisioning phones and users, configuring call features, and establishing voicemail over VOIP networks. Upon completion, students should be able to discuss the terms and definitions of VOIP as well as configure and maintain an IP telephony system, provision phones and users, configure call features and voicemail.

NET 289 Networking Project 1-4-3
Prerequisites: 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 SYSTEM

C-L-SHC

NOS 110 Operating Systems Concepts 2-3-3
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place 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 2-2-3
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.

NOS 130 Windows Single User 2-2-3
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220 Linux/UNIX Administration I 2-2-3
Prerequisite: 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 2-2-3
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 a Windows Server operating system.

PRACTICAL NURSING

C-L-Cl-SHC

NUR 101 Practical Nursing I 7-6-6-11
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 7-0-9-10
Prerequisites: NUR 101
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 6-0-9-9
Prerequisites: NUR 101
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.

ASSOCIATE DEGREE NURSING

C-L-Cl-SHC

NUR 111 Intro to Health Concepts 4-6-6-8
Local Prerequisite: Admission into Associate Degree Nursing program
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 3-0-6-5
Prerequisites: NUR 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 3-0-6-5
Prerequisites: NUR 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 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 3-0-6-5
Prerequisites: NUR 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, 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.

NUR 211 Health Care Concepts 3-0-6-5
Prerequisites: NUR 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 3-0-6-5
Prerequisites: NUR 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 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 4-3-15-10
Prerequisites: NUR 111
Corequisite: NUR 112, NUR 113, NUR 114, NUR 211 and NUR 212
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.

NUR 214 Nsg Transition Concepts 3-0-3-4
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUTRITION

C-L-SHC

NUT 110 Nutrition 3-0-3
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

C-L-SHC

OST 131 Keyboarding 1-2-2
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building 1-2-2
Local Prerequisite: OST 131
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134 Text Entry & Formatting 2-2-3
Local Prerequisite: OST 131
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 135 Adv Text Entry & Format 2-2-3
Prerequisite: OST 134
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing 2-2-3
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.

OST 137 Office Applications I 2-2-3
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 138 Office Applications II 2-2-3
Prerequisite: Take One: OST 137, CIS 110, or CIS 111
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST 141 Med Office Terms I 3-0-3
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.

OST 142 Med Office Terms II 3-0-3
Prerequisite: Take one: MED 121 or 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.

OST 148 Med Ins & Billing 3-0-3
This course introduces fundamentals of medical insurance and billing. 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 Med Legal Issues 3-0-3
This course introduces the complex legal, moral, and ethical issues involved in providing health care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164 Office Editing 3-0-3
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 Into to Office Systems 2-2-3
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management 2-2-3
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 233 Office Publications Design 2-2-3
Prerequisite: 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 Processing 2-2-3
Prerequisite: 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 2-2-3
Prerequisite: MED 121 or OST 141
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242 Med Ofc Transcription II 2-2-3
Prerequisite: 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 2-2-3
Prerequisite: 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 247 Procedure Coding 2-2-3
Prerequisites: Take One: MED 121 or OST 141
The 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 2-2-3
Prerequisite: 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 286 Professional Development 3-0-3
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance,

attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Admin Capstone 2-2-3
Prerequisites: Take One Set: Set 1: OST 134 and OST 164; Set 2: OST 136 and OST 164
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.

PROCESS CONTROL INSTRUMENTATION

C-L-SHC

PCI 170 DAQ and Control 3-3-4
This course is a survey of data acquisition and control applications in an industrial setting. Topics include remote I/O systems, PC-based data acquisition, real-time monitoring, and other related topics. Upon completion, students should be able to demonstrate an understanding of data acquisition circuits.

PHYSICAL EDUCATION

C-L-SHC

PED 110 Fit and Well for Life 1-2-2
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 113 Aerobics I 0-3-1
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 114 Aerobics II 0-3-1
Prerequisite: PED 113
This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 115 Step Aerobics I 0-3-1
This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 117 Weight Training I 0-3-1
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 118 Weight Training II 0-3-1
Prerequisite: 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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 119 Circuit Training 0-3-1
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 121 Walk, Jog, Run 0-3-1
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 122 Yoga I 0-2-1
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been

approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 125 Self-Defense: Beginning 0-2-1
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 128 Golf-Beginning 0-2-1
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 130 Tennis-Beginning 0-2-1
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 139 Bowling-Beginning 0-2-1
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 143 Volleyball-Beginning 0-2-1
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 145 Basketball-Beginning 0-2-1
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 148 Softball 0-2-1
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 149 Flag Football 0-2-1
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 155 Water Aerobics 0-3-1
This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 157 Pickleball 0-2-1
This course covers the fundamentals of pickleball. Emphasis is placed on the basics of serving, ground strokes (drives, drops, dinks, punches, and lobs), overhead strokes (smashes and slams), and the rules and strategies of singles and doubles play. Upon completion, students should be able to apply these skills in pickleball playing situations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 171 Nature Hiking 0-2-1
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 172 Outdoor Living 1-2-2
This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 219 Disc Golf 0-2-1
This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the

skills required in playing situations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PED 254 Coaching Basketball 1-2-2
This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PHILOSOPHY

C-L-SHC

PHI 210 History of Philosophy 3-0-3
Prerequisite: ENG 111
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

PHI 215 Philosophical Issues 3-0-3
Prerequisite: ENG 111
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

PHI 230 Introduction to Logic 3-0-3
Prerequisite: ENG 111
This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

PHI 240 Introduction to Ethics 3-0-3
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to individual moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals and issues arising from new technologies. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Humanities/Fine Arts.

