THE PRESIDENT’S MESSAGE

Welcome to Fayetteville Technical Community College!

On behalf of the faculty, staff, and board of trustees, I take pride in welcoming you and in extending thanks to you for choosing Fayetteville Tech to serve your educational needs. We find the reasons vary for our students’ selection of Fayetteville Tech as their college of choice: some are here to prepare for entering the workforce; others use Fayetteville Tech as a firm foundation for obtaining a two-year degree and transfer to a four-year college or university after graduation; some students seek a diploma or certificate program to quickly obtain knowledge and expertise in specialized areas where courses provide transfer credits to other colleges. Whatever your goals are or whatever your personal reasons are for choosing Fayetteville Tech, we want you to know that it is our privilege to serve you.

In addition to offering over 150 programs of study leading to the award of associate degree, certificate, or diploma (with many programs offered 100 percent online), Fayetteville Tech offers extensive support services to help you achieve your academic goals. I encourage you to stay focused, work hard, and take advantage of the many opportunities that await you at Fayetteville Tech.

Fayetteville Tech is honored to serve the men and women who protect our country as service members of our Armed Forces and their families. We invite you to learn more about the unique, flexible learning options available for soldiers by visiting our website and clicking on the heading “Military Students.”

A good education is the avenue that leads to new hope and fulfillment of dreams through successful careers in the workforce. Many jobs require an associate degree. Fayetteville Tech will help you be on your way to achieving your goals through educational opportunities that can be obtained conveniently, expeditiously, and affordably.

With fifty years of excellence in serving students, Fayetteville Technical Community College is positioned well to serve you. Thank you for choosing Fayetteville Tech, welcome to our beautiful campus, and always do your best to make the most of your learning journey.

Sincerely,

J. Larry Keen
President
## FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
### BOARD OF TRUSTEES

Mr. Charles J. Harrell, Board Chair  
Mr. William S. Wellons, Jr., Vice Chairman  
Mrs. Esther R. Thompson, Secretary

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<tr>
<th>NAME</th>
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<td>Mr. William S. Wellons, Jr.</td>
<td>June 30, 2015</td>
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<td>Mr. John M. Lennon</td>
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<td>Dr. Breeden Blackwell</td>
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<td>Dr. Marye J. Jeffries</td>
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<td>Mrs. Sheryl J. Lewis</td>
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<td>Mr. David McCune</td>
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<td>Mr. Charles E. Koonce</td>
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<td>Mrs. Susie S. Pugh</td>
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<td>School Board</td>
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<tr>
<td>Dr. Dallas Freeman</td>
<td>June 30, 2012</td>
<td>School Board</td>
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<tr>
<td>Mr. Trent Holmes</td>
<td>2011-2012 SGA President (Ex-officio)</td>
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<tr>
<td>Mr. David Sullivan</td>
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<td>Board Attorney</td>
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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
PURPOSE OF THE CATALOG

Fayetteville Technical Community College provides this catalog with information about the College and its programs. The information provided is up-to-date as of July 2011. Changes subsequent to publication of this catalog are posted to the catalog on our website. For current information, visit our website at www.faytechcc.edu.

The provisions of this catalog are not to be regarded as an irrevocable contract between students and Fayetteville Technical Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered by this catalog may receive additional information from their Department Chair or academic advisor. Applicants are encouraged to contact the Admissions Office, Fayetteville Technical Community College, PO Box 35236, Fayetteville, NC 28303-0236; telephone (910) 678-8473 or E-mail to: prospect@faytechcc.edu.

NONDISCRIMINATION STATEMENT

The Board of Trustees and the administration of Fayetteville Technical Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, Fayetteville Technical Community College does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics.

Fayetteville Technical Community College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act, the Americans with Disabilities Act, Executive Order 11375, and their amendments.

For information concerning these provisions, contact: Vice President for Human Resources and Institutional Effectiveness/Assessment
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236

PLEASE CALL US WITH YOUR QUESTIONS.

Admissions.................................................................678-8473
Academic Program Areas
  Business .................................................................678-8565
  College Transfer and General Education .....................678-8467
  Health .................................................................678-8532
  Engineering/Public Service/Applied Technology .............678-8338
  Co-op Education ....................................................678-8453
  Counseling .........................................................678-8419
  Evening Office .....................................................678-8261
  Financial Aid .........................................................678-8242
  Fort Bragg Center ..................................................678-1050

Information
  Student Services....................................................678-8419
  Continuing Education .............................................678-8386
  Learning Resources Center .......................................678-8305
  Library .....................................................................678-8247
  Registrar ..............................................................678-8476
  Security ....................................................................678-8433
  Spring Lake Campus ...............................................678-1000
  Success Center ......................................................678-8266
  Switchboard ...........................................................678-8400
  Testing .....................................................................678-8417
  Veterans' Services ..................................................678-8395

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
THE COLLEGE

GENERAL INFORMATION

Fayetteville Technical Community College, as a comprehensive community college, adheres to an “Open Door” admissions policy. High school graduates, persons achieving a North Carolina equivalency certificate (GED), and adults who show potential for post high school education may be admitted to courses which are appropriate to their educational potential. Successful implementation of an “Open Door” admissions policy requires an emphasis on admissions counseling services. As part of the admissions counseling process, Fayetteville Technical Community College utilizes an initial placement assessment and an evaluation of the applicant’s prior school record to determine potential for success. When the admissions counseling process indicates that an applicant lacks sufficient academic background to pursue credit courses, he or she will be directed to the Developmental Studies program prior to entry into a diploma or degree curriculum. If the applicant lacks a high school diploma, he or she will be given the opportunity to pursue studies to achieve an Adult High School Diploma or a North Carolina equivalency certificate (GED) prior to entering a regular curriculum. Admissions to curricula are open to applicants without regard to race, color, national origin, religion, age, sex, disability, or political affiliation.

HISTORY OF FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Fayetteville Technical Community College (FTCC) enjoys a rich history that started through the vision of concerned business leaders in Cumberland County who recognized the need for a local institution to provide job training for area industries and educational opportunities for high school graduates and adult learners. From that vision and through the perseverance and dedication of those initial leaders, the Fayetteville Area Industrial Education Center (IEC) was established in 1961 at the old Central Elementary School, with John Standridge serving as director. The IEC became an immediate success, attracting industry and providing technical education not only to Cumberland County but also six surrounding counties (Bladen, Harnett, Hoke, Robeson, Sampson, and Scotland) as well as Fort Bragg and Pope Air Force Base.

In 1963, the North Carolina General Assembly passed a bill creating the statewide Community College System. From this opportunity, the Fayetteville Area Industrial Education Center became known as Fayetteville Technical Institute (FTI) in July 1963. Mr. Howard Boudreau became the first president of FTI, leading the school with an enrollment of 2,500 students. During President Boudreau’s leadership, the Southern Association of Colleges and Schools (SACS) awarded accreditation to FTI in 1967. Through this important credentialing, FTI was provided federal government assistance along with the opportunity for reciprocal course credits with other accredited institutions. Throughout President Boudreau’s 20-year reign, the school’s enrollment continuously grew to over 30,000 students. President Boudreau retired in 1983 and was succeeded by Dr. Craig Allen. President Boudreau passed away on March 11, 2008.

Dr. Robert Craig Allen became the second president of FTI in 1983 following the retirement of Howard Boudreau. Before arriving at FTI, Dr. Allen served for eighteen years as president of Robeson Technical Institute (Lumberton, NC). An interesting side note is that Dr. Allen began his teaching career in the community college environment at FTI, the school that he would later represent as its president. During the reign of Dr. Allen and with the direction of the North Carolina Department of Community Colleges and the North Carolina General Assembly, the name of the college changed from Fayetteville Technical Institute to Fayetteville Technical Community College (January 1988). The purpose of the name change was to broaden and enhance the public image of technical and vocational institutions by increasing awareness of the capability of the school in providing postsecondary education and job training opportunities to new and expanding industries. Dr. Allen retired as president of FTCC in 1996 and was succeeded by interim president Dr. Linwood Powell who served from 1996 to 1997.

Dr. Larry B. Norris was named president of FTCC in 1997. Dr. Norris progressed to president of FTCC after having served the college for 28 years in various teaching and administrative positions including professor of English and English department chair as well as Associate Dean of Instruction for General Education, Dean of Curriculum Instruction, and Vice President for Academic Affairs. Dr. Norris served as president for 10 years and continued the ongoing efforts to improve the quality of education and expand the physical facilities of the college to better serve students’ needs. In 2004, FTCC expanded its campus to Spring Lake, providing convenient access to military and civilian citizens in the northern area of Cumberland County. In 2006, FTCC established the Horticulture Educational Center built alongside the prominent Cape Fear River and adjacent to the Cape Fear Botanical Garden in the eastern area of the county. After completing 38 years of service to FTCC, Dr. Norris retired as president on August 1, 2007.

Dr. J. Larry Keen serves as the fourth and current president of FTCC (installed in August 2007). Dr. Keen previously served as vice president for economic and workforce development at the North Carolina Community College System. Dr. Keen brings to the college not only the continued devotion to achieving the mission of FTCC but also an enthusiastic and passionate understanding of the educational needs of Cumberland County through the perspective of workforce development and a strong commitment to providing excellent educational opportunities.

FTCC grew quickly from its humble beginnings of two buildings...
FTCC PURPOSE STATEMENT

The purpose of Fayetteville Technical Community College is to provide affordable vocational-technical, business and industry, general education, college transfer, and continuing education programs, which meet the needs and desires of its diverse students and economic development needs for the community. To improve the educational base of society, FTCC encourages life-long learning and strives to prepare students for further workforce and educational experiences.

FTCC identifies the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program appropriate to his/her abilities and interests. The College is in partnership with the public school system through College Tech Prep and other programs. Further, agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of Fayetteville, Cumberland County, and surrounding areas. Various curricula offer certificates, diplomas, and associate degrees. As a learning-centered college, FTCC offers courses and programs at times and places convenient to students in a variety of delivery modes. Courses are also available for high school graduates who need additional academic preparation before attempting college work.

FTCC provides instruction in the basic life skills needed to contribute effectively to society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other avocational or practical skills required for the rapidly changing technological advances in the community.

Adopted: April 27, 1992; Approved: FTCC Board of Trustees, February 16, 2009; Reaffirmed: February 21, 2011

Note: The Administrative Procedures Manual publishes the most current official Purpose Statement for FTCC. Any reprint of the FTCC Purpose Statement must use this source, verbatim and in its entirety. It may be found on the FTCC Website at http://www.faytechcc.edu/research/HM/APM2000.pdf.

INSTITUTIONAL CHARTER AND ACCREDITATIONS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Fayetteville Technical Community College is chartered by the North Carolina State Department of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION
Fayetteville Technical Community College’s High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)
Created in 1972 to provide educational opportunities to servicemembers who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. SOC is funded by the Department of Defense (DoD) through a contract with the American Association of State Colleges and Universities (AASCU). The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support (DANTES).

SOC CONSORTIUM
Consists of approximately 1,900 institutional members that enroll hundreds of thousands of servicemembers, their family members, and veterans annually in associate, bachelor’s, and graduate-level degree programs on school campuses, armories, and military installations within the United States and overseas, and through a variety of distance learning methods.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4501) to award associate degrees, diplomas, and certificates.

UNITED STATES DEPARTMENT OF EDUCATION
Fayetteville Technical Community College is recognized by the U.S. Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

PROGRAM ACCREDITATIONS AND ASSOCIATIONS

AMERICAN BAR ASSOCIATION
Fayetteville Technical Community College’s Paralegal Technology program is approved by the American Bar Association.

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION
Fayetteville Technical Community College’s Funeral Service Associate Degree program is accredited by the American Board of Funeral Service Education, 3432 Ashland Avenue, Suite G, St. Joseph, MO 64506. (816) 233-3747.

AMERICAN DENTAL ASSOCIATION COMMISSION ON ACCREDITATION
The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago IL, 60611-2678.

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION, AMERICAN PHYSICAL THERAPY ASSOCIATION
The Physical Therapist Assistant Program at Fayetteville Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, (703) 684-2782 or 1-800-999-2782.

COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE (CoARC)
Fayetteville Technical Community College’s Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Hardwood Road, Bedford, TX 76021, Phone (817) 283-2835, Fax (817) 354-8519.

JOINT REVIEW COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)
The Surgical Technology Program at Fayetteville Technical Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756 (727) 210-2350. This accreditation decision was made upon the recommendation of the Accreditation Review Committee on Education for the Surgical Technologist (ARC-ST), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120 (313) 694-9262, which is sponsored by the American College of Surgeons and the Association of Surgical Technologists.

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY
Fayetteville Technical Community College’s Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312) 704-5300, E-mail: jrcert@mail.idt.net.

NATIONAL ACCREDITATING AGENCY FOR CLINICAL LABORATORY SCIENCES (NAACLS)
Fayetteville Technical Community College’s Phlebotomy Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018-5119, (733) 714-8880

NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION
Fayetteville Technical Community College’s Automotive Systems Technology program is accredited by National Automotive Technicians Education Foundation (NATEF) 101 Blue Seal Drive, Suite 101 • Leesburg, Virginia 20175. NATEF was founded as an independent, non-profit organization with a single mission: To evaluate technician training programs against standards developed

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
by the automotive industry and recommend qualifying programs for certification (accreditation) by ASE, the National Institute for Automotive Service Excellence.

**NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)**
The Associate Degree Nursing Program of Fayetteville Technical Community College is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326. This type of approval is national in scope and voluntary rather than required by law. The standards set by the accrediting body are uniform throughout the United States. The achievement of NLN accreditation by a program signifies that it has met the national standards of excellence for programs in nursing of its type.

**NORTH CAROLINA APPRAISAL BOARD**
The North Carolina Appraisal Board approves and certifies all real estate appraisal instructors and approves the following courses:
1. Introduction to Real Estate Appraisal
2. Valuation Principles and Procedures
3. Application of Residential Property Valuation
4. Introduction to Income Property Appraisal
5. Advanced Income Capitalization Procedures
6. Application of Income Property Valuation

**NORTH CAROLINA BOARD OF NURSING**
Fayetteville Technical Community College is approved by the Board of Nursing to offer a two-year associate degree program with a major in nursing and a one-year diploma practical nursing program. Both programs qualify the graduates to write the National Council Licensure Examination for the respective levels of preparation. Candidates who successfully complete these examinations are licensed to practice nursing.