PHYSICAL SCIENCE

C-L-SHC

PHS 110 Survey of Physical Science 3-2-4
This course introduces the physical environment with emphasis on the laws and physical concepts that impact the world and universe. Topics include astronomy, geology, meteorology, general chemistry, and general physics. Upon completion, students should be able to describe the forces and composition of the earth and universe. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

PHYSICS

C-L-SHC

PHY 110 Conceptual Physics 3-0-3
Corequisite: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

PHY 110A Conceptual Physics Laboratory 0-2-1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

PHY 121 Applied Physics I 3-2-4
Local Prerequisite: Take DMA 010, DMA 020, DMA 030, and DMA 040
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 131 Physics-Mechanics 3-2-4
Prerequisite: MAT 121, or MAT 171
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 133 Physics-Sound and Light 3-2-4
Prerequisite: PHY 131
This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem solving methods, graphical analysis, wave motion, sound, light, and modern physics. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I 3-2-4
Prerequisite: MAT 171 or MAT 271
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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

PHY 152 College Physics II 3-2-4
Prerequisite: PHY 151
This course uses algebra/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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

PHY 251 General Physics I 3-3-4
Prerequisite: MAT 271
Corequisite: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem solving ability for the topics covered. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

PHY 252 General Physics II 3-3-4
Prerequisites: 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 and ICAA as a universal general education transfer component (UGETC) course in Natural Sciences.

PLUMBING

PLU 111 Intro to Basic Plumbing 1-3-2
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE

C-L-SHC

POL 120 American Government 3-0-3
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

POL 130 State and Local Government 3-0-3
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

POL 210 Comparative Government 3-0-3
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

POL 220 International Relations 3-0-3
This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

PSYCHOLOGY

C-L-SHC

PSY 110 Life Span Development 3-0-3
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 115 Stress Management 2-0-2
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 118 Interpersonal Psychology 3-0-3
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 General Psychology 3-0-3
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal 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 and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

PSY 234 Organizational Psychology 3-0-3
Prerequisite: PSY 150
This course introduces the field of industrial and organizational psychology. Topics include employee motivation, organizational structure, leadership, selection and training, conflict resolution, communication, job satisfaction, and other related influences on performance. Upon completion, students should be able to demonstrate a basic understanding of organizational dynamics and behaviors in the workplace.

PSY 237 Social Psychology 3-0-3
Prerequisite: PSY 150 or SOC 210
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

PSY 241 Developmental Psychology 3-0-3
Prerequisite: 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 and ICAA as a general education course in Social/Behavioral Sciences.

PSY 246 Adolescent Psychology 3-0-3
Prerequisite: 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 socio-cultural 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 and ICAA as a premajor and/or elective course requirement.

PSY 281 Abnormal Psychology 3-0-3
Prerequisite: 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 and ICAA as a general education course in Social/Behavioral Sciences.

RELIGION

C-L-SHC

REL 110 World Religions 3-0-3
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

REL 211 Introduction to Old Testament 3-0-3
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

REL 212 Introduction to New Testament 3-0-3
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

SUBSTANCE ABUSE

C-L-SHC

SAB 110 Substance Abuse Overview 3-0-3
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120 Intake and Assessment 3-0-3
This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process.

SAB 125 SA Case Management 3-0-3
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking.

SAB 210 Sub Abuse Counseling 3-0-3
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 230 Family Therapy 3-0-3
This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment.

SAB 240 Sab Issues in Client Serv 3-0-3
This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

INFORMATION SYSTEMS SECURITY

C-L-SHC

SEC 110 Security Concepts 2-2-3
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 160 Security Administration I 2-2-3
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SOCIOLOGY

C-L-SHC

SOC 210 Introduction to Sociology 3-0-3
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

SOC 213 Sociology of the Family 3-0-3
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

SOC 215 Group Processes 3-0-3
This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

SOC 220 Social Problems 3-0-3
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 Social Diversity 3-0-3
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

SOC 232 Social Context of Aging 3-0-3
This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

SOC 240 Social Psychology 3-0-3
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

SONOGRAPHY

C-L-CL-SHC

SON 110 Intro to Sonography 1-3-3-3
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

SON 111 Sonographic Physics 3-3-0-4
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120 SON Clinical Ed I 0-0-15-5
Prerequisite: SON 110
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121 SON Clinical Ed II 0-0-15-5
Prerequisite: SON 120
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 130 Abdominal Sonography I 2-3-0-3
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

SON 131 Abdominal Sonography II 1-3-0-2
Prerequisite: SON 130
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140 Gynecological Sonography 2-0-0-2
Prerequisite: SON 110
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220 Son Clinical Ed III 0-0-24-8
Prerequisite: SON 121
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221 Son Clinical Ed IV 0-0-24-8
Prerequisite: SON 220
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 225 Case Studies 0-3-0-1
Prerequisite: SON 110 or CVS 163
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

SON 241 Obstetrical Sonography I 2-0-0-2
Prerequisite: SON 110
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

SON 242 Obstetrical Sonography II 2-0-0-2
Prerequisite: SON 241
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

SON 250 Vascular Sonography 1-3-0-2
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

SON 289 Gynecological Sonography 2-0-0-2
Prerequisite: SON 110
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH

C-L-SHC

SPA 111 Elementary Spanish I 3-0-3
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

SPA 112 Elementary Spanish II 3-0-3
Prerequisite: 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 and ICAA as a general education course in Humanities/Fine Arts.

SPA 141 Culture and Civilization 3-0-3
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 and ICAA as a premajor and/or elective course requirement.

SPA 151 Hispanic Literature 3-0-3
Prerequisites: 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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

SPA 211 Intermediate Spanish I 3-0-3
Prerequisite: 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 and ICAA as a general education course in Humanities/Fine Arts.

SPA 212 Intermediate Spanish II 3-0-3
Prerequisite: 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 and ICAA as a general education course in Humanities/Fine Arts.