**NORTH CAROLINA DEPARTMENT OF INSURANCE**
Fayetteville Technical Community College is approved by the North Carolina Department of Insurance for the purpose of pre-licensing education.

**NORTH CAROLINA DEPARTMENT OF JUSTICE, CRIMINAL JUSTICE STANDARDS DIVISION**
The North Carolina Criminal Justice Education and Training Standards Commission, through N.C.G.S. Chapter 17C, establishes minimum employment, training and retention standards for the State’s criminal justice officers. To ensure a consistent level of competency and professionalism among law enforcement officials, the Criminal Justice Standards Division administers the Commission’s mandatory certification and training programs. Those programs cover all sworn police officers, correctional officers, probation/parole officers, juvenile justice officers and juvenile court counselors. The NC Department of Justice Training Standards Division can be contacted at NC Department of Justice, P.O. Drawer 149, Raleigh, NC 27602-0149 or (919) 716-6470.

**THE NCCCS’ ACCOUNTABILITY MEASURES**

*End-of-Year Report*

**NCCCS Critical Success Factors**
Performance Measures and Standards (2011)

A. Progress of Basic Skills Students
**FTCC MET this standard.**

**NCCCS Standard:** At least seventy-five percent (75%) of all students will have either, (1) progressed within a level of literacy, (2) completed a level or a predetermined goal, and (3) completed a level and advanced to a higher level. *(Continuing Education)*

B. Passing Rates on Licensure and Certification Examinations
**FTCC MET this standard**

**NCCCS Standard:** The aggregate institutional passing rate for first-time test takers on all licensure and certification exams will be at least eighty percent (80%). To be rated EIP (Exceptional Institutional Performance), exams (for which the college controlled) will be at least seventy percent (70%) or greater. *(Curriculum Programs and Continuing Education)*

C. Performance of College Transfer Students
**FTCC MET this standard.**

**NCCCS Standard:** Eighty-three percent (83%) of students in both associate degrees and students who transferred with 24
or more semester hours must have a GPA equal to or greater than 2.0 after two semesters at a university. To be rated EIP (Exceptional Institutional Performance), the performance of FTCC transfer students must be equivalent to the performance of native UNC sophomores and juniors which was eighty-seven percent (87%). (Curriculum Programs)

D. Passing Rates of Students in Developmental Courses
FTCC did not meet this standard
NCCCS Standard: Seventy-five (75%) of students who complete a developmental course in English, Reading or Math will have a grade of “C” or better. (Curriculum Programs and Student Services)

E. Success of Developmental Students in Subsequent College Level Courses
FTCC MET this standard.
NCCCS Standard: Eighty percent (80%) of students who completed a developmental course in 2006-2007 and completed subsequent college level course in 2007-2008 will have a passing grade for the college level courses. (Curriculum Programs and Student Services)

F. Satisfaction of Program Completers and Non-Completers
FTCC MET this standard.
NCCCS Standard: At least ninety percent (90%) of responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services. (Curriculum Programs and Office of Institutional Effectiveness and Assessment)

G. Curriculum Student Retention, Graduation, and Transfer
FTCC MET this standard.
NCCCS Standard: At least sixty-five percent (65%) of the students who enrolled in a curriculum program in the fall of a given year will have completed their program, still be enrolled the following fall, or transferred to another community college or university. (Curriculum Programs)

H. Client Satisfaction with Customized Training
FTCC MET this standard.
NCCCS Standard: At least ninety percent (90%) of businesses/industries surveyed will report satisfaction with customized training. (Continuing Education)

Source: North Carolina Community College System Report Critical Success
Fayetteville Technical Community College adheres to an “Open Door” admissions policy. Applicants who are high school graduates or 18 years of age, may take courses as a special credit student providing they meet course pre-requisites. Curriculum degrees, diplomas and certificates may have specific requirements for admission beyond the regular requirements to enter FTCC.

### Associate Degree, Diploma, and Certificate Admissions Requirements

1. Applicants must be high school graduates as indicated on an official high school transcript or meet high school requirements as is evidenced by one of the conditions below.
   
   a. A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.
   
   b. An official college/university transcript showing the award of associate’s degree or higher from a regionally accredited institution(s). Exception: For applicants who are seeking admission into programs having prerequisites at the high school level and the prerequisite is not met with collegiate courses, an official high school transcript is required.
   
   c. An United States Military Issued Active Military ID.

The College accepts only official transcripts, which are received by the Admissions Office in a sealed unopened envelope and bear the sender’s raised seal or printed imbedded watermarks. Official transcripts verifying secondary school completion must be sent to the:

Admissions Office  
FTCC  
P.O. Box 35236  
Fayetteville, NC 28303

2. Applicants must submit an application form, including a residency statement.

3. Each applicant is scheduled for the FTCC placement assessment. Previous school records and placement test results will be used in conjunction with the student’s personal aspirations to help plan a workable educational program.

4. Certain programs have prerequisite course requirements. In addition to published program requirements, the College reserves the right to identify and require specific prerequisites before allowing students into certain courses.

5. Students requesting approval for certification of VA Educational Benefits must provide copies of DD/Form(s) 214 for evaluation of military experience.

### Current High School Students Admissions Requirements

Current High School students participating in programs that involve curriculum courses must submit an official, yet partial, high school transcript in lieu of the final high school transcript. Upon graduation, if the student chooses to enroll in a FTCC degree, diploma or certificate, an official final high school transcript is required.

### Other Reasons for the Submission of Transcripts

Official high school, college/university transcripts are required if an applicant wishes to:

- Apply for veteran’s benefits
- Have previous college/university credit(s) evaluated for transfer credit to FTCC.
- Be exempt from the College’s mathematics, English, and reading placement exam.
- Apply for a health program

### Health Division Admissions Requirements

Priority in consideration for admission to Health Programs will be given to individuals completing the following by January 30. Applications and related materials received after this date will be considered based on program space availability.

- Submit a completed "Application for Admissions" to the Admissions Office.
- Submit an application to the specific Health Program that you wish to enter by January 30 at the Counseling Information Desk.
- Submit official transcripts from high school and each college/university from which you plan to transfer potential credit.
- Complete all program prerequisites.
- Complete the entrance assessment with the required minimum scores, or achieve a grade of “C” or better in all recommended developmental courses. Developmental courses may be attempted only twice to satisfy the prerequisite requirements. An attempt includes grades of A, B, C, D, F, W, and I. Exceptions may be approved by the appropriate health program Dean/Chairperson.
- Science courses must have been satisfactorily completed with a grade of “C” or better within five years of entry into a health program. These courses may be attempted only twice. (An attempt

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
includes grades of A, B, C, D, F, W, and I.) The appropriate health Dean/Chairperson may approve exceptions.

- A minimum GPA of 2.5 is required on all previously completed related classes for all degree programs. A minimum GPA of 2.0 is required on all previously completed related classes for all diploma and certificate programs.
- A cumulative GPA of 2.0 is required for all health programs.
- Individual programs may have further pre-requisites. Please see your Counselor or health program Advisor to determine these prerequisites.
- The Nursing Assistant program does not require separate health admission. Students are accepted on a first come, first serve basis.

Selection Criteria

Applicants who meet eligibility requirements will be ranked and selected on a competitive basis.

Grades in designated related courses will be used to determine ranking.

In addition, participation in a departmental information session is required. Sessions will be scheduled by the College. A maximum of 15 additional competitive points may be awarded at that time based on departmental criteria.

Advanced Placement into Health Programs

Certain health programs may accept students who have transfer credit or approved credit for prior learning for program specific courses outside of the published admission cycle on a space available basis and upon Department Chair approval. Students should contact appropriate Department Chairs for specific program requirements.

Licensed Practical Nurses may be granted placement into the Associate Degree Nursing (ADN) program on a space available basis. Criteria for advanced placement include:

- Have a current unrestricted LPN license and have completed 3,600 hours of work experience as a LPN within the last four (4) years
- Meet the requirements for admission into the FTCC ADN program
- Have a minimum overall GPA of 2.0 and a minimum GPA 2.5 on all related courses
- Have satisfactorily completed any developmental course or related science course in no more than two attempts
- Have satisfactorily completed related science course within 5 years of entry into the program
- Have taken the TEAS test and scored at the level required of ADN students admitted at the beginning of the program
- Have completed all related courses within the ADN Program of Study that are noted on the course sequencing sheet prior to the point of advanced placement

Special Credit (Non-matriculating) Student Admission

Special credit status for (non-matriculating) students: This student status is designed to allow any qualified and interested individual to enroll in college credit courses with appropriate documentation without declaring a major or seeking a degree, diploma, or certificate. The appropriate documentation is required to determine that the course prerequisites have been met. When a student wishes to become a matriculated student, they must follow the current admission requirements for academic program approval.

Special credit students are not eligible for financial aide assistance, i.e., federal financial aid, vocational rehabilitation, veteran services. If you are unsure about aid eligibility and the program you are considering, contact the Financial Aid Office for clarification.

ADMISSION OF INTERNATIONAL STUDENTS

International applicants who apply from outside the United States and have not previously attended an American college or university will be processed as entering freshman. If you are a qualified applicant who wishes to attend the College, please apply by sending your request to:

Admissions Office
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236 USA

Applicants are responsible for requesting that the school principal or headmaster send official copies of high school (secondary) transcripts directly to FTCC. If applicants have attended an American or Foreign college/university, applicants must have an official transcript sent directly from that college or university.

Student Visa Applicants

International applicants holding an F-1 or M-1 Visa are ONLY admitted to begin their studies for the fall semester. All paper work must be completed no later than March 1 of the year you plan to begin classes at Fayetteville Technical Community College. Applications will not be considered until all of the following items have been received:

1. FTCC Application
2. Preliminary Application (Form A)
3. Completed financial certificate (Form B)
4. Test of English as a Foreign Language (TOEFL) results (Only official scores sent from Princeton, New Jersey are acceptable.)
5. Official high school (secondary) transcript
6. Official college or university transcripts, if applicable
7. Completed Pre-entrance Medical Record

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
Student Visa (F-1 or M-1)

In order to apply for an F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes the applicant’s study period, will be issued. A $100.00 Student and Exchange Visitor Information System (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant’s country to apply for a visa.

To obtain a non-immigrant, student visa, applicants must be able to prove the following:

1. That they have strong ties to their home country demonstrating their intention to return home (In other words, applicants do not plan to immigrate permanently to the U.S.)
2. That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
3. That they have legitimate intentions to study full-time and gain education and training which will be useful in their home country. After receiving an F-1 or M-1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and “apply” for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

English Proficiency

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. The Test of English as a Foreign Language (TOEFL) is required of all foreign applicants. To obtain materials and information regarding the TOEFL, write to:

Test of English as a Foreign Language
Box 899
Princeton, New Jersey 08540 USA

Please specify code number 5208 when requesting TOEFL scores to be reported to Fayetteville Technical Community College.

Financial Information

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 Visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.

Many international students receive financial help from sources outside the United States. Therefore, it is suggest that applicants consult the excellent publications about study abroad, which may be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space availability basis. International students are assessed tuition at the out-of-state rate.

Employment

1. On-campus. F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations and between terms, provided they continue at that school the following term.

2. Off-campus. Students holding F-1 or M-1 Visas are not authorized to work except under extraordinary circumstances. There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

Period of Authorized Stay

Admission to the U.S. on an F-1 or M-1 Visa is for “duration of status” (D/S). This is the time estimated for program completion. During that time, students are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

Housing

Fayetteville Technical Community College serves entirely a commuting student body. Housing is not available on campus. International students must seek housing in the community and commute daily by public transportation. Arrangements for housing must be made between the landlord and the student.

Transportation

International students must provide their own transportation or use public transportation to travel between the campus and their housing accommodations.

Full-time Requirement

International students holding an F-1 or M-1 Visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in their approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
Non-Student Visa and Resident Alien Applicants

Foreign applicants holding either (a) a visa other than an F-1 or M-1 or (b) a Resident Alien card may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:

1. FTCC Application
2. Presentation of either a valid Passport & Visa or a Resident Alien Card
3. FTCC Entrance Assessment Results
4. Official high school (secondary) transcript
5. Official college or university transcripts, if applicable

NOTE: People who hold a visitor’s Visa (B-1) are NOT eligible to enroll in FTCC’s college-level classes.

ADMISSION OF TRANSFER STUDENTS

Students who have completed course work at other colleges and universities should submit official transcripts of all post-secondary work. Transcripts will be reviewed during the admissions interview and transfer credit awarded according to the following criteria:

1. Prior course work must correspond in instructional hours and content must be substantially similar to FTCC courses required in the degree or diploma being sought.

2. Course work must have been completed at a regionally accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) OR the student may submit the following documentation to be evaluated and a recommendation made by the related department chair:
   a. Official transcript from the institution attended.
   b. Statement from the institution regarding any professional accreditations or associations.
   c. Statement from the institution regarding scheduling system (i.e., semester or quarters).
   d. Statement from the institution indicating the faculty who taught the course and the academic/professional credentials of that faculty member.
   e. Course description to include number of class, lab, and/or clinical hours, and course content statement.
   f. Course syllabus.
   g. Reference statement indicating the textbook(s).

3. Course work must have been completed with a grade of “C” or better.

4. Major courses with a technical/skill content have time limitations in terms of their relevance to the curriculum program and to the occupational field. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, may not be considered for transfer purposes. Some technology-based programs may have stricter limitations on the transfer of grades, depending on changes in technology and competencies required for jobs in the field. Based on the recommendation of the related Department Chairperson, the final decision of the acceptance of transfer credit for major courses will be made by the Council for Academic and Student Services.

5. Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree. (Note: The A.B.A. requires all paralegal students to complete a minimum of 18 semester hours in legal specialty courses at FTCC.)

6. Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

TRANSFER CREDIT APPEAL PROCESS

The Testing/Evaluation Center provides credit evaluation of coursework based on official transcripts from all institutions a student has attended. Also included in the evaluation process are documents that pertain to Credit for Prior Learning. A student may appeal a course transfer decision and request a re-evaluation of any transfer credit by following these steps:

1. Review all transfer credit awarded by FTCC via WebAdvisor account, or with a counselor or advisor.
2. Complete the online Transfer Credit Appeal Form or obtain a copy in the Testing Office.
3. Obtain a copy of the course syllabus, course description, and any documentation that will support your appeal from the originating institution(s).
4. Submit the completed Transfer Credit Appeal form and all supporting documentation to the Testing Office. Retain a copy for your records.

The Testing/Evaluation Center will re-evaluate the requested course(s) for reconsideration through consultation with the appropriate dean, division, or department chair. Once the re-evaluation is complete the decision will be email to the student’s FTCC email account within 30 business days of the receipt of the appeal form, excluding holidays and college closures.

If additional documentation is required from the student for the evaluator or the department chair to make the decision, the student has 2 weeks from the date of the request to supply documentation. Further appeals will be forwarded to the Council for Academic and Student Services.

INTERCURRICULAR TRANSFER OF CREDITS

Students who change curriculums may be awarded transfer credit for applicable courses taken and passed in the previous curriculum. All credits considered must be applicable to the instructional field and approved by the Department Chair or appropriate Academic Dean.
CREDIT FOR NON-TRADITIONAL LEARNING

FTCC will evaluate non-traditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit for non-traditional work is limited to no more than 75 percent of the AAS degree or diploma requirements. (See Handbook on FTCC website.)

Advanced Placement Examinations

Applicants to the college may request transfer credit for subjects covered under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Advanced credit awarded at prior colleges must be supported by official test score reports to be considered for transfer credit.

Military Service Training

Military service school records may be submitted for transfer credit evaluations. The service member is encouraged to submit a “Request for Evaluation of Military Experience” (form DD295) or the AARTS (Army/ACE Registry System) transcripts for evaluation purposes. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the AARTS Transcript. Military service experiences are evaluated using ACE Guide recommendations.

Industrial and Professional Training

FTCC will consider the evaluation of credit for documented professional training and certification. Transfer of credits is considered using The National Guide to Educational Credit for Training Programs.

Experiential Learning

FTCC does not consider experiential or life experiences for transfer credit evaluation.

Proficiency Tests

FTCC students who plan to challenge a curriculum-level course must contact the department chairperson of the appropriate department to request a proficiency examination. Proficiency tests are given under the following conditions.

a. Students who have passed a preliminary screening test given by the department chairperson may take a proficiency exam.

b. Students must be registered for the course in order to take a proficiency exam.

c. Proficiency exams must be taken within the first four class days of the term.

d. Students who pass a proficiency exam at the “C” grade level or above will be assigned a “P” grade and will not be required to attend further class sessions.

e. Veteran students and other third party recipients may not use courses passed by proficiency for the purposes of educational entitlement. Students who pass a proficiency test are encouraged to add additional curriculum courses in order to maintain full-time status.

*CLEP examinations will be the required proficiency test where available. Students will be referred to area CLEP examination sites for testing when appropriate.

Tech Prep Advanced Placement

Cumberland County high school graduates who participated in the Tech Prep Program may be awarded proficiency credit based upon the recommendations of the Cumberland County Tech Prep Curriculum Development Committee.

SOCAD

Fayetteville Technical Community College is a Servicemembers Opportunity College (SOC). SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. FTCC participates in the SOCAD-2 network with eleven degree programs available. For more information contact the FTCC Ft. Bragg Office at 678-1050.

RE-ADMISSION OF FORMER STUDENTS

Any student who withdraws from the College and wishes to return must contact the Admissions Office to reactivate his/her application for admission.

1. A student who withdrew for unavoidable reasons may be eligible for re-admission at the beginning of the next term.

2. Students placed on satisfactory academic progress suspension for not meeting the minimum standards for a second time may appeal for reinstatement to the College by completing the Student Suspension Appeal For Re-Admission form through the Director of Student Activities. Reinstatement is subject to successful completion of specific conditions outlined on the STUDENT SUSPENSION APPEAL FOR RE-ADMISSION form.

3. A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.

4. A student who withdraws from the institution and reenters at a later term, including students who have completed at least one or more terms, will be subject to curricular requirements in effect at the time of re-entry.

5. Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

NEW STUDENT ORIENTATION

FayTech NOW (New Student Orientation Workshop) is designed as a stepping stone for students making the transition to college. During the workshop, students receive information on FTCC policies and procedures, campus resources, and tips for success. Students also log in to their student email, WebAdvisor and Blackboard accounts as part of the workshop. All new and returning students who have been out one year or more are required to attend FayTech NOW in order to obtain program approval.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
REQUIRED PLACEMENT TEST

ASSESSMENT AND EVALUATION OF STUDENTS
Fayetteville Technical Community College wants each student to be successful in meeting his or her educational goals. To evaluate the level of preparation and to place students in appropriate courses, the College requires assessment in the skill areas of English, reading, and mathematics. To satisfy assessment requirements for most programs, the student needs to take the ACCUPLACER (or other North Carolina Community College System approved assessments) unless eligible for a waiver. Assessment scores will be used for course-level placement. Each of the three skill areas of English, reading and mathematics is independent of each other. A student may place at the college level in one or more areas and at the college preparatory level in other area(s). The College may limit the student to college preparatory courses and any other instruction for which he or she is adequately prepared.

REQUIREMENTS FOR TAKING ASSESSMENT
Whether the student is seeking full-time or part-time enrollment, unless he or she is qualified for an exception, the student must complete a state-approved assessment as indicated:

1. Prior to participating in registration if the student is seeking degree.
2. Prior to registration for any course which has a specific assessment score as a prerequisite.

Assessment scores may not be more than three years old.

ASSESSMENT EXEMPTIONS
Students will be exempt from taking the assessment for registration in courses for which they are qualified if they provide an official transcript or other written documentation for one of the following exceptions:

1. The student has attended a regionally accredited institution (RAI) in which English was the language of instruction and has successfully completed with a grade of “C” or higher a transferable college-level English and/or mathematics course.
2. The student holds an associate’s or bachelor’s degree from a RAI in which English was the language of instruction and has successfully completed with a grade of “C” or higher a transferable college-level English and/or mathematics course.
3. The student’s official college transcript is evaluated for select courses to substantiate completion of prerequisites when the student is enrolled in another college or university and has applied to Fayetteville Tech for “special credit” status.
4. The student’s official FTCC record indicates that he or she is enrolled for job improvement or in selected courses with no intent for an FTCC degree.
5. The student has taken the SAT with verbal and math scores at or above 500 each or ACT composite score of 20 or higher within the last five years. Based on the score of each SAT or ACT section, specific sections of the Accuplacer may be waived.

Placement Assessment SAT & ACT Waivers

SAT Section Score waived: • Math 500 Arithmetic & Algebra • Verbal 500 Reading • Writing 500 Sentence Skills

ACT Section Score waived: • Math 20 Arithmetic & Algebra • Reading 20 Reading • English 20 Sentence Skills

6. The student chooses to begin with the most basic college preparatory courses: English 70, Math 50 and Reading 70.

ASSESSMENT PLACEMENT SCORES

<table>
<thead>
<tr>
<th>CPT/ACCUPLACER</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>COURSE/ COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Comp</td>
<td>Reading</td>
<td>Reading</td>
<td></td>
</tr>
<tr>
<td>0-38</td>
<td>0-55</td>
<td>23-30</td>
<td>Red 070</td>
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<tr>
<td>39-59</td>
<td>56-72</td>
<td>31-33</td>
<td>Red 080</td>
</tr>
<tr>
<td>60-79</td>
<td>73-81</td>
<td>34-41</td>
<td>Red 090</td>
</tr>
<tr>
<td>80-120</td>
<td>81+</td>
<td>42-53</td>
<td>Eng 111 (writing score of 86-120 also required)</td>
</tr>
<tr>
<td>Sentence Skills</td>
<td>Writing</td>
<td>Writing Skills</td>
<td></td>
</tr>
<tr>
<td>0-43</td>
<td>0-37</td>
<td>23-27</td>
<td>Eng 070</td>
</tr>
<tr>
<td>44-64</td>
<td>38-58</td>
<td>28-33</td>
<td>Eng 080</td>
</tr>
<tr>
<td>65-85</td>
<td>59-69</td>
<td>34-41</td>
<td>Eng 090/090A</td>
</tr>
<tr>
<td>86-120</td>
<td>70+</td>
<td>42-53</td>
<td>Eng 111 (reading score of 80-120 also required)</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>Pre-Algebra</td>
<td>Numerical Skills</td>
<td></td>
</tr>
<tr>
<td>0-36</td>
<td>0-30</td>
<td>23-34</td>
<td>Mat 050</td>
</tr>
<tr>
<td>37-54</td>
<td>31-46</td>
<td>35-40</td>
<td>Mat 060</td>
</tr>
<tr>
<td>55-120</td>
<td>47+</td>
<td>41-55</td>
<td>Mat 070</td>
</tr>
<tr>
<td>55-120</td>
<td>none</td>
<td>41-55</td>
<td>Mat 101 (Diploma Programs)</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>Algebra</td>
<td>Elementary Algebra</td>
<td></td>
</tr>
<tr>
<td>0-21</td>
<td>none</td>
<td>none</td>
<td>Mat 050</td>
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<tr>
<td>22-33</td>
<td>none</td>
<td>none</td>
<td>Mat 060</td>
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<td>34-54</td>
<td>0-45</td>
<td>23-40</td>
<td>Mat 070</td>
</tr>
<tr>
<td>55-74</td>
<td>46-66</td>
<td>41-55</td>
<td>Mat 080</td>
</tr>
<tr>
<td>55-74</td>
<td>46-66</td>
<td>41-55</td>
<td>Mat 90 (option for Mat 080)</td>
</tr>
<tr>
<td>55-74</td>
<td>46-66</td>
<td>41-55</td>
<td>Mat 110, 115, 120, 121, 140</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>Algebra</td>
<td>Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>75-120</td>
<td>67+</td>
<td>45-55</td>
<td>Mat 145, 151, 155, 161, 171</td>
</tr>
<tr>
<td>75-120</td>
<td>67+</td>
<td>45-55</td>
<td>PreMajor Math, Math Ed &amp; Biology</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>Trigonometry</td>
<td>Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>118-120</td>
<td>23+</td>
<td>none</td>
<td>Mat 271 (A.S.-PreMajor Programs)</td>
</tr>
<tr>
<td>118-120</td>
<td>23+</td>
<td>none</td>
<td>PreMajor-Chemistry</td>
</tr>
</tbody>
</table>

Revised 04/08/08

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM APPROVED ASSESSMENTS

ACCUPLACER: FTCC administers the ACCUPLACER Computerized Placement Tests and Companion from the College Board. The assessments are Reading Comprehension, Sentence Skills, Computation/Arithmetic and Elementary Algebra.

There is no charge for the ACCUPLACER. The assessment takes approximately two to two and one-half hours and is available days and evenings.

Other Assessments: Other tests approved by the North Carolina Community College System are the ASSET and COMPASS.

Retest Policy: Students may only take the ACCUPLACER twice in a three-year period at Fayetteville Technical Community College.

Students may not retest for a specific content area while enrolled in that content area until after the 90% point of the class.

Competency exams may be available through individual departments for further academic progression at the discretion of the department/division chair.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
GRADING PROCEDURES

FTCC grades are based on a 4.0 grading system. Each grade is assigned a “grade-point equivalent” in quality points for each term credit hour scheduled. The scholastic point average is determined by dividing the total of quality points earned by the number of term hours scheduled.

Letter grades are used to indicate the quality of a student’s work.

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Letter Grade</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A-Excellent</td>
<td>4 points per credit hour</td>
</tr>
<tr>
<td>85-92</td>
<td>B-Good</td>
<td>3 points per credit hour</td>
</tr>
<tr>
<td>77-84</td>
<td>C-Average</td>
<td>2 points per credit hour</td>
</tr>
<tr>
<td>70-76</td>
<td>D-Below Average</td>
<td>1 point per credit hour</td>
</tr>
<tr>
<td>0-69</td>
<td>F-Failure</td>
<td>0 grade point</td>
</tr>
<tr>
<td></td>
<td>I-Incomplete</td>
<td>After eight (8) weeks for 16 week classes and 4 weeks for 8-week classes, the grade becomes an “F”</td>
</tr>
</tbody>
</table>

AU .... Audit (No Credit) – No effect on grade point average
NS .... No Show – No effect on grade point average
P ....... Proficiency – No effect on grade point average
T ....... Transfer – No effect on grade point average
W...... Withdrawn from Class(es) - the grade given when a student drops a class after the 10% point in time through the 90% point in time. The grade is not factored into the student’s grade point average.
I (Incomplete) may be given at the discretion of the instructor when all course requirements have not been met. After eight weeks from the beginning of the next term, an incomplete grade in a sixteen-week class becomes an “F.” After four weeks from the beginning of the next term, an incomplete grade in an eight-week class becomes an “F.”
AU (Audit) requests must be made at the first class session. The intent of the AU is to allow students to take courses for no credit. Forms must be obtained from the Registrar’s Office and be signed by both student and instructor during the first two days of the sixteen-week course and the first day of an eight-week course. Developmental classes may not be audited. To receive the AU, the student must meet all course requirements. This grade is permanent and can not be converted to a letter grade.
NS (No Show) is administered when a student registers, but fails to attend class(es) prior to the 10% point of the term.
P (Proficiency) by examination may be given after the student has registered for the course and after a preliminary screening test is given by the department chairperson. The grade equates to a “C” or better. This process must be completed within the first four class days of the term.
T (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities.

Students will receive their grades via Web Advisor.

All final course grades will be letter grades in accordance with the adopted grading system. Grade reports are posted via Web Advisor.

All students must have at least a 2.0 grade point average (major and cumulative GPA) and have passed all curricular subjects as listed in the course outline under which they entered to be eligible for graduation. They must also meet the grade level needed in major subjects required to take licensure examinations.

Health occupations curricula, Funeral Service Education, and Paralegal Technology require course grades of C or better in order to progress to the next course/term. Each department area will issue to the student in written form the necessary information to cover such grading policies. Students who request transfers to other degree curricula are expected to have maintained a 2.0 GPA on all courses completed including prerequisite courses.

Developmental Course Grading System

Courses numbered below 100 are developmental courses. The following grades are assigned for developmental courses: A, B, C, or F. Students who receive a grade of “F” (Failure) will be required to re-take the course.

Developmental course grades are not counted as credit towards graduation, nor are they calculated into the student’s cumulative Grade Point Average.

COURSE REPEAT POLICY AND PROCEDURE

Course Repeat

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt through the appropriate Dean, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the last grade earned (A, B, C, D, F, or WF) will be counted in determining the hours earned and in determining the grade point average at the College. However, all grades will be recorded on the student’s official transcript. Grades of withdrawal passing (WP) and audit (AU) are not calculated in the GPA, but they will be considered as a repeat grade.