SUSTAINBILITY TECHNOLOGIES

C-L-SHC

SST 110 Intro to Sustainability 3-0-3
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/nonrenewable 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 2-2-3
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 calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 130 Modeling Renewable Energy 2-2-3
This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems.

SST 140 Green Building & Design Concepts 3-0-3
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.

SST 210 Issues in Sustainability 3-0-3
Prerequisites: 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 Capstone Project 1-6-3
Prerequisites: SST 110
This course introduces an integrated team approach to a 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 a topic based on environmental sustainability into a completed project.

TRANSPORTATION TECHNOLOGY

C-L-SHC

TRN 110 Intro to Transport Tech 1-2-2
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 120 Basic Transp Electricity 4-3-5
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.

TRN 120A Basic Transp Electricity 0-3-1
Corequisite: TRN 120
This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

TRN 130 Intro to Sustainable Transp 2-2-3
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 140 Transp Climate Control 1-2-2
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.

TRN 140A Transp Climate Cont Lab 1-2-2
Corequisite: TRN 140
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145 Adv Transp Electronics 2-3-3
Prerequisites: 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.

TRN 180 Basic Welding for Transp 1-4-3
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.

TRN 180A Basic Welding for Trans Lab 0-3-1
Corequisite: TRN 180
This course provides a laboratory experience for enhancing student skills in welding and cutting procedures associated with the transportation industry. Emphasis is placed on safety and precautionary measures, setup/operation of MIG equipment, metal identification, welds/joints, techniques, inspection of welds/joints, cutting processes and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

VETERINARY MEDICAL TECHNOLOGY

C-L-SHC

VET 110 Animal Breeds and Husbandry 2-2-3
This course provides a study of the individual breed characteristics and management techniques of the canine, feline, equine, bovine, porcine, ovine, caprine, and laboratory animals. Topics include physiological data, animal health management, and basic care and handling of animals. Upon completion, students should be able to identify breeds of domestic and laboratory animals, list physiological data, and outline basic care, handling, and management techniques.

VET 114 Intro to Veterinary Medical Technology 1-0-1
This course introduces the standard operating procedures and responsibilities of veterinary medical technology departments, common zoonotic diseases, safety and ethical issues, and USDA/DEA/OSHA regulations/compliance. Emphasis is placed on standard operating procedures, zoonotic diseases, safety and ethical issues, and the importance of USDA/DEA/OSHA regulations and compliance. Upon completion, students should be able to perform duties assigned in veterinary medical technology, recognize potential zoonotic diseases, and establish safety protocols/regulatory compliance.

VET 120 Veterinary Anatomy and Physiology 3-3-4
Local Prerequisite: Completion of one of the following: high school biology course, BIO 094, BIO 110, or by permission of the instructor
This course covers the structure and function of the animal body with emphasis on the similarities and differences among domestic animals. Emphasis is placed on the structure and function of the major physiological systems of domestic, laboratory, and zoo animals. Upon completion, students should be able to identify relevant anatomical structure and describe basic physiological processes for the major body systems.

VET 121 Veterinary Medical Terminology 3-0-3
This course covers the basic medical terminology required for veterinary technicians. Topics include the pronunciation, spelling, and definition of word parts and vocabulary terms unique to the anatomy, clinical pathology, and treatment of animals. Upon completion, students should be able to demonstrate knowledge and understanding of basic medical terms as they relate to veterinary medicine.

VET 123 Veterinary Parasitology 2-3-3
Local Prerequisite: VET 120
This course covers the common internal and external parasites of companion animals, livestock, selected zoo animals, and wild animals. Emphasis is placed on laboratory diagnosis of the most common forms of the parasite through fecal, urine, skin, and blood exams. Upon completion, students should be able to identify common parasites and discuss life-cycles, treatment and prevention strategies, and public health aspects of veterinary parasitology.

VET 125 Veterinary Diseases I 2-0-2
This course introduces basic immunology, fundamentals of disease processes including inflammation, and common infectious diseases of animals and their prevention through immunization. Topics include fundamental disease processes, principles of medical therapy, immunologic processes, infections and zoonotic diseases of domestic animals, and prevention of disease. Upon completion, students should be able to describe basic disease and immunological processes, recognize infections and zoonotic diseases, and discuss prevention strategies.

VET 126 Veterinary Diseases 1-3-2
Prerequisite: VET 125
This course includes the study of basic disease processes, fundamentals of pathology, and other selected topics of veterinary medicine. Topics include histopathology, pathologic changes associated with common diseases of animals, necropsy procedures, specimen handling. Upon completion, students should be able to describe basic pathologic changes associated with disease, recognize histopathologic changes, and properly perform collection and submission of necropsy specimens.

VET 131 Veterinary Laboratory Techniques 2-3-3
Prerequisite: VET 123
Local Prerequisite: VET 120
Corequisite: VET 133
This course includes the fundamental study of hematology, hemostasis, and urinalysis. Emphasis is placed on basic hematology and urinalysis techniques, manual skill development, instrumentation, quality control, and applications to veterinary science. Upon completion, students should be able to perform manual and automated CBCs, hemostatic assays, and complete urinalyses and maintain laboratory equipment and quality control.

VET 133 Veterinary Clinical Practice I 2-3-3
Corequisite: VET 120
This course introduces basic practices and techniques of the veterinary clinic and biomedical research fields for dogs, cats, and laboratory animals. Topics include physical exam, husbandry, housing, sanitation, restraint and handling, administration of medications, anesthesia and euthanasia techniques, grooming, and dentistry. Upon completion, students should be able to properly restrain, medicate, examine, groom, and maintain each of the species studied.

VET 137 Veterinary Office Practices 1-2-2
This course is designed to teach basic administrative techniques, client communication skills, and regulations pertaining to veterinary medicine. Topics include record keeping, telephone techniques, professional liability, office procedures, state and national regulatory laws, human relations, and animal welfare. Upon completion, students should be able to demonstrate effective communication techniques, office procedures, and knowledge of regulatory laws and issues relating to animal welfare.

VET 211 Veterinary Laboratory Techniques 2-3-3
Prerequisite: VET 131
Corequisite: VET 213
This course covers advanced hematology, serology, immunology, and clinical chemistry. Topics include advanced hematologic, serologic, and immunologic test procedures; manual and automated clinical chemistry procedures; laboratory safety; and quality control. Upon completion, students should be able to collect, prepare, and analyze serum and plasma samples and outline quality control and safety procedures.

VET 212 Veterinary Laboratory Techniques I 2-3-3
Prerequisite: VET 211
Corequisite: VET 214
This course introduces the basic principles of microbiology, histology, and cytology. Emphasis is placed on collection of microbiological samples for culture and sensitivity and collection and preparation of samples for histological and cytological examination. Upon completion, students should be able to perform microbiological culture and sensitivity and evaluate cytology and histology specimens.

VET 213 Veterinary Clinical Practice II 1-9-4
Prerequisite: VET 133
This course covers basic radiography, anesthesia techniques, dentistry, sample collection and handling, surgical assistance and instrumentation, sterile techniques, and patient record keeping. Topics include basic radiography, injectable and gas anesthesia, dentistry, instrument identification and care, sterile surgical technique, specimen collection and processing, and maintenance of patient records. Upon completion, students should be able to take and process radiographs, administer and monitor anesthesia, assist in surgical procedures, collect specimens, and maintain surgical records.

VET 214 Veterinary Clinical Practice III 1-9-4
Prerequisite: VET 213
This course covers advanced anesthetic techniques, special radiographic techniques, advanced dentistry, sample collection and processing, bandaging, and emergency and critical care procedures. Topics include induction and maintenance of anesthesia, radiographic contrast studies, advanced dentistry, external coaptation, intensive care procedures, and advanced sample collection techniques. Upon completion, students should be able to demonstrate proficiency in sample collection, radiology, anesthesia, critical care and emergency procedures, and dentistry.

VET 215 Veterinary Pharmacology 3-0-3
Prerequisites: CHM 130 and CHM 130A or CHM 151
Corequisite: VET 213
This course introduces drugs and other substances utilized in veterinary medicine. Emphasis is placed on drug classification and methods of action, administration, effects and side effects, storing and handling of drugs, and dosage calculations. Upon completion, students should be able to properly calculate and administer medications, recognize adverse reactions, and maintain pharmaceutical inventory and administration records.

VET 217 Large Animal Clinical Practice 2-3-3
Prerequisite: VET 120
Corequisite: VET 213
This course covers topics relevant to the medical and surgical techniques for the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics. Upon completion, students should be able to safely perform restraint, examination, and sample collection; assist surgical, obstetrical, and emergency procedures; and discuss herd health.

VET 237 Animal Nutrition 3-0-3
This course covers the principles of nutrition and their application to feeding practices of domestic, farm, and companion animals. Topics include basic nutrients and nutritional needs of individual species, proximate analysis, interpretation of food and feed labels, types of animal foods, and ration formulation. Upon completion, students should be able to select appropriate diets for animals in various stages of health and disease, analyze nutrition labels, and identify foods.

WORK-BASED LEARNING

C-L-W-SHC

WBL 110 World of Work 1-0-1
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 0-10-1
Local Prerequisite: Approval of Instructor or Department Chairperson
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 112 Work-Based Learning I 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 112A Work-Based Learning I 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 112B Work-Based Learning I 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 115 Work-Based Learning Seminar I 1-0-1
Corequisite: WBL 111, WBL 112, WBL 113, or WBL 114
This course may accompany WBL 111 or WBL 112. Students will present their work experience and evaluate work opportunities afforded by the co-op.

WBL 121 Work-Based Learning II 0-10-1
Local Prerequisite: Approval of Instructor or Department Chairperson
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 0-20-2
Local Prerequisite: Approval of Instructor or Department Chairperson
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 131 Work-Based Learning III 0-10-1
Local Prerequisite: Approval of Instructor or Department Chairperson
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.

WEB TECHNOLOGIES

C-L-SHC
WEB 110 Internet/Web Fundamentals 2-2-3
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 115 Web Markup and Scripting 2-2-3
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 140 Web Development Tools 2-2-3
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 151 Mobile Application Dev I 2-2-3
This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

WEB 214 Social Media 2-2-3
This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.

WELDING

C-L-SHC
WLD 110 Cutting Processes 1-3-2
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes 1-3-2
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon

completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate 2-9-5
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 1-9-4
Prerequisite: 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 117 Industrial SMAW 1-4-3
This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD 121 GMAW (MIG) FCAW/Plate 2-6-4
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate 2-6-4
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 141 Symbols and Specifications 2-2-3
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 151 Fabrication I 2-6-4
Local Prerequisite: Take 1 group:
Group 1: WLD 110 and WLD 115
Group 2: WLD 110 and WLD 121
Group 3: WLD 110 and WLD 131
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.