A student’s grade point average (GPA) is based on the number of credits earned and the grades received. Cumulative GPA reflects all courses taken; major GPA reflects courses in the major.
Specific program requirements for academic progress are outlined in the College catalog (i.e., health programs curricula, Funeral Service Education, and Paralegal Technology).

The University of North Carolina System and other colleges or universities require that a student earn a grade of “C” or better in each transfer course completed. A student planning to transfer should realize that receiving institutions do not have consistent policies regarding course repeats. Admissions personnel will review the transcripts of transfer applicants and may recompute grade point averages to include the grade originally assigned, or compute all grades assigned at Fayetteville Technical Community College.

Note to students receiving VA assistance: Two attempts will be the maximum allowed for counting a course as part of a student’s credit hour load for determining eligibility. Veterans who wish to repeat courses, for which a passing grade (D or higher) has been earned, will not receive educational benefits for repeating those courses.

Note to students receiving financial aid: All attempted classes will be counted toward academic progress. (Attempted includes a grade of A, B, C, D, F, W, WP, WF, U, I)

Note to students interested in a health program: Previously completed science courses must have been satisfactorily completed with a grade of “C” or better within five years of entry in a health program. These courses may be attempted only twice. The appropriate health department chairperson through the Dean of Health Programs may approve exceptions.

Course Repeat Procedures

The request for course repeat must be initiated by the student and directed to the Registrar. All requests must be initiated prior to the final term of enrollment (i.e., at the end of fall term if graduating at the end of the spring term). Students applying for health programs must make the request prior to the January 30 deadline. The “Class Repeat” form is available in the Registrar’s office. Note to students taking Developmental Courses (courses designated less than the 100 level, i.e., MAT 070): Developmental Courses may be attempted only twice.

Grade Forgiveness Procedures

A student may petition in writing to the Dean of Enrollment Management to have grades which are at least seven years of old forgiven. In order for the request to be considered, the course in question must not have been under a previously granted certificate, diploma, or degree. Prior to making this request, it is the student’s responsibility to review the change with a counselor to make sure that there are no potential program conflicts, Financial Aid issues, Veteran’s Aid issues or third party payment issues. The forgiven grade will remain on the student transcript; however, will no longer be counted in the calculation of the GPA.

The Vice President for Academic and Student Services must approve exceptions to this policy.

Schedule Adjustments and Withdrawals

W (Withdrawn) is the grade given when a student withdraws from a course after the 10 percent date of the term, but on or before the 90 percent date of the term. A “W” has no effect on the student’s grade point average.

Withdrawal from Class(es)

Student Withdrawal from Class after the 10 Percent Date.

• A student may withdraw from a class as late as the 90 percent date of the term without penalty. The transcript will indicate a “W”. A “W” grade does not negatively impact the student’s GPA, but will count as an attempt for purposes of veteran’s benefits or financial aid.

• Failure to withdraw properly may result in a failing grade for the course and may jeopardize a student’s right to reenroll at a later date.

• A student who withdraws or drops from any portion of a course (classroom, lab, clinic or shop) will be dropped from the entire course (class and lab).

• A student who receives Financial Aid or VA Educational benefits should confer with personnel in those offices before dropping classes or withdrawing from the College to determine the impact of a withdrawal on those benefits.

In order to withdraw from class(es) a student must submit the Student Online Withdrawal Form found under Registration info on the FTCC website. If the student does not complete the withdrawal process, he/she will remain enrolled in the course and will receive the grade assigned by the Instructor. The instructor will note the last day of contact with the student, which will impact financial aid owed for repayment.

• Beginning in Fall 2010 faculty will no longer do withdrawals from class for students except when it is an administrative withdrawal by FTCC.

Administrative Withdrawal by Faculty or Administration

• For Curriculum Courses (numbered 100 or higher): Students who are absent for more than 20 percent of scheduled class sessions may be dropped from the class rolls by the instructor. A grade of “W” will be assigned if the student is dropped prior to the 90 percent date.

• For Developmental Courses (numbered below 100): Students who are absent for more than 10 percent of scheduled class sessions may be dropped from the class rolls by the instructor. A grade of “W” will be assigned if the student is dropped prior to the 90 percent date.

• A student who registers for a class and never attends the class within the first 10% of class meetings is a “no show.” A “No Show” student will be dropped from the class and a grade of “NS” will be assigned to the student’s record. An “NS” will not count in the student’s GPA or as an attempt for veteran’s benefits or financial aid. Awarded financial aid will be removed from students who withdrew

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
from all classes as a “no show”. Students who have mitigating circumstances explaining their absence need to communicate these to the instructor prior to the 10 percent date. At the discretion of the instructor, a student with mitigating circumstances may be allowed to remain in the course.

- If a student is suspended from the College during the term, a grade of “W” will be assigned for each class in which the student was enrolled that term.

**Course Prerequisite and Co-requisite Guidelines**

A prerequisite is a course that must be taken prior to another course. A co-requisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and co-requisites to ensure students are prepared to meet the requirements of the course material. Students who do not have confirmed prior credit, equivalency via placement test scores, or transfer equivalency that satisfies the stated prerequisites and co-requisites may be administratively dropped from the course. Course prerequisites and co-requisites may be found by using WebAdvisor. Academic Deans, Division Chairs, Department Chairs, and Program Coordinators have the authority to waive a prerequisite or co-requisite based upon verified evidence that the student has the necessary prerequisite or co-requisite experience to meet the demands of the higher level course. A Prerequisite Waiver Approval Form will be completed for each waiver granted when the evidence of the prerequisite or co-requisite is not identified in Datatel.

**Tuition/Fee Refund Appeals**

Students are responsible for charges and payments to their student tuition/fee account. Appeals for the current and/or immediate prior term only will be considered and reviewed. All other appeals will not be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.
- Medical emergency which results in the inability to attend class. Medical documentation is required. Medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor is required.
- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.

For any other mitigating circumstances, documentation and explanation must be submitted with the appeal form. Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed monthly on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting indicating the decision of the Appeals Committee.

Financial Aid Students: A dropped class will result in a change in enrollment credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office at 910-678-8242 or finaid@faytechcc.edu with any questions regarding your financial aid prior to submitting this form.
FEDERAL RETURN OF TITLE IV FUNDS FOR COMPLETE WITHDRAWALS

Students receiving Title IV funding (Federal Pell Grant, Supplemental Educational Opportunity Grant or William D. Ford Federal Direct Loans) who completely withdraw from classes are required to have earned aid evaluated through the federal formula established in the 1999 federal financial aid reauthorization. Unearned aid is returned to the federal financial aid programs. Students not receiving federal Title IV financial aid, who paid for all expenses out-of-pocket, will receive a refund based on institutional policy. The amount of federal funds returned to the federal programs will be determined based on the date the withdrawal process begins or the last date of attendance. If the date the withdrawal process begins or last date of attendance is not available or known, the federal refund will be based on the 50 percent point of the semester. Return of Title IV funds will not be computed after the 60 percent point of the semester.

BOOKSTORE REFUNDS

Bookstore refunds are made under the following conditions:

- Students are allowed ten (10) calendar days beginning with the first day of the term to return textbooks for refund or credit.
- Books which have not been used, damaged, or marked in will be accepted for 100 percent refund or credit toward the purchase of additional items. Proof of purchase (cash register receipt) must be shown.
- All refunds will be made by check mailed to the individual student. No cash refunds will be made.
- Military Students. The College shall buy back textbooks through the colleges’ bookstore operations to the extent possible. The College will use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

TUITION WAIVERS

(Subject to change)

(1) Senior citizens, age 65 or over and who are legal residents of North Carolina, are exempt from:
   a. Up to 6 credit hours of credit instruction per semester; the student activity fee, technology fee, and campus access, parking and Security (CAPS) fee will be charged when total credit hours per semester exceeds 6 credit hours.
   b. One course of non-credit instruction per semester

(2) High school students enrolled in a community college curriculum course under the Huskins (T90970), including Howard Health & Life Sciences High School students, are exempt from tuition when courses are technical, vocational, or begin with the following prefixes: AST, BIO, CHM, CIS, GEL, IMS, MATH, PHS, PHY, and SCI

High school students in the Huskins program are exempt from the technology fee and CAPS fee. In addition, high school students in this program are also exempt from the activity fee when the course location is the high school. The activity fee is paid by Cumberland County Schools when the fees are charged under the Huskins program.

(3) High school students enrolled in a community college course under the Dual Enrollment program (T90980), are exempt from tuition when courses are technical, vocational or begin with the following prefixes: AST, BIO, CHM, GEL, IMS, MATH, PHS, PHY, and SCI.

(4) When an employer, other than the armed services, pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer is charged the in-state tuition rate.

(5) Certain out-of-state students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment may be eligible for tuition payment at the in-state rate.

(6) Out-of-state service members and their dependents stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The waiver is for the academic year. Continuing students may re-apply each fall term.

(7) Members of the armed forces that register through the GoArmyEd website are exempt from the activity fee, technology fee, and CAPS fee based on the agreement between the College and contractual agency.

(8) Students enrolled in Internet courses only (taking no traditional face-to-face courses) may request a waiver of the student activity fee and CAPS fee.

(9) Volunteer fireman, local fire department personnel, volunteer rescue and lifesaving department personnel, local rescue and lifesaving department personnel, local law enforcement officers enrolled in training course are exempt from tuition and registration fees.

(10) Students enrolled in Health and Human Services Development programs are exempt from continuing education registration fees.

(11) Elementary and secondary school employees enrolled in courses in first aid or cardiopulmonary resuscitation (CPR) are exempt from continuing education registration fees.

(12) Full-time college staff members are exempt from tuition and registration fees for one curriculum or continuing education course per semester.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
ATTENDANCE POLICY

Because of the nature of the vast majority of the courses at Fayetteville Technical Community College, the administration has established the following policy. The policy has been established for the benefit of the students who are forced, because of reasons beyond their control, to miss classes as well as those who do not miss any classes (both groups of students are involved). Attendance may be taken separately in each portion of a course (i.e., class, lab, clinic, shop). Missing 20% of any portion of a course may result in administrative withdrawal. When enrolled in developmental studies courses missing 10 percent or any portion of the course may result in administrative withdrawal.

(1) Instructors will make every effort to advise students who have missed more than 10% of a course that their standing in class is in jeopardy. Students who add a course after the first day of the class are responsible for all materials covered from the beginning. Instructors are encouraged to refer students with excessive absences to the Counseling Office.

(2) If absences exceed 20% (10% for developmental studies courses), at any point during the term, the faculty member may: drop the student from the course, or allow the student to continue in the course under conditions set by the instructor.

(3) Tardy students interrupt the beginning of a class meeting. If a student enters the class after the instructor has started the class, the student shall be recorded as being tardy. Three tardies shall be counted as one absence.

(4) No absence, for any reason, shall excuse a student from an announced test, examination, or other assigned activities. Make-up of any tests or work missed shall be at the discretion of the faculty member. The make-up of any test or examination shall be scheduled on the earliest possible date after the student returns to class.

(5) Special attendance policies are in effect for the following programs: Associate Degree Nursing, BLET, Dental Assisting, Dental Hygiene, Central Sterile Processing, Early Childhood Education Credential Certificates, Emergency Medical Science, EMT classes, Fire Academy (Continuing Education), Nuclear Medicine Technology, Nursing Assistant, Pharmacy Technology, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiography, Respiratory Care, Speech Language Pathology Assistant, and Surgical Technology. No department may impose a different attendance policy unless specifically required for licensure purposes. Requests for a more stringent policy must be submitted in writing to, and approved by, the appropriate Program Area Dean.

(6) Special permission must be obtained from the Registrar/Curriculum and the faculty member before a friend can sit in on a class. Students are responsible for their guest’s behavior while on campus.

(7) Children are not to be left unattended anywhere on campus. Small children of students are not permitted to sit in classes, labs, or the library.

ACADEMIC STANDARDS FOR GRADUATION

The College requires that students maintain a cumulative and major GPA 2.0 or higher in order to meet institutional standards of progress and to be eligible for graduation.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

To remain eligible for state and federal financial aid programs, students need to make Satisfactory Academic Progress (SAP) toward achieving a degree, diploma, or certificate. Standards of Satisfactory Academic Progress are applied to all students who wish to establish or maintain financial aid eligibility at FTCC, regardless if they have received financial aid funds in the past. The standards are established to encourage students to progress toward an educational objective and complete a degree within a reasonable time frame and with the least amount of loan debt. If the standards are not met, students are not eligible for federal and state financial aid.

ACADEMIC PROGRESS STANDARDS FOR ALL STUDENTS

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by both the Registrar’s Office (for all students) and by the Financial Aid Office (for student’s receiving financial aid).

Maintain a Minimum Cumulative GPA
- Maintain a cumulative grade point average of at least 2.0.
- Cumulative GPA is based on all credits attempted since your initial date of attendance at FTCC regardless of program.
- Grade forgiveness and program GPA are not factors in the calculation of cumulative GPA.
- A student’s cumulative grade point average must meet the minimum standards of the institution according to degree intentions. The minimum cumulative and major grade point average for graduation at FTCC is 2.0.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
Maintain a Minimum of Completed Credit Hours for Credits Attempted

- Complete a minimum of 67% of cumulative credit hours attempted.
- Attempted credits include courses with grades of "A" through "F", "W", A* B* C* U C@, D@, F@, I*, I, T, S, B@, A@.
  An F, W, F@, I*, I, IP or IC grade is not considered a completed credit and will count against your attempted credit calculation and GPA.
- All transfer credits accepted by FTCC will count toward the calculation of attempted credits.
- Credit hours taken for a grade of "audit" (AU) do not apply toward an associate degree, diploma, or certificate program. Therefore, credit hours with this designation are not included in determining enrollment status for financial aid, or Satisfactory Academic Progress.
- Students with changes in grade type of an "audit" (AU) after the disbursement of financial aid will be reviewed for an enrollment status change. This change may result in a reduction of financial aid eligibility and a balance owed to the College.
- Courses with grades of "I" (Incomplete) or I* will be considered as credit hours attempted and not completed. Students who have made arrangements with the instructor to complete required course work are not required to re-register for the same class during a subsequent semester to complete the work. Any course carried forward to the next semester for completion will not be counted as part of the new semester enrollment status. If the "incomplete" grade was instrumental in placing a student on financial aid probation or suspension, once completed, the student may appeal for a re-evaluation of Satisfactory Academic Progress by submitting the Satisfactory Academic Progress Appeal form to the Financial Aid office at FTCC.
- Repeated courses will be counted as hours attempted and also toward maximum credits allowable for each type of program for financial aid.

Complete A Degree, Diploma Or Certificate Program In No More Than 150% of the Average Length of the Program:

- Cumulative credit hours attempted are defined as all credit hours attempted at FTCC, and all credit hours transferred to FTCC from other institutions.
- Students will not be eligible to receive financial aid once they have attempted 150 percent of the normal credits required for their approved program of study, i.e., degree, diploma or certificate.
- All attempted credits are counted, including credit for prior learning, and developmental courses; whether or not financial aid was received, or the course work was successfully completed.
- A student who completes an associate degree at FTCC is considered to have reached their maximum program length and is not eligible for financial aid for other programs. Students who have completed a diploma or a certificate may enroll in an associate degree. The course credits obtained toward the diploma/certificate will continue to be calculated as part of the 150% percent of the program length.

STUDENT ACADEMIC STANDING PROCEDURES FOR ALL STUDENTS

All curriculum students at FTCC are required to meet minimum standards for academic progress. Academic progress is evaluated at the completion of each term by the Registrar’s and Records Office. This procedure involves reviewing each student’s cumulative grade point average (GPA) to evaluate his or her academic progress and academic standing.

Student are encouraged to review the online College Catalog for details of how a student’s academic progress may affect his or her continued enrollment. Please keep in mind that Financial Aid and Veterans Services may have more restrictive academic progress and academic standing requirements as conditions of his or her continued funding.

GOOD STANDING
A student is considered to be in good academic standing when he or she earns a cumulative GPA of 2.0 or above.

ACADEMIC WARNING
A student is considered to be on academic warning when his or her cumulative GPA is below 2.0 at the end of the semester. This warning is an indication of potential academic problems and is communicated to the student and the student’s advisor and major department(s). A letter is sent via email encouraging attendance at Pathways to Academic Success (PAS) sessions facilitated by Counseling Services and an orientation of the Success Center.

ACADEMIC PROBATION
A student is considered to be on academic probation when the student is already on academic warning and his or her cumulative GPA is still below 2.0 at the end of the semester. The student is placed on academic probation, and this is noted on the student’s permanent record. A letter is sent via email mandating attendance at Pathways to Academic Success (PAS) sessions facilitated by Counseling Services and an orientation of the Success Center. The student is restricted from registering and must follow the guidelines required on the Student Suspension Appeal form for Re-Admission:

ACADEMIC SUSPENSION
A student who is currently on academic probation and his or her cumulative GPA remains below 2.0 at the end of the semester is considered to be on academic suspension. The student is suspended from the College for one 16 week academic semester. A letter is sent via email mandating attendance at Pathways for Success II (PAS) sessions facilitated by Counseling Services and an orientation of the Success Center. A student may appeal by completing the guidelines set forth on the Student Suspension Appeal form for Re-Admission:

DEVELOPMENTAL CLASSES
Go to www.faytechcc.edu and click on College Catalog for information on developmental classes.

DROPPING OR WITHDRAWING FROM CLASSES
Go to www.faytechcc.edu and click on College Catalog for information on dropping or withdrawing from classes.

WITHDRAWALS OR ALL F GRADES/RETURN OF TITLE IV FUNDS
Go to www.faytechcc.edu and click on College Catalog for information on withdrawals or all “F” grades/return of Title IV funds.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
HONORS AND ACHIEVEMENTS

President’s List

The President’s List is generated at the end of each semester for students with a perfect grade point average. This honor is reflected on students’ transcripts. Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from the consideration.

Students must make a final grade of “A” on a minimum of 12 credit hours of curricular work during the term of consideration.

Students must earn a 4.00 GPA on a minimum of 12 credit hours. The formula used to calculate this 4.00 GPA excludes the following grades: AU, P, S, T, W, WP, and W*.

Students are NOT eligible for consideration until all course work is completed for the term.

Dean’s List

The Dean’s List is generated each semester for students with an outstanding grade point average. This honor is reflected on students’ transcripts.

Students must be approved for a curriculum prior to the start of the semester. The developmental studies curriculum and courses are excluded from this consideration.

Students must make a final grade of “A” or “B” on a minimum of 12 credit hours of curricular work during the term of consideration.

Students must earn at least a 3.5 GPA on a minimum of 12 credit hours. The formula used to calculate this minimum 3.5 GPA excludes the following grades: AU, P, S, T, W, WP and W*.

Students are NOT eligible for consideration until all course work is completed for the term.

The President’s Award

The President’s Award is presented to a deserving student at graduation selected by a faculty-staff committee. To be eligible for this award, a student must have a minimum 3.0 GPA and must have been enrolled on a full-time basis during the year of nomination. The student must exhibit and promote good student morale and demonstrate a genuine concern for FTCC and its role in the community.

Who’s Who

Students nominated for Who’s Who are made by faculty members. Students must have at least a 3.0 GPA and have exhibited leadership abilities, moral character, and commitment to their educational goals.

Ambassadors

Each year, Fayetteville Technical Community College chooses eight outstanding students to serve as Ambassadors. The Ambassadors act as official hosts and hostesses for various campus events. Ambassador candidates must have completed 12 semester hours at FTCC, have a minimum 2.5 GPA, and be recommended by three members of the College community.

Graduating With Honors

Any student who has earned a quality point average of 4.0 in his/her program of study at FTCC will be granted a diploma or degree with highest honors. Any student who has earned a quality point average of 3.5 in his/her program of study will be granted a diploma or degree with honors. The student’s transcript will be noted to reflect this achievement.

REQUIREMENTS FOR GRADUATION

To be eligible for graduation, the student must:

(1) Successfully complete the curricular requirements in effect at the time the student entered the curriculum. Students who enter a curriculum after the fall term are subject to the curricular requirements in effect at the time of re-entry. A student who withdraws from the College and re-enters at a later semester, including students who have completed at least one or more semesters, will be subject to curricular requirements in effect at the time of re-entry. In cases where students re-enter at the beginning of fall semester, they are subject to the requirements for the curriculum at the fall semester re-entry.

(2) Have met all admissions requirements for the program in which the student will graduate, including receipt of high school transcript/GED and transcripts from all colleges/universities that course credit for the certificate, diploma or degree requirements were derived.

(3) Have sufficient grade points to average 2.0 major and cumulative GPA.

(4) Have passing grades in all required courses (certain curricula, especially in the health area, require that a student make at least a “C” on major subject areas for the student to be eligible to take state and national examinations for licensure.)

(5) Must have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.

(6) Applications for degrees or diplomas must be completed by the student and returned no later than the end of the fall semester for the spring graduation and the end of
the spring semester for summer graduation from those programs that are completed in sequence during the summer (i.e., Emergency Medical Science, Radiography, and certain vocational curricula). The College assumes no responsibility for making special adjustments for students who fail to file applications by the designated time. A candidate who fails to file an application for graduation or meet graduation requirements by the designated date for each automatically voids his/her candidacy for that particular graduation.

A WORD OF ADVICE: It is important to review your program requirements and your Student Educational Plan two semesters before graduation to be sure you are meeting all requirements. Check with your faculty advisor.

Progress Standards for Select Programs

The following programs require that a student complete the stated course work with a grade of “C” or better in order to progress to the next course/term:

- **Associate Degree Nursing** – A “C” or better in all major and science courses and a satisfactory grade in clinical
- **Dental Assisting** – A “C” or better in all major and science courses and a satisfactory grade in clinical
- **Dental Hygiene** – A “C” or better in all major and science courses and a satisfactory grade in clinical
- **Emergency Medical Science** – A “C” or better in all major science courses and a satisfactory grade in clinical
- **Funeral Service Education** – A “C” or better in all FSE courses and ACC 111, BUS 115, and PSY 141
- **Healthcare Management Technology** – A “C” or better in all HMT courses
- **Nuclear Medicine Technology** – A “C” or better in all major and science courses
- **Paralegal Technology** – A “C” or better in all LEX courses
- **Pharmacy Technology** – A “C” or better in all major and science courses
- **Phlebotomy** – A “C” or better in all major courses
- **Physical Therapist Assistant** – A “C” or better in all major and science courses
- **Practical Nursing** – A “C” or better in all major and science courses
- **Radiography** – A “C” or better in all major and science courses
- **Respiratory Care Technology** – A “C” or better in all major and science courses
- **Speech-Language Pathology Assistant** – A “C” or better in all major and science courses
- **Surgical Technology (Degree or Diploma)** – A “C” or better in all major and science courses

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
STUDENT RIGHTS, RESPONSIBILITIES, AND DUE PROCESS

STUDENT RECORDS

Fayetteville Technical Community College is committed to the concern for and protection of students’ rights and privacy of information. The College complies with the provisions of the Federal Family Rights and Privacy Act (FERPA), which is a federal law that governs the maintenance of students’ records. Under law, students have the right to inspect their educational records, correct inaccuracies in the records if warranted, and the records are protected from release of information without written consent. Most student records are open for inspection and review by the student. The parent(s) of a dependent student as defined in Title 26 U.S. C.s152 of the Internal Revenue Code also has this right to inspect records that are maintained by the College on behalf of the student.

The Registrar is responsible for student records. All students are provided rights under the Family Education Rights and Privacy Act (FERPA).

1. After submitting a written request and within two working days, a student may receive an unofficial copy of his or her transcript. Requests received during the registration period will require 5-10 working days. Upon submitting a written request, official transcripts will be forwarded to other colleges, universities and agencies. No fee will be charged for records provided and/or forwarded to another institution or agency.

2. State of Rights – Operating under the premise that the educational process is a cooperative venture between the student and FTCC, this policy emphasizes the following rights of students:
   a. to inspect and review their educational records
   b. to exercise limited control over other people’s access to their educational records
   c. to seek to correct their educational records in a hearing if necessary
   d. to report violations of FERPA to the Family Education Rights and Privacy Act Office—Department of Education
   e. to be informed about their FERPA rights

3. FTCC designates the following personally identifiable information contained in student records as Directory Information:
   - name
   - curriculum
   - enrollment status
   - dates of enrollment
   - degree received
   - mailing address
   - e-mail address(es)

Students who object to the release of directory information must notify the Registrar/Curriculum in writing within five (5) school days from the first day of the term of the items that the student does not want disclosed. If no objection is received by that date, the information will be classified as directory information until the beginning of the next school year.

4. Students may petition the Registrar to amend or correct any part of the educational record which the student believes is inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if FTCC decides not to alter it according to the student’s requests.

5. Students may file a complaint with the FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201, if FTCC violates the FERPA or this policy.

6. Students may obtain copies of the FERPA by making a request to the U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605, or by accessing the following websites:
   - http://www.accessreports.com/statues/FERPA.htm

7. FTCC reserves the right to deny official transcripts or copies of records not required by FERPA in any of the following situations:
   a. The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.
   b. There is unresolved disciplinary action against the student or unresolved litigation between the student and FTCC.

Note: When a student has a name change, the student is responsible for contacting the Registrar’s Office in person, with the necessary documentation, to revise the information (i.e., a social security card). Out-of-town and/or distance learning students may fax or send a copy of the document to the Registrar’s Office.
STUDENT RIGHTS, RESPONSIBILITIES, AND DUE PROCESS

III-6.1 Preamble

Students enrolled at FTCC are encouraged to develop the capacity for critical judgment and to engage in both an instructor led and an independent search for knowledge. Free inquiry and free expression are essential to developing these skills; however, students should exercise this academic freedom with responsibility. Students are required to follow all College guidelines, including the Student Code of Conduct, and to obey all laws when on any FTCC campus or when participating in any campus sponsored or supported event.

Students who violate College regulations are subject to the disciplinary penalties of the College. If the student’s behavior violates both the law and College regulations, the College may take disciplinary action independent of that taken by legal authorities.

III-6.2 Student Rights

(1) Every student has the right to a learning environment that is free from unreasonable distractions. If a student’s behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of their rights, which are more fully described under the section on Disciplinary Action.

(2) Students have the right to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

(3) Students have the right to freedom of expression, inquiry and assembly so long as it is not disruptive to a learning environment.

(4) Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.

(5) Students and former students have the right to review their official records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are described more fully in this Handbook under the section on Student Records.

III-6.3 Student Code of Conduct

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Students are expected to act and dress appropriately for a college environment. Neither actions nor dress should distract others from concentrating on their course of study. The College has established the following Code of Conduct to ensure that an appropriate college environment is maintained. Violation of one or more of these regulations may result in disciplinary sanctions. Students are not permitted to engage in any of the following activities while participating in any college course, while on campus, while participating in a College-sponsored event, or while in a College owned vehicle.

(1) Academic dishonesty, including, but not limited to:
   a) Obtaining test information, research papers, notes and other academic material without authorization;
   b) Receiving or giving help on tests, projects, or assignments submitted for a grade unless specifically authorized by the instructor; and,
   c) Plagiarism, which is taking credit for another’s ideas or works as if they were your own.

(2) Theft, vandalism, or misuse of College property wherever it is located.

(3) Possession, use, or distribution alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.

(4) Using, recording, or disseminating anything which is lewd, offensive, obscene, profane, or vulgar, including, but not limited to, the use of profane or vulgar language.

(5) Physical violence against another person or threaten physical violence against another person.

(6) Harass or intimidate any other person, including but not limited to sexual harassment or intimidation.

(7) Participate in gatherings or demonstrations that interfere with another’s ability to freely access College facilities or property. Students shall not disrupt or interfere with the College’s educational processes or College functions. Student shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.

(8) Violate any state law prohibiting the possession of weapons on the campus. Generally, explosives, guns, knives, razors, other sharp instruments, leaded canes, brass knuckles and stun guns are not permitted on campus unless the possession of the weapon is a necessary part of a class in which the student is enrolled and the possession of the weapon is authorized by the student’s instructor. Refer to the detailed policy regarding Weapons on Campus in Section I-26 of the Administrative Procedures Manual.
(9) Tampering with a fire alarm or other safety equipment belonging to the College.

(10) Gambling.

(11) Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms, shops and labs. For areas of the campus where smoking is permitted, refer to the College’s policy on Smoking on Campus on Section I-25.3 of the Administrative Procedures Manual.

(12) Altering or misusing College documents, records or instruments of identification with intent to deceive.

(13) Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.

(14) Violating the terms of any disciplinary probation or any College regulation during the period of probation.

(15) Failing to follow instructions of College employees.

(16) Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an unnecessary or unreasonably loud voice, or using of any device which produces loud and/or disruptive noises.