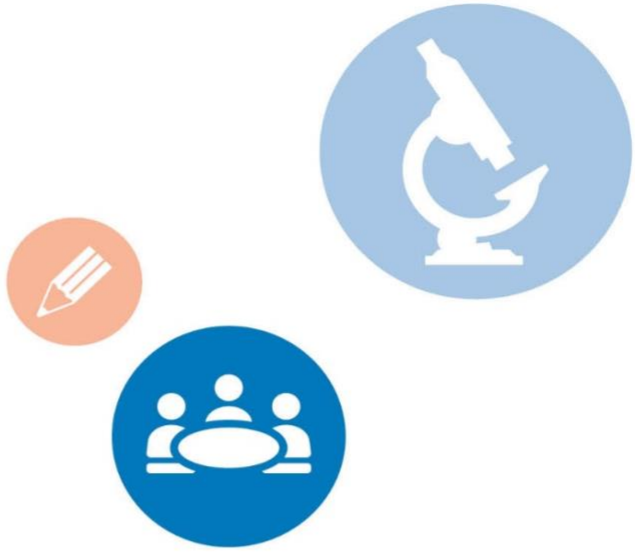
WLD 215 SMAW (stick) Pipe 1-9-4
Prerequisites: WLD 115 or WLD 116
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 251 Fabrication II 1-6-3
Prerequisites: 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 1-3-2
Prerequisites: Take all: WLD 115, WLD 121, and WLD 131
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262 Inspection and Testing 2-2-3
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.

WLD 265 Automated Welding/Cutting 2-6-4
Prerequisites: Take All: WLD 110 and WLD 121
This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.



BOARD OF TRUSTEES & PERSONNEL

BOARD OF TRUSTEES

Jim Burgin, Vice Chairman
Insurance Executive, C & D Insurance
Appointed by Harnett County Commissioners

James Crawford
Educator, Assistant Professor of History and the Contemporary World, North Carolina A&T
Appointed by Chatham County Commissioners

Ricky Fraizer
Residing Elder
Appointed by Lee County Commissioners

James French
Retired
Appointed by Lee County Commissioners

Jan Hayes
Retired
Appointed by Chatham, Harnett & Lee County School Boards (Jointly)

James Kelly
CEO, Treefrog Properties
Appointed by the Governor

Patricia Kirkman
Retired
Appointed by the Governor

Robert Logan
Avid
Appointed by Chatham, Harnett & Lee County School Boards (Jointly)

George Lucier
Toxicologist
Appointed by Chatham County Commissioners

Genia Morris
Teacher
Appointed by Chatham, Harnett, and Lee County School Boards (Jointly)

Julian Philpott – Chairman
Secretary/General Counsel, NC Farm Bureau Federation, Inc.
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Norman Chip Post, Jr.
Attorney, Doster, Post, Silverman, Foushee & Post Attorney at Law
Appointed by Chatham, Harnett & Lee County School Boards (Jointly)

L. W. (Bobby) Powell
Retired
Appointed by the Lee County Commissioners

Gordon Springle
Retired
Appointed by Harnett County Commissioners

Bill Tatum
Retired
Appointed by the Governor

Doug Wilkinson, Jr.
President, Wilkinson Cadillac Pontiac GMC
Appointed by the Governor

**Current as of July 2019*

ADMINISTRATIVE STAFF
(Highest Applicable Credentials Listed)

Bedoe, Frank
Director of Campus Safety & Security
A.A.A., Law Enforcement, Cuyahoga CC

Brown, Meghan
Executive Director of College Access & Strategic Initiatives
J.D., Law, Campbell University

Byington, Scott
Dean of Arts, Sciences and Advising
M.S., Biology, West Virginia University

Chapman, Lisa
President
Ed.D., Curriculum and Instruction, UNC Chapel Hill

Childress, Jamie
Dean of Enrollment/Registrar
B.A., International Studies, University of North Carolina at Chapel Hill

Crittenden, Felicia
Associate Dean Career & Technical Education & Lee County Director of Continuing Education
M.S., Professional Writing, Towson University

Cross, Rosalind
Director of Workforce Development and WIOA Programs/TSWDB
M.A., Business Administration, Franklin University

Dishman, Marcie
Associate Vice President of Marketing and External Relations
Ed.D., Higher Education, Texas Tech University

Faucett, Trinity
Director of Human Resources
Ed.S., Advanced Professional Studies, Fort Hays State University

Foster, David
Director of Civic Center
B.S., Hospitality Management, East Carolina University

Glover, Erica
Contract Administrator
J.D., Law, Florida State University

Godfrey, Lisa
Dean of Health Sciences & Human Services
M.S., Dental Hygiene Education, UNC Chapel Hill

Goodson, Drew
Dean of Career & Technical Education
M.A.C, Accounting, N.C. State University

Guthrie, Tara
Director of Library Services
M.L.I.S., Library & Information Studies, University of North Carolina at Greensboro

Hall, Mark
Provost, Chatham
Ph.D. Educational Research and Policy Analysis, North Carolina State University

Hare, Emily
Executive Director, CCCC Foundation
Ph.D., Higher Educational Leadership, University of the Cumberlands

Holder, Chester (Tommy)
CIO/IT Director
A.A.S., Electronic Engineering Technology,Central Carolina Community College

Hoyle Jr., Kenneth
Vice President, Student Services
M.A., Public Administration, North Carolina State University

Joyner, Tamara
Controller
M.A.S., Accounting, UNC Greensboro

Martin, Denise
Associate Dean of Health Sciences & Human Services
M.B.A., Project Management, Keller Graduate School of Management DeVry University

Mascitelli, Stormy
Director of Institutional Effectiveness & Research
M.Ed,. College Student Affairs Administration, University of Georgia

Mashburn, Christa
Director of Business Services
A.A.S., Business Administration, Central Carolina Community College

Matthews, Jon
Provost, Harnett
Ed.D., Community College Executive Leadership, Wingate University

McMican, Jairo
Dean of Student Learning
M.S., Strategic Leadership, Mountain State University

Measamer, Ronald (Ronnie)
Physical Plant Manager
A.A.S., General Occupational Technology; Diploma, Industrial Maintenance, Central Carolina Community College

Merritt, Brian S.
Vice President of Learning & Workforce Development/Chief Academic Officer
Ph.D., Education, Walden University

Newcomb, Sara
Director of Secondary Partnerships
Ed.D., Higher Education, Western Carolina University

Powell, Rodney
Executive Director of Center for Academic Excellence
Ph.D., Chemical Oceanography, Florida State University

Price, Phillip
Vice President of Administrative Services
Ed.D., Educational Leadership, East Carolina University

Scuiletti, Linda
Vice President of Assessment, Planning & Research/SACSCOC Liaison
Ed.D., Adult and Community College Education, North Carolina State University

Spoon, Jonathan
Director, Small Business Centers (Chatham County)
J.D., Law, N.C. Central University

Swindell, Cathy
Director of Industry Services
M.A., Training & Development, North Carolina State University

Thompson, Sandra
Associate Dean of College and Career Readiness
M.S., Education Administration & Supervision, Longwood University

Wade, Adam
Director of Admissions
M.A., College Student Development, Appalachian State University

Willett, Heather
Dean of Student Support Services
M.A., Education, Western Carolina University

STAFF
(Highest Applicable Credentials Listed)

Abels, Lara
Lead Career & College Advisor
M.Ed., Campbell University

Adkins, Pamela
Student Success Advocate
M.Ed., Career Counseling, North Carolina Central University

Alston, Amanda
TRiO Upward Bound Program Coordinator
B.S., Social Work, Elizabeth City State University

Arevalo, Douglas
PC Technician
A.A.S., Information Systems/Network Administration & Support Concentration, Central Carolina Community College

Atkins, Sue
Student Learning Support Coordinator
A.A.S., Business Administration, Central Carolina Community College

Autry, Tracy
Lead Career & College Advisor
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Babb, Jennifer
Administrative Specialist-Student Learning/AAC
B.A. Communication, North Carolina State University

Baird, Kelly
IE & External Relations Assistant
A.A.S., Paralegal, Central Carolina Community College

Baker, Randy
HVAC Technician
A.A. S., HVAC, Fayetteville Technical Community College

Barefoot, Brenda
Administrative Assistant
A.A.S., Business Administration, NC Weslyan College

Barry, Tawanna
Custodian

Bera, Barbara
Library Assistant
B.S., Library and Information Science, The University of Southern Mississippi

Blakeley, Erin
Coordinator of Professional Development
M.B.A., Campbell University

Boggs, Jimmie
Shipping and Receiving Coordinator

Boykin, Donna
Administrative Assistant
M. S., Rehabilatation Counseling, Winston-Salem State University

Boykin, Rodney
Custodian

Bradford, Linda
Receptionist
A.A.S., Early Childhood Teacher, Central Carolina Community College

Braly, Lauren
Student Learning Support Specialist
B.A.S., Emergency Management, Western Carolina University

Brower, Latoya
Student Support Specialist
B.S. Business Administration, University of Mount Olive

Brown, Karen
Administrative Assistant
A.A.S., Criminal Justice, Central Carolina Community College

Brown, Mary
Student Support & Assessment Specialist
A.S., Human Services, Columbia College

Brown, Teresa
Small Business Center Coordinator (Lee County)
M.S., Business, UNC Pembroke

Brucker, Kelly
Administrative Assistant

Brzozowski, Kimberly
TRiO Academic Coach
B.A., English, UNC Wilmington

Buchanan, Seth Benjamin
Director of Academic Success & Aviso Administrator
M.S., Instructional Technology, East Carolina University

Burgess, Megan
Career and College Advisor/HEC Liaison
B.A., Special Education, UNC-Charlotte

Burmeister, Nora
Online Learning & Electronic Services Librarian
M.L.S., Library Science, Emporia State University

Burris, Camela
Custodian

Butler, Eric
HVAC Technician
Certificate, Telephone Communication, Central Carolina Community College

Byrd, Pamela
Administrative Specialist
A.A.S., Medical Office Administration, Central Carolina Community College

Carlson, Susan
Academic Excellence Coordinator
M.A.S., Human Resource Management, Ashland College

Carroll, Samantha
Finacial Aid Advisor
Masters, Higher Education, University of Nevada

Carter, Amanda
Director of Distance Education
M.S., Vocational Education, East Carolina University

Chester, Derek
Custodian

Christman, MontE
Associate IT Director & System Adminstrator
A.A. S., Computer Programing, Central Carolina Community College

Cieciorka, Dottie
Financial Coordinator
A.A., Accounting, Mars Hill University

Clark, Vicky
Continuing Education Registrar

Coley, Sharon
Receptionist

Collins, Gwen
Senior Activities Director

Coore, Michelle
Graduation Coordinator/Senior Records Assessment Specialist
A.A.S., Office Systems Technology, Central Carolina Community College

Copes, Christi
Institutional Research Analyst
B.B.A., Computer Information Systems, The University of Louisiana at Monroe

Cotten, Peggy
Library Assistant - Circulation
M.L.S., Library Science, NC Central University

Cotten, Wendy
Accountant Specialist
B.A., Business Administration, Campbell University

Crisp-Sears, Angela
Coordinator of Student Learning
M.Ed., Student Personnel Services, University of South Carolina

Crissman, Nicole
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Crowe, Wrenn
Student Outreach & Recruiting Specialist
M.A., Urban Affairs, Queen's College

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Davis, Tonya
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M.S., General Human Resource Management, Capella University

Dalrymple, James
Lead Maintenance & Facilities Set Up Technician
A.A.S., Criminal Justice Technology, Central Carolina Community College

Dehring, Kelly
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Diniz, Beverly
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B.S., Biology, Manhattan College

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B.S. Sports Management, N.C. State University

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B.S., Finance, University of North Carolina at Wilmington

Dunham, Ian
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Farley, Joseph
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Farrior, Anthony
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Custodian

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Certificate of Networking Technology, MCSA,Wake Technical Community College

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Human Resources Technician

Fleeman, Ana
Cosmetic Arts Administrative Assistant
A.A., Alamance Community College

Foxx, Randy
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Franks Jr., Gary
Grounds Technician, Chatham County