(17) Unauthorized use of any electronic device, such as cell phones, recorders, cameras, i-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.

(18) Permitting any person under the age of sixteen (16) and who is not a FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.

(19) Violating any College rule, regulation, policy and/or procedure.

(20) Violating any local, state or federal law or regulation.

(21) This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

III-6.4 Disciplinary Action

Immediate Suspension

If an act of misconduct threatens the health or safety 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 the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. The instructor may suspend the student(s) from the class until further notice. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made. Disruptive behavior may include, but not be limited to, obscene and/or disruptive language, threatening actions, and blocking or restricting access to college classes, offices, and programs.

The instructor or administrative officer invoking such suspension shall notify the Program Area Dean or Director in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The Dean or Director shall resolve the matter in a timely fashion utilizing the following steps.

Responsibility for Implementation

The program area Dean is responsible for implementing student discipline procedures.

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/staff member, or student may file charges with the FTCC Security Office against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form stating:
   a. name(s) of the student(s) involved
   b. the alleged violation of the specific Code of Conduct
   c. the time, place, and date of the incident
   d. name(s) of the person(s) directly involved or witnesses to the infractions
   e. any action taken that relates to the matter, and
   f. desired solution(s)

   The completed charge form should be forwarded directly to the appropriate Dean or director.

2. Investigation and Decision: Within five (5) working days after the charge is filed, Security shall complete a preliminary investigation of the charge, and the program area Dean shall schedule a meeting with the student. After discussing
the alleged infraction with the student, the Dean may act as follows:
   a. drop the charges
   b. impose a sanction consistent with those shown below
   c. refer the student to a College office or community agency for services

3. Notification: The decision of the Dean shall be presented to the student in writing or mailed within five (5) working days. In instances where the student cannot be reached to schedule an appointment with the Dean or where the student refuses to cooperate, the Dean shall send a certified letter to the student’s last known address providing the student with a list of charges, the Dean’s decision, and instructions governing the appeal process.

Sanctions

1. Reprimand: A written communication which 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.

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

3. 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. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any College award or honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms.

4. Restitution: Paying for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, or students.

5. Interim Suspension: 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.

6. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.

7. Withholding grade reports, diplomas, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met)

8. Suspension: Exclusion from class(es) and/or all other privileges or 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 appropriate Dean before returning to the campus.

9. Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Affairs.

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

11. Group Restriction: 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.

12. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

I-26 WEAPONS ON CAMPUS POLICY

I-26.1 Possession of Weapons on Campus

Possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of North Carolina State Law (GS 14-269.2) and a violation of College policy.

1. It shall be a violation of college policy for any person to possess or carry, whether openly or concealed, any of the following items while on FTCC campus or at the site of any FTCC class, activity or program:
   a. Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
   b. Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
   c. Any knife or other sharp-pointed or edged instrument, such as, but not limited to, a bowie knife, dirk, dagger, switchblade knife, razor, or razor blade; or
   d. Any slingshot, leaded cane, blackjack, or metallic knuckles.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
2. The possession of any item listed above shall not be in violation of College policy if the possession is permitted by law, as may be the case for certain courses such as Basic Law Enforcement Training.

3. Instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on campus are exempted from this policy.

4. Any person, other than an FTCC student, found to violate this policy shall be removed from campus and shall not be permitted to return to campus for 120 calendar days.

5. Students in violation of this policy shall be suspended for a minimum of 120 days and shall not be permitted on any property owned or used by the College. A student is identified as any person currently enrolled in continuing education class(es) or curriculum class(es), whether the person is an adult or minor.

6. Students in violation of this policy may be placed on a permanent expulsion when one of the following occurs:
   a. Possession of a firearm on campus;
   b. Repeat offense on campus or any FTCC class site, activity or program;
   c. Subsequent conviction of a violation of the law; or,
   d. Use of weapon to harm or threaten another individual.

I-26.2 Procedures

A violation of this policy or possible violations shall be reported to campus security immediately by phone, 678-8433, Emergency Callbox, or in person. The Director of Public Safety and Security, or designated representative, shall cause a full inquiry to be conducted and notification of civilian police if deemed necessary. An incident report shall be filed on all violations of this policy. Violations shall be reported in the Annual Crime Statistics published by campus security as requested by the Campus Security Act of 1990.

1. The appropriate Associate Vice President or Dean shall be notified by the Director of Public Safety and Security, or designated representative, immediately when any student is believed to have violated the Weapons on Campus policy. In the absence of the Associate Vice President or Dean, the next available Dean/administrator/director/supervisor should be notified.

2. Upon notification by the Director of Public Safety and Security, the Associate Vice President or Dean shall temporarily suspend any student being investigated for a violation of this policy. The temporary suspension shall be imposed until the inquiry into the alleged violation is complete, but under no circumstances shall the temporary suspension exceed five weekdays.

3. Upon completion of the inquiry, the Associate Vice President or Dean shall determine whether a violation of this policy occurred. If the Associate Vice President or Dean determines a student did violate this policy, the Associate Vice President or Dean shall suspend the student for a minimum of 120 days and shall notify the student of any right to appeal the decision. If it is determined the student did not violate this policy, the student shall be immediately allowed to return to class and shall be given every reasonable opportunity to complete any missed coursework.

I-26.3 Precautions

If a violation is observed, the following actions should be taken:

1. Do not approach the individual. Stay calm.
2. Either notify campus security or have someone else do it.
3. Monitor individual from a safe distance or take cover if necessary.
4. Notify other persons in the area.
5. If possible, get a good description of the individual, vehicle, or weapon.
7. If necessary, get away from the affected area.
8. Do not take chances.

SMOKING ON CAMPUS

All buildings on the FTCC campus are smoke-free. In addition, smoking adjacent to buildings will only be permitted at outdoor areas that have been designated by the President as smoking areas. This policy is implemented to reduce secondhand smoke at building entrances. The designated smoking areas are listed below:

<table>
<thead>
<tr>
<th>BLDG #</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administration Bldg</td>
<td>Rear of building</td>
</tr>
<tr>
<td>2</td>
<td>Library/Learning Center</td>
<td>Patio between Library &amp; VCC</td>
</tr>
<tr>
<td>3</td>
<td>CH</td>
<td>Center patio area</td>
</tr>
<tr>
<td>4</td>
<td>LH</td>
<td>Patio area by snack bar</td>
</tr>
<tr>
<td>5</td>
<td>HS</td>
<td>Large center courtyard area</td>
</tr>
<tr>
<td>6</td>
<td>NC</td>
<td>Patio area by snack bar</td>
</tr>
<tr>
<td>7</td>
<td>SDC</td>
<td>Rear patio by canopy</td>
</tr>
<tr>
<td>8</td>
<td>CBI</td>
<td>Rear door leading to P/L #19</td>
</tr>
<tr>
<td>9</td>
<td>ATC</td>
<td>Patio area by vending area</td>
</tr>
<tr>
<td>10</td>
<td>CEC</td>
<td>Patio area by snack bar</td>
</tr>
<tr>
<td>11</td>
<td>HTC</td>
<td>Patio area adjacent to callbox #32</td>
</tr>
<tr>
<td>12</td>
<td>ECC</td>
<td>Door on end of building nearest the Access Rd</td>
</tr>
<tr>
<td>13</td>
<td>Auto Body Shop</td>
<td>Rear door</td>
</tr>
<tr>
<td>14</td>
<td>CJC</td>
<td>Covered patio area towards front of building</td>
</tr>
<tr>
<td>15</td>
<td>VCC</td>
<td>Patio between Library &amp; VCC</td>
</tr>
<tr>
<td>16</td>
<td>Horticulture</td>
<td>Outside of classroom bldg away from the entrance</td>
</tr>
<tr>
<td>17</td>
<td>Warehouse/Print Shop</td>
<td>Rear door of print shop</td>
</tr>
</tbody>
</table>

SLC  CEC wing entrance
**Appeals and Due Process**

Students subject to administrative decisions affecting their right to attend classes are entitled to due process. Due process includes, but is not limited to, the following considerations:

1. The student must be informed of any charges made against him/her that may result in administrative action.
2. The student must be advised in writing of the administrative action taken.
3. The student will be advised of corrective action required.
4. The student is entitled to an appeal as herein provided. The appeals process described in the following paragraphs must be followed.
5. The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

**Appeal of Attendance Problems**

The instructor according to guidelines published in the Student Handbook may drop students with excessive absences.

1. Appeals of attendance decisions should be made first to the department chairperson and then to the program area Dean. Further appeals of administrative withdrawal from class for attendance will be made in writing no later than five (5) college days to the FTCC Student Appeals Committee through the Director of Counseling.
2. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) College days from the receipt of the recommendation of the Student Appeals Committee.
3. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.
4. Students placed on suspension for attendance problems may be allowed to continue attending class until the appeal has been resolved.

**Appeal of Grades**

Grading is the prerogative of the faculty member. Appeals concerning grades given for a course must be directed to the faculty member assigning the grade and must be in writing. The faculty member assigning the grade and the student appealing the grade shall discuss the circumstances and attempt to resolve the appeal. Failing to reach a satisfactory resolution, the student may appeal in accordance with the specific procedures described below. The appeal of a grade must be initiated no later than the last day of the fourth full month after the course grade was assigned.

1. The student shall present the appeal in writing to the chairperson or coordinator of the department within which the protested grade was earned. The chairperson or coordinator shall, by conferring with the student and the faculty member, seek resolution by mutual agreement. If applicable, the student should continue to attend classes throughout the appeals process.
2. If the student wishes to appeal the final decision of the chairperson or coordinator, the student must appeal in writing, to the appropriate Academic Dean or Director. After conferring with the student, the Instructor, and the Department Chairperson, the Dean shall convene the Academic Review Committee, if requested in writing by the student.
3. The Academic Review Committee will consist of the convening Dean or Director and four FTCC faculty members, at least one of whom, if possible, shall be qualified to teach the course, and be appointed by the Dean or Director. The faculty member assigning the grade shall not be appointed to the Academic Review Committee. During the appeal process, the appropriate Department Chairperson and/or faculty member will provide all relevant information to the appeal. The student's written appeal will be provided to the committee and if requested by the student, the student shall be afforded the right to personally appear and provide testimony to the committee and to question anyone providing evidence to the committee. Upon receiving all relevant evidence presented, the committee shall determine whether the grade assigned by the instructor shall be upheld. If the grade is not upheld, the committee shall make a decision as to how a grade shall be assigned to the student. The Dean will notify in writing, the faculty member, the student, and the Department Chairperson of the committee's decision within five working days. The resulting grade must be submitted within College guidelines and may not be further appealed.

**Appeal of Academic Probation and Suspension**

All curriculum students at FTCC are mandated to meet minimum standards for academic progress. Failure to meet these standards will result in a student being placed on Warning, Suspension or
Probation for Financial Aid (FA) and/or academic studies. These students are required to attend the Pathway to Academic Success (PAS) workshop and offered by Counseling Services. Attendance is also required at an orientation to the Success Center. The College provides numerous opportunities with assisting students in identifying the probably causes of academic difficulty and strategies of change.

Any consideration of academic standing or reinstatement must be approved by the Director of Student Activities after completion of the Student Suspension Appeal for re-admission form. The decision of the Director of Student Activities in matters of Academic Probation or Academic Suspension is final and not subject to further appeal.

**Appeal of Disciplinary Sanction**

The Program Area Dean or Director investigates charges of misconduct and determines the action to be taken. The decision of the dean/director is presented to the student in writing within five (5) working days after the charge is filed. If the student is notified that a disciplinary sanction will be imposed, he or she must submit the appeal in writing within five (5) working days of the receipt of the decision of the Director of Student Activities or his or her designee.

1. If the student wishes to appeal the dean’s/director’s decision, he or she must submit the appeal in writing within five (5) working days to the Associate Vice President for Curriculum Programs or the Associate Vice President for Continuing Education. The Associate Vice President will render a decision and will notify the student of the decision in writing within five (5) working days of the receipt of the appeal.

2. Further appeals of disciplinary sanctions may be made to the FTCC Student Appeals Committee through the Director of Counseling, provided that they are made in writing within five (5) working days of receipt of the Associate Vice President’s decision.

3. The decisions of the FTCC Student Appeals Committee are referred to the Associate Vice President for Student Services as recommendations. The Associate Vice President for Student Services will review the case, consider the recommendation, reach a decision, and notify the student involved of the resulting decision as soon as possible, but no later than three (3) working days from the receipt of the recommendation of the Student Appeals Committee.

4. If the student wishes to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Vice President for Academic and Student Services. Thereafter, the route of appeal is to the President and then to the Board of Trustees. Decisions of the Board of Trustees are final.

**Financial Obligations**

Initial telephone contacts and certified letters of advisement from the Business Office at FTCC regarding delinquent loans and returned checks are mailed to the student. Unpaid indebtedness to the College will result in suspension from the class(es). A student will not be allowed to register for the next term until the debt is cleared with the Business Office.

For returned checks, students are given 10 days from the date of the certified letter to clear the debt with FTCC. If after 15 days the debt is not cleared, the debt is submitted to the Cumberland County District Attorney’s Office Worthless Check Program, the North Carolina Attorney General’s Office and the North Carolina Debt Set-Off Program for collection.

For student loans, the promissory note states that payment in full becomes due immediately upon default of any installment or termination of at least half-time study. If payment is not made, the student’s account is submitted to the Attorney General’s Office for collection. Upon notification of disposition by the Attorney General, the student’s unpaid account is submitted to an outside collection agency.

Monthly, any unpaid student accounts are submitted to the North Carolina Department of Revenue under the Set-Off Debt Collection Act. This entitles FTCC to claim a part or all of the student’s income tax refund to apply against the debt.

Financial indebtedness to FTCC can only be appealed through the Business Office until the matter is submitted to local and state legal authorities.

**Student Tuition/Fee Appeal**

Students are responsible for charges and payments to their student tuition/fee account.

Appeals for the current and/or immediate prior term only will be considered and reviewed. All other appeals will not be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

Certain mitigating circumstances may qualify for a refund of tuition and fees paid to FTCC. Mitigating circumstances may consist of the following:

- Death of an immediate family member. A copy of the death certificate is required.
- Medical emergency which results in the inability to attend class. Medical documentation is required. Please attach medical documentation including the dates of illness or admission to the hospital and/or a signed letter from the doctor.
- Unanticipated military service, including TDY, training, activation for deployment and unanticipated reassignment. Proof of orders is required.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
For any other mitigating circumstances, students should complete and submit this form with all supporting documentation. Requests for a tuition refund will be reviewed by the Student Tuition/Fee Appeal committee. Appeals are reviewed on the third week of every month. A letter will be mailed within a week after the Appeals Committee meeting.

**Financial Aid Students**

A dropped class will result in a change in enrolled credit hours, which could generate a refund or a requirement to repay financial aid. Please contact the Financial Aid Office with any questions regarding your financial aid prior to submitting this a drop for a class or withdrawal from all classes.

**Dismissal**

Fayetteville Technical Community College reserves the right to dismiss any student when it believes such action is in the best interest of the College, the students, the faculty, the staff, or the student him/herself. In all cases, the right of due process is the student’s prerogative.

**Student Grievance Policy and Procedure**

Fayetteville Technical community College encourages the prompt and fair settlement of grievances. A student may present a grievance without fear of coercion, restraint, interference, penalty, or reprisal.

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students concerning alleged discrimination on the basis of age, sex, race, disability, or other conditions.

**Academic Appeals**

Appeal of admissions decisions, individual grades, academic probation and/or suspensions, attendance problems, disciplinary sanctions, and dismissal shall not be considered under this policy, unless illegal discrimination is alleged. Such appeals shall be considered according to the guidelines set forth in the Catalog.

**Sexual Harassment Complaints**

Sexual harassment complaints shall be directed to the Associate Vice President for Student Services, unless the alleged harasser is the Associate Vice President. In that case, the complaint shall be directed to the Vice President for Academic and Student Services or to the President. Upon receiving the complaint, the Associate Vice President for Student Services shall refer the sexual harassment complaint to the Vice President for Human Resources, who will investigate the complaint following the procedures outlined in the College’s Sexual Harassment Policy and Procedures.

If the student is not satisfied with the outcome of the investigation, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

**Grievance Procedure**

This procedure applies to all students of FTCC.

**Step 1:**

The student is encouraged to go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

**Step 2:**

If the grievance is not resolved, the student may file a written grievance. The student must present the written grievance to the appropriate Associate Vice President within thirty (30) days of the incident giving rise to the grievance. The student and the Associate Vice President will meet within three (3) working days following the presentation of the grievance to discuss the grievance fully, and to attempt informal resolution. The Associate Vice President will investigate the grievance and will ask the employee against whom the grievance was filed to respond in writing to the allegation. The Associate Vice President will provide a written decision on the grievance not later that ten (10) working days following this meeting.

**Step 3:**

If the student is not satisfied with the decision, he or she may, within five (5) working days, file the grievance in writing with the Vice President for Academic and Student Services. The Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources may be asked to investigate. After reviewing the facts of the case, the Vice President for Academic and Student Services and/or the Vice President for Human Resources will make a recommendation to the President. The student will receive written notification within ten (10) working days of filing the complaint with the Vice President.

**Further Appeal Procedure**

If the student is not satisfied with the decision, he or she may, within ten (10) working days, file the grievance in writing with the President. The chain of appeal goes then from the President to the Board of Trustees. Decisions of the Board of Trustees are final.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
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STUDENT EMAIL STANDARDS

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at Fayetteville Technical Community College (FTCC). This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using Email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, Email is considered an official form of communication between the College and its applicants and students. Students should maintain the confidentiality of their email account as the college sends confidential information to students by email. Implementation of these procedures ensures that students have access to this critical form of communication. All applicants or students are assigned an Email account hosted by Google.

College Use of Email
Email is an official form of communication within FTCC. Therefore, the College has the right to send communications to applicants and students via Email and the College has a right to expect that those communications will be received and read in a timely manner.

Assignment of Student Email Addresses
Management Information Services (MIS) will assign all students an official FTCC Email address within a business day of applying to the College. The College will send official Email communications to this address. Student’s Email accounts will be deleted one year after graduation or one year after academic inactivity at FTCC.

The Naming Convention for a Student Email Account is:

(a) The first seven characters of your last name, the first letter of your first name, and the last four digits of your Student ID number (not your social security number). Your Student ID number can be found on your ID card, your registration statement or registration mailer.

(b) If your last name is less than seven characters, use your entire last name, the first letter of your first name and the last four digits of your Student ID number.

(c) If your last name is hyphenated or contains another special character, do not include the hyphen or special character.

Expectations Regarding Student Use of Email
Students are expected to check their official student Email address on a frequent and consistent basis in order to stay current with FTCC communications. FTCC recommends checking student Email once a week at a minimum; in recognition that certain communications may be time-sensitive.

Appropriate Use of Student Email
Students should not use their student Email account for personal use. Student Email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Email shall not be the sole method for notification of any legal action.

Redirection of Email
A student may have their Email electronically redirected to another email address. If a student wishes to have Email redirected from their official Address to another Email address (e.g., @aol.com, @hotmail.com, or an address on a departmental server), they may do so, but at their own risk. FTCC will not be responsible for the handling of Email by outside vendors. Having email redirected does not release a student from the responsibilities associated with communications sent to their official email address.

Educational Uses of Email
Faculty may determine how Email will be used in their classes. It is highly recommended that if faculty have Email requirements and expectations, they specify these requirements in their course syllabi. Faculty may expect that student’s official Email addresses are being accessed, and faculty may use Email for their courses accordingly.

MANAGEMENT INFORMATION SERVICES

Management Information Services (MIS) maintains the campus local area network. MIS is responsible for the management, administration, and upgrades of the local area network, computer labs, shared applications, and systems.

The Fayetteville Technical Community College (FTCC) network consists of both a wired and wireless local area network. FTCC has guidelines that define roles, responsibilities and acceptable use of the College’s LAN. Users are expected to abide by the following guidelines.

GENERAL USAGE GUIDELINES

College-owned or -operated computing resources are for the use of faculty, students, staff, and other authorized individuals. Users must exercise responsible, ethical behavior when using these resources. Responsible behavior should also be exercised when using one’s own personal computing device connected to the FTCC wireless network. The College does not attempt to articulate all required or unacceptable behavior by its users. To assist in such judgment, the following guidelines have been developed:

1. Computing resources and access accounts are to be used only for the purpose for which they are assigned and are
not to be used for commercial purposes or non-college related activities.

2. Users of the network are responsible for any actions taken that cause damages or affect other computers or portable computing devices. Users should not engage in activities/actions which damage or disrupt hardware or communications such as virus creation and propagation, and overloading networks with excessive data.

3. Individuals will not use College computer resources to engage in any illegal activities. Users of the FTCC network must comply with all federal, state, and local laws that apply.

4. All computer software is protected by federal copyright law and most is proprietary and protected by legal licensing agreements in addition to the copyright law. The user is responsible for being aware of the licensing restrictions for the software used on any system. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.

5. Users shall not create, display, advocate, or transmit threatening, racist, sexist, pornographic, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages, sending unwanted mail, or accessing websites for these purposes.

6. Users shall not use the FTCC network to intentionally gain unauthorized access to any systems or sensitive information. Users will not gain, or attempt to gain, unauthorized access to other’s files, folders, or storage areas of any kind.

7. Use of content management systems (e.g. BlackBoard) should be for the purposes of communicating and documenting class or educational related activities.

8. Users are discouraged from conducting confidential transactions (e.g online banking) over FTCC network.

9. Individuals are responsible for the proper use of their accounts, including proper password protection and appropriate use of Internet resources. An access account assigned to an individual must not be used by others. Users are responsible for notifying MIS Help Desk (678-8502) if they find that their account login information has been compromised in any way.

10. Users will refrain from monopolizing systems and services, such as overloading resources, putting excessive demands on disk space, printer paper and supplies.

11. The College’s website, www.faytechcc.edu, will serve as the only official website representing FTCC. Users are not permitted to use the College’s name or any association with the College in web sites that are not owned, created, and/or maintained by FTCC.

12. Fayetteville Technical Community College is in no way liable for any damage, undesired resource usage, or detrimental effects that may occur to the user’s computer or any portable computing device while attached to the wireless network.

13. Individuals connecting to the wireless network are responsible for having current operating system updates and up-to-date antivirus software installed on their computer and any portable electronic devices.

Failure to follow the FTCC General Use Guidelines can result in the suspension of access rights and disciplinary action as deemed appropriate by the College.

Management Information Services office reserves the right to make revisions/updates to these guidelines at any time.

MIS has the responsibility to monitor, filter, log, and block network activities and locations, to include email, as required to ensure that all computer resources perform optimally and are safe from technology threats. MIS reserves the right to restrict access to the FTCC network as deemed necessary to protect the integrity of the network infrastructure, systems, and information.
Fayetteville Technical Community College recognizes and supports the rights of free speech. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Fayetteville Technical Community College. It is intended to ensure the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to regulate reasonable time, location, and restrictions concerning acts of expression and dissent will be maintained by the College. Any acts that are disruptive to normal operations of the College including but not limited to classes, College business, or invades the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

**Guidelines for Speech and Public Assembly**

1. **Amplification Systems:** Public address and amplification systems may not be used. This includes megaphones and PA systems.

2. **The Right to Dissent:** The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his or her message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker’s ability to communicate or the audiences ability to hear and see the speaker. Likewise the audience must respect the right to dissent.

3. **Picketing and Distribution of Literature:** Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Director of Student Activities. Picketing is not permitted inside College buildings.

4. **Symbolic Protest:** During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access, such as acts that block the audiences view or prevents the audience from being able to pay attention.

5. **Marches:** Campus marches are permitted on campus only with the approval of the Director of Student Activities per Requests for Free Speech.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast, and may not march closer together than 15 feet, except in passing one another. Pickets not marching shall remain at least 15 feet apart. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

Pickets shall be restricted to the use of the outermost half of the sidewalk or other public way nearest the street and shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.
**Conduct and Manner**

(1) Those who exercise free speech as a part of this policy must not
   – Threaten passers-by
   – Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
   – Interfere with or disrupt any other lawful activity in the same general location at the same time.
   – Commit any act likely to create an imminent safety or health hazard.
   – Post materials on any walls, windows, doors, sidewalks, trees, light poles, etc., or any other College equipment except as approved by the Director of Student Activities.
   – Carry signs or placards that exceed two feet by two feet promoting the objective of the activity. They must not contain profane language or words that would tend to incite violence.

(2) Public speech or activities that are likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene is prohibited. Violations of the FTCC Student Code of Conduct are prohibited.

(3) Participants in College free speech activities cannot refuse to identify him or herself to College officials when such activities are on College property. A person may identify him/herself by presenting a student/faculty/or staff ID card, driver’s license, or some other form of government issued identification.

(4) Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.

(5) A request for use of free speech areas may be denied if determined that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.

(6) All applicable College regulations, state, and federal laws and municipal ordinances apply when engaging in activities on College property. Failure to do so may result in immediate removal from College property and other appropriate action by College officials and/or police.

**Interference with Free Speech or Public Assembly**

Persons shall not physically interfere in the use of the sidewalk or address profane, indecent, abusive, or threatening language to or at individuals to provoke them or lead to a breach of the peace.

Whenever free passage is obstructed by a crowd, the persons composing such crowd shall disperse or move on when directed by College officials, security, police. Failure to do so may result in disciplinary action.

**Intellectual Property Rights**

“Intellectual Property” includes all inventions, improvements, copyright-eligible works, and tangible research materials produced by employees and/or students of FTCC.

(1) All employees and/or students who produce or who anticipate producing Intellectual Property have a duty to promptly disclose their discoveries or invention to the President or his designee in order to prevent the development of a conflict of interest or a conflict of commitment.

(2) The President may appoint an Intellectual Property Committee to process, investigate, and make recommendations to the President when Intellectual Property notifications occur or issues arise.

(3) The College shall own all Intellectual Property that is made, discovered, or created by an employee who is specifically hired or commissioned by the College for that purpose and who receives compensation for those specific services from the College.

(4) The College shall own any Intellectual Property that is made, discovered, or created by an employee within the scope of his or her employment by the College or whose position description may include such duties, unless otherwise provided by written agreement between the individual and the College.

(5) The College shall own all Intellectual Property that is made, discovered, or created by an employee and/or student who uses College resources and time in the development of the Intellectual Property, unless otherwise provided by written agreement between the individual and the College. “College resources” means institutional facilities, staff, and materials.

(6) Intellectual Property created by an employee and/or student entirely on his or her personal time and not involving the use of College facilities or materials shall be the property of the individual. An individual’s “personal time” shall mean time other than that devoted to normal or assigned functions in teaching or College service. The term “College facilities” shall mean any facility, including equipment and material, available to the individual as a direct
result of the individual’s affiliation with the College, and which would not be available to a non-College individual on the same basis. An employee and/or student who claims that Intellectual Property is made on personal time has the responsibility to demonstrate that the Property so claimed is created on personal time.

(7) An employee and/or student who anticipates or has already produced Intellectual Property using both his or her own resources and time and the resources and time of the College, will meet with the College President or his Designee to discuss his or her efforts and to agree on a possible division of the value of the rights produced.

(8) The College may release its rights of ownership of Intellectual Property to the individual, if the institution is convinced that no College facilities, time, or materials were used in the development of the Intellectual Property and that it was made on personal time.

(9) The College retains the rights to all Intellectual Property, which would be owned by the College under this policy created by employees who leave employment with the College. The College may grant the individual non-exclusive use of the Intellectual Property for a specified period of time at another nonprofit educational institution.

(10) Prior to entering any consulting agreement involving Intellectual Property Rights with any third party, where any College time, facilities, materials or other resources are involved, College employees and/or students, must present the proposed agreement to the College President or his designee for review and approval.

(11) The College owns all rights to its logo, seal, and other related materials.

(12) Exceptions to the above policies are authorized if approved by the President of the College following a favorable review and recommendation by the Intellectual Property Committee.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
CRIME REPORT

On-Campus Crime Statistics

<table>
<thead>
<tr>
<th>Type Incident</th>
<th>Number 2006</th>
<th>Number 2007</th>
<th>Number 2008</th>
<th>Number 2009</th>
<th>Number 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Murder &amp; Nonnegligent Manslaughter</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Forcible Sexual Assault</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sexual Assault</td>
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<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Aggravated Assault</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary/Larcenies</td>
<td>2/59</td>
<td>0/33</td>
<td>4/26</td>
<td>0/44</td>
<td>1/56</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>Liquor Violations</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
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<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>5</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Off-Campus Crime Report

FTCC is located in what the Fayetteville Police Department calls Zone 10, which covers the Morganton Road and McPherson Church Road areas. The boundaries are Fort Bragg Road, Sycamore Dairy Road, Pinecrest Drive, Churchill Drive, and residential areas, including Summertime, Kirkwood, Huntington Park, Murray Hills, VanStory Hills, McPherson Estates, Lockwood, Kingsford, Howard Acres, and Woodsland.