Friday, Talia
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Gardner, Billie
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Garrison, Robert
Courier

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Glover, Alonzo
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Glover, Angela
Clerical
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Guin, Charles (Chuck)
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Harrington, Vickie
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Harrington, Wendy
Custodian

Harris, Davis
Courier

Heesacker, David (Steve)
Lead Career & College Advisor
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Heller, Janice
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A.A.S., Specialized Business, Lehigh Valley College

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Ingram, Jessica
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M.S., Executive Leadership, Liberty University

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Johnson, Denise
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Johnson, Joshua
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Certificate in Occupational Education, Southwestern CC

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Jones, Rhonda
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King, Sylvester
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Lopossay, Gary
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McNeill, Shatea

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Nicholson, Angela
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B.A., Psychology, Elon College

Nixon, Kanon
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Oldham, Joel
Landscaping and Custodial Supervisor
A.A.S., Landscape Gardening, Sandhills CC

Oliver, Cris
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M.S., Information Technology, University of Liverpool

Page, Cynthia (Cindy)
Adminstrative Specialist
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Palme, William
Mail and Print Production Specialist
A.A., Liberal Arts – General Studies, Suffolk Community College

Parker, Mary
Career Center Coordinator
M.S., Human Resources, NC A & T University

Parker, Rebecca
Site Coordinator, Dunn Center
A.A.S., General Occupational Technology, Central Carolina Community College

Parnell, Michael
Maintenance Technician
Diploma Auto Restoration, Diploma Welding Technology, Certificate Motorcycle Machanics, Certificate Building Construction, Central Carolina Community College

Parrish, Carla
Payroll Administrator
B.S., Accounting, Chaplain College

Patterson, Kasey
Coordinator of Distance Education
B.A., Business Administration, St. Andrews University

Patterson, Mitchell
Grounds Maintenance

Pavlic, Mari-Inetta
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Pearson, Kevin
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Peluso, Michael
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Perry, Travis
Server Administrator
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Prevatte, Crystal
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Price, Jr., Thomas
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Electrical Wiring Vocational, JCCC

Quick, Tammie
College and Career Readiness Coordinator, Chatham County
B.A., English, Professional Communications, Meredith College

Rankin, Ben
Safety Coordinator
Diploma Industrial Maintenance, Central Carolina Community College

Reid, LaRonda
College & Career Readiness Coordintor, Lee County
B.A., Sociology/Spanish, Winston Salem State University

Reynolds, Paul
Custodian

Rogers, Jessica
Director, TRiO Student Support Services
M.S., Counseling, NC A&T State University

Russell, Lydia
Continuing Education Registration Specialist

Sasser, Karen
IT Security Specialist Technician
A.A.S., Information Systems/Network Admin/Support Concentration, Central Carolina Community College

Schmid-Carter, Mary
Associate Registrar
M.Ed., School Counseling, SUNY University at Buffalo

Scotton, Brittany
Program Manager, TRiO Upward Bound Programs
B.S., Social Work, University of North Carolina at Greensboro

Sharrar, Grace
Instruction & Outreach Librarian
M.S.L.S., Library Science, UNC Chapel Hill

Shaw, Kim
Adult Services Coordinator
M.A., Human Resources & Leadership Ev., Louisiana State University

Sheffield, Kathy
Copy Center and Mail Room Manager
A.A.S., Business Administration Marketing & Retailing, CCCC

Sherman, Megan
Coordinator of Student Accessibility Services
M.S., College Student Development, Appalachian State University

Shoun, Penny
Chief Assessment Examiner
B.A., Church Recreation, Carson-Newman College

Sides, Karen
Administrative Specialist TRiO Upward Bound Programs
A.A., Spec Business, Central Pennsylvania College

Simpson, Vivian
Evening Receptionist

Sizemore, James (Cliff)
Purchasing Buyer
B.S., Business Administration, UNC-Greensboro

Smith, Bonnie
Assessment Specialist
M.Ed., Guidance/Counsel, Campbell College

Smith, Crete
Accounts Payable Specialist
Certificate General Office, Central Carolina Community College

Smith, Crystal
Business Services Coordinator
A.A.S., Commercial Art/Advance Design, Guilford Technical CC

Smith, Robin
Administrative Assistant
Certificate, General Office, Central Carolina Community College

Solis, Candace
Success Coach/Advisor
M.S., Criminal Justice, Arizona State University

Spivey, J. Mike
Director of Purchasing
B.S., Business Administration, UNC Chapel Hill

Steele, Morgan
Director of Web and Creative Strategy
B.F.A. Design, UNC Greensboro

Stone, D. Faye
Records Office Data Specialist
B.S., Psychology, Grand Canyon University

Strickland, Carla
Adminstrative Assistant
A.A.S., Office Systems Technology, Central Carolina Community College

Tate, Chesure
Administrative Assistant, College & Career Readiness
A.A.S., Business Administration, Central Carolina Community College

Taylor, Stanley
Grounds Maintenance

Testa, Nick
Early College Coordiantor and Success Coach, Lee Early College
M.S., School Counselor, College of Oneonta State University of New York

Thewes, Matthew
Director, TRiO Veterans Upward Bound
M.A., Education, Liberty University

Thomas, Ben
Career & College Advisor
M.A., Teaching/Secondary & K-12 Specialties

Thomas, Haley
Enrollment Services Coordinator
B.S., Social Work, NC State University

Thomas, James
Assistant Director, YouthBuild Student Services
Masters Theological Studies, Emory University

Thompson, Billie (BJ)
Lead Library Assistant
B.S., Psychology, Franklin University

Tipton, Lindsey
YouthBuild Program Director
B.S., Psychology/Special Education, LeMoyne College

Valdez, Maria
Custodian

Varma, Nutan
College and Career Readiness Coordinator, Harnett
Ph.D., Social Sciences, International Education Research Foundation, INC