Off-Campus Crime Statistics

<table>
<thead>
<tr>
<th>Type Incident</th>
<th>Number 2006</th>
<th>Number 2007</th>
<th>Number 2008</th>
<th>Number 2009</th>
<th>Number 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>27</td>
<td>19</td>
<td>14</td>
<td>9</td>
<td>14</td>
</tr>
<tr>
<td>Assault</td>
<td>17</td>
<td>15</td>
<td>28</td>
<td>16</td>
<td>12</td>
</tr>
<tr>
<td>Burglary</td>
<td>75</td>
<td>111</td>
<td>96</td>
<td>25</td>
<td>123</td>
</tr>
<tr>
<td>Larceny</td>
<td>318</td>
<td>381</td>
<td>285</td>
<td>115</td>
<td>309</td>
</tr>
<tr>
<td>Auto Theft</td>
<td>46</td>
<td>40</td>
<td>16</td>
<td>6</td>
<td>28</td>
</tr>
</tbody>
</table>

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, the public at large, and result in damage to College property. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of this College that the unlawful use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol, is prohibited while in the College workplace, on College premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

I-27.1 FTCC does not differentiate among unlawful users, pushers or sellers of drugs or alcohol. Any employee or student who unlawfully possesses, uses, sells, gives or transfers a controlled substance or alcoholic beverage to another person while in the College workplace, on College premises, or as part of any college-sponsored activity, will be subject to disciplinary action up to and including termination or expulsion, and referral for prosecution.

I-27.2 The term “controlled substance” means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: heroin, PCP, cocaine, “crack”, and marijuana. They also include “legal drugs” which are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

I-27.3 If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the College workplace, on college premises, or as part of any college-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony, or of a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to employees and State or Federal law which may apply). Other misdemeanor convictions will be evaluated on a case-by-case basis, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any such person charged with a violation of these policies concerning illegal drugs may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings if the Office of Human Resources determines that the continued presence of such person within the College community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry. All employees and students of the College are currently eligible and are encouraged to participate without cost in an employee assistance program which offers among its many services, drug and alcohol abuse counseling.

I-27.4 Each employee or student is required to inform the Office of the Vice President for Human Resources at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the College workplace, on College premises, or as part of any College-sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

I-27.5 The Office of the Vice President for Human Resources must notify the U.S. governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days.

I-27.6 A description of applicable state sanctions and the health risks associated with the use of both illicit drugs and alcohol is available in the offices of the Vice President for Human Resources and the Vice President for Legal Services.

(Excerpt taken from FTCC Administrative Procedures Manual, February 16, 2009)
Commonly Abused Drugs

<table>
<thead>
<tr>
<th>Commercial/Street Names</th>
<th>Health Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cannabinoids</strong></td>
<td></td>
</tr>
<tr>
<td>Hashish: boom, chronic, gangster, hash, hash oil, hemp</td>
<td>Slowed thinking and reaction time, confusion, impaired coordination/cough, frequent respiratory infections, impaired memory and learning; increased heart rate, anxiety, panic attacks, tolerance, addiction</td>
</tr>
<tr>
<td>Marijuana: blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed</td>
<td></td>
</tr>
<tr>
<td><strong>Depressants</strong></td>
<td></td>
</tr>
<tr>
<td>Barbital: Amytal, Nembutal, Seconal</td>
<td>Sedation, drowsiness, depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal</td>
</tr>
<tr>
<td>Methaqualone: Quaalude, Sopor, Parest</td>
<td>Euphoria, depression, poor reflexes, slurred speech, coma</td>
</tr>
<tr>
<td><strong>PCP and analogs</strong></td>
<td></td>
</tr>
<tr>
<td>Ephedrine: codeine, Robitussin A</td>
<td>Increased heart rate and blood pressure, impaired motor function/ memory loss; numbness; nausea/ vomiting</td>
</tr>
<tr>
<td>Methamphetamine:</td>
<td>Increased body temperature, heart rate, blood pressure, loss of appetite, sleeplessness, numbness, weakness, tremors, LSD only - Persistent mental disorders</td>
</tr>
<tr>
<td><strong>Hallucinogens</strong></td>
<td></td>
</tr>
<tr>
<td>LSD: lysergic acid diethylamide: acid, blotter, boomers, cubes, microdot, yellow sunshine</td>
<td>Increased body temperature, heart rate, blood pressure, loss of appetite, sleeplessness, numbness, weakness, tremors, LSD only - Persistent mental disorders</td>
</tr>
<tr>
<td>Mescaline: buttons, cardus, mesec, payote</td>
<td>Same as LSD</td>
</tr>
<tr>
<td><strong>Opioids and Morphine Derivatives</strong></td>
<td></td>
</tr>
<tr>
<td>Codeine: Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine</td>
<td>Less analgesia, sedation, and respiratory depression than morphine</td>
</tr>
<tr>
<td>Heroin: Diacetylmorphine: Brown sugar, dope, H, house, junk, skag, skunk, smack, white horse</td>
<td>Staggering gait</td>
</tr>
<tr>
<td><strong>Stimulants</strong></td>
<td></td>
</tr>
<tr>
<td>Amphetamine: Benzedrine, dextroamphetamine, dexamphetamine, fenethylline, ketimine, methamphetamine, phenmetramine, phentermine, pemoline, pemoline citrate, pemoline maleate, pemoline succinate, pemoline sulfate, pemoline tartrate, pemoline undehydrated, pemoline undehydrated maleate, pemoline undehydrated succinate, pemoline undehydrated sulfate</td>
<td>Rapid breathing/tremor, loss of coordination, irritability, anxiety, restlessness, delirium, panic, paranoia, compulsive behavior, aggressiveness, addiction, psychosis</td>
</tr>
<tr>
<td>Cocaine: Cocaine hydrochloride: blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, spoon</td>
<td>Increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, hallucination, panic attacks</td>
</tr>
<tr>
<td>Methamphetamine: Desoxyn: chalk, crank, crystal, fire, glass, go fast, ice, melt, speed</td>
<td>Aggression, violence, psychotic behavior, memory loss, cardiac and neurological damage, impaired memory and learning, tolerance, addiction</td>
</tr>
<tr>
<td>Nicotine: cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bids, chew</td>
<td>Additional effects attributable to tobacco exposure; adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</td>
</tr>
</tbody>
</table>

**Signs of Addiction**

Signs that you or someone you know may have a drug or alcohol addiction include:

**Psychological signals**
- Use of drugs or alcohol as a way to forget problems or to relax
- Withdrawal or keeping secrets from family and friends
- Loss of interest in activities that used to be important
- Problems with schoolwork, such as slipping grades or absences
- Changes in friendships, such as hanging out only with friends who use drugs
- Spending a lot of time figuring out how to get drugs
- Stealing or selling belongings to be able to afford drugs
- Failed attempts to stop taking drugs or drinking
- Anxiety, anger, or depression
- Mood swings

**Physical signals**
- Changes in sleeping habits
- Feeling shaky or sick when trying to stop
- Needing to take more of the substance to get the same effect
- Changes in eating habits, including weight loss or gain

**Resources for Drug and Alcohol Prevention**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholics Anonymous</td>
<td>A.A. World Sevices, Inc. P.O. Box 459 New York, NY 10163 (212) 870-3400</td>
<td><a href="http://www.aa.org">www.aa.org</a></td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>Main Office P.O. Box 999 Van Nuys, CA 91409 (818) 773-999</td>
<td><a href="http://www.na.org">www.na.org</a></td>
</tr>
<tr>
<td>National Clearinghouse for Alcohol and Drug Information</td>
<td>SAMHSA's NCADI P.O. Box 2345 Rockville, MD 20847-2345</td>
<td><a href="http://ncadi.samhsa.gov">http://ncadi.samhsa.gov</a></td>
</tr>
<tr>
<td>National Institute on Drug Abuse</td>
<td>NIDA - National Institutes of Health 6001 Executive Blvd, Room 5213 Bethesda, MD 20892-5661 (301) 443-1124</td>
<td><a href="http://www.nida.nih.gov">www.nida.nih.gov</a></td>
</tr>
<tr>
<td>Alcoholex Anonymous</td>
<td>Cape Fear Intergroup 310 Green Street Suite 202B Fayetteville, NC (910) 678-8733</td>
<td><a href="http://www.aa.org">www.aa.org</a></td>
</tr>
<tr>
<td>Cape Fear Valley Behavioral Health Care</td>
<td>3425 Metrose Road Fayetteville, NC (910) 699-3701</td>
<td><a href="http://www.capefearvalley.com">www.capefearvalley.com</a></td>
</tr>
<tr>
<td>Cumberland County Mental Health Center</td>
<td>Alcohol-Drug &amp; Crisis Stabilization Unit 1724 Roxie Avenue Fayetteville, NC 28304 (910) 484-1745</td>
<td><a href="http://www.ccmhealth.org">www.ccmhealth.org</a></td>
</tr>
<tr>
<td>Fort Bragg</td>
<td>Soldier and Family Assistance Center Soldier Support Center 5th Floor Army Abuse and Substance Program 910) 643-8669</td>
<td><a href="http://www.fortbraggncw.com/sfac.php">www.fortbraggncw.com/sfac.php</a></td>
</tr>
<tr>
<td>Narcotics Anonymous</td>
<td>Fayetteville, NC 28304-4180</td>
<td><a href="http://www.na.org">www.na.org</a></td>
</tr>
<tr>
<td>Pope Air Force Base</td>
<td>4th Medical Group 383 Maynard Street Pope AFB, NC28302-2383 (910) 384-11821 (main) Ask for Substance Abuse Clinic</td>
<td><a href="http://www.pope.af.mil">www.pope.af.mil</a></td>
</tr>
</tbody>
</table>

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
INCLEMENT WEATHER POLICY

In Case of Bad Weather

In the event of severe weather, the College may be closed. The local media will be notified as soon as a decision is made.

Refer to the FTCC website for the most current information regarding school delays and/or closings.

Tune in to any of the following for the latest information on the closing of the College.

Television Stations
WRAL (Channel 5) Cable 3
WTVD (Channel 11) Cable 11
WNCN (Channel 17)
News 14

Radio Stations
WAZZ – 1190 AM
WFAI – 1230 AM
WFLB – 96.5 FM
WFNC – 640 AM
WGQR – 105.7 FM
WKML – 95.7 FM
WMGU – 106.9 FM
WQSM – Q98.1 FM
WRCQ – 103.5 FM
WTMEL – 1160 AM
WZFC – 99.1 FM

Curriculum students are to log into their blackboard sites for class assignments.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on Student Handbook.
CURRICULUM PROGRAMS

Scholarship/Title IV Financial Aid/VA Services: Scholarships>Title IV Financial Aid/Veteran’s assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 126; Telephone (910)678-8242. Veterans Services, Student Center, Room 119, (910) 678-8395.

Accounting (A25100)
Advertising and Graphic Design (A30100)
Digital Graphics Certificate (C30100C1)
Air Conditioning, Heating and Refrigeration Technology (A25110)
Air Conditioning, Heating and Refrigeration (D35100)
Basic Air Conditioning, Heating and Refrigeration (C35100)
Architectural Technology (A40100)
Architectural Engineering Construction CAD (C40100C1)
Associate Degree Nursing (A45110)
Associate in Arts (A10100)
Associate in Arts Diploma (D10100)
Associate in Fine Arts (A10200)
Associate in Fine Arts/Drama (A1020C)
Associate in General Education (A10300)
Associate in Science (A10400)
Associate in Science Diploma (D10400)
Automotive Systems Technology (A60160)
Automotive Suspension, Brakes, and Heating/Air Conditioning Certificate (C60160C1)
Automotive Engine Performance Certificate (C60160C2)
Automotive Power Trains Certificate (C60160C3)
Automotive Electrical/Electronics Systems Certificate (C60160C4)
Medium/Heavy Truck Maintenance Certificate (C60160C5)
Low Basic Law Enforcement Training (C55120)
Building Construction Technology (A35140)
Business Administration (A25120)
Small Business Startup Certificate (C25120C1)
Small Business Management Certificate (C25120C2)
Entrepreneurship 1 (C25120C5)
Entrepreneurial Innovation Certificate (C25120C6)
Entrepreneurial Applications Certificate (C25120C7)
Contract Management Certificate (C25120C8)
Business Administration - Banking and Finance (A2512A)
Fundamentals of Banking Certificate (C2512AC1)
Bank Lending Certificate (C2512AC2)
Business Administration - Electronic Commerce (A2512D)
E-Entrepreneurship Certificate (C2512DC1)
E-Procurement Certificate (C2512DC2)
Business Administration - Human Resources Management (A2512C)
Equal Opportunity and Employee Relations Certificate (C2512C1)
Payroll and Benefits Specialist Certificate (C2512CC2)
Training and Development Specialist Certificate (C2512CC3)
Business Administration - Marketing and Retailing (A2512F)
Marketing and Retailing Management Certificate (C2512FC1)
Sales and Customer Service Certificate (C2512FC2)
E-Marketing Certificate (C2512FC3)
Business Administration - Operations Management (A2512G)
Logistics Management Certificate (C2512GC1)
Total Quality Management Certificate (C2512GC2)
Acquisitions and Procurement Certificate (C2512GC3)
Business Administration - Public Administration (A2512H)
Community Leadership Certificate (C2512HC1)
Government Procurement and Contracting Certificate (C2512HC2)
Carpentry (D35180)
General Contractor’s License Preparation (C35180C1)
Central Sterile Processing (C45180)
Civil Engineering Technology (A40140)
Collision Repair and Refinishing Technology (D60130)
Basic Collision Repair & Refinishing Technology Certificate (C60130C1)
Computer Information Technology (A25260)
Computer Technologies Certificate (C25260C1)
Linux Certificate (C25260C2)
Hardware and Software Certificate (C25260C3)
Microsoft Networking Certificate (C25260C4)
Computer Programming (A25130)
Visual Basic Programming (C25130C4)
JAVA Programming (C25130C5)
Database Programming Certificate (C25130C6)
C/C Programming Certificate (C25130C7)
Computer-Integrated Machining (A50210)
Basic