Walker, Abby
Coordinator of Foundation Operations
A.A., Central Carolina Community College

Walker, Robin
Program Auditor/Administrative Assistant
A.A.S., Business Administration, Central Carolina Community College

Wall, Deborah
Buyer
A.A.S., Secretarial Science/Executive, Central Carolina Community College

Walton, Karen
Cashier

Ward, Precious
Associate Director of Financial Aid for Student Relations
M.A., Human Service Counseling, Liberty University

Warner, William (Ed)
Instructional Technology Specialist

Weaver, Lauren
Administrative Specialist
B.S., Criminal Justice, Austin Peay State University

Werkheiser, Amber
Financial Aid Advisor
B.A., Communication Studies, UNC Greensboro

Whitaker, Lorraine
Executive Assistant to President/Secretary to Board of Trustees
A.A.S., Accounting, Central Piedmont Community College

Whitaker, Stephanie
Student Outreach and Recruitment Coordinator
B.S., Business Administration, North Carolina State University

Wicker, M. Elizabeth
Continuing Education Internal Auditor
B.S., Business Administration, University of North Carolina at Pembroke

Wicker, Patricia
Lead Administrative Support
A.A.S. Occupational Technology, Central Carolina Community College

Wilkie, Martha
Administrative Assistant
A.A.S. Business Computer Programming, Central Carolina Community College

Williams, Hampton
Fire & Rescue Training Coordinator
M.S., Fire Service Leadership, Grand Canyon University

Williams, Toni
Medical Programs Coordinator
B.S., Nursing, Phoenix University

Wilson, Henry
Custodian

Yarborough, Melanie
Receptionist

Ziblay, Lisa
Custodian

FULL-TIME FACULTY
(Highest Applicable Credentials Listed)

Acevedo, Michelle
Esthetics Instructor
Cosmetology Certification, The Paul Mitchell School, Fayetteville, NC

Ainsworth, John
Information Technology Instructor
B.S., Industrial Technology, Concentration in Information & Computer Technology

Anderson, J. Dirk
College and Career Readiness Instructor
B.A., English, UNC Greensboro

Ashe, Phillip
Humanities Instructor
M.A., Fine Art, UNC Greensboro

Atkinson, De-Ven
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A.A.S., Culinary Arts Management,Art Institute of Raleigh-Durham

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M.A., Healthcare Administration, Franklin University

Bailey, Chris
Nursing Instructor
B.S., Nursing, UNC Greensboro

Baker, David
Physics Instructor
Ph.D., Physics, North Carolina State University

Barefoot, Pam
Cosmetology Instructor
Cosmetology Instructor Certificate, Central Carolina Community College

Barker, Kymberli
Psychology Instructor
Ph.D., Psychology, Walden University

Barnes, Robert
History Instructor
M.A., Liberal Studies, University of North Carolina at Wilmington

Barnes, Timothy
Psychology Instructor
M.S., Industrial Organizational Psychology, Capella University

Barrick, Emily
Instructor, Health Information Technology
B.S., Health Information Technology, Charter Oak State College

Barron, David
Mathematics Instructor
M.A., Mathematics, University of North Carolina at Greensboro

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Bass, Sandra
CCP Nurse Aid Instructor
B.S., Nursing, UNC Greensboro

Beam, Leigh
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Beasley, Gary
Laser & Photonics, Lead Instructor
M. S., Industrial Technology, East Carolina University

Belcher, Emma
Biology Instructor
M.S., Biological Sciences, Clemson University

Bell, Charles
Lead Welding Instructor
A.A.S., GOT concentration in Welding, Central Carolina Community College

Berndt, Daniel
Business Technologies Instructor
M.B.A., East Carolina University

Biggs, Richard
Computer Information Technology Instructor
M.A., Computer Research/Information Management, Webster University

Blaizes, Counsuela
Program Director, Practical Nursing
M.S.N., Master of Science in Nursing: Nursing Education, University of Mary

Blankenship, Gary
Criminal Justice Technology Instructor
B.S., Criminal Justice & Criminology, Mt. Olive College

Boahn, Constance
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Bowen, Sandra
Communications Instructor
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Boyd, Sue
Early Childhood Instructor
M.A. Counseling & Guidance Services, Clemson University; M.Ed., Birth-Kindergarten, Special Education, Clemson University

Bradbury, Amy
Veterinary Medical Technology Instructor
A.A.S., Veterinary Medical Technology, Central Carolina Community College

Bradian, Trevor
Lead Instructor, Computer-Aided Drafting
B.S., Industrial & Technical Education, Appalachian State University

Brown, Jessica
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M.S.N., Master of Science in Nursing: Nursing Education

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MBA & B.S., Religion, Liberty University, A.S., Mechanical & Electrical Technology, Community College of the Air Force

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Master's Education and Secondary English, Campbell University

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Flannery, James
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Flatley, David
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Sustainable Agriculture Instructor/Farm Manager
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Haslup, Jennifer
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Helms, Phillip
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Hodges, Elizabeth
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Holden, Dixie
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M.S.N., Master of Science in Nursing: Nursing Education, Duke University

Holt, Jessica
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Jackson, John (Chris)
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(919) 542–6495

Chatham Center for Innovation
501 Martin Luther King Jr. Blvd.,
Siler City, NC 27344
(919) 663-5899

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400 Progress Blvd.,
Siler City, NC 27344
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Bear Creek, NC 27207
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Siler City, NC 27344
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Pittsboro, NC 27312
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Chatham School of Science & Engineering At Chatham Center for Innovation
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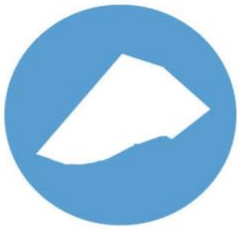

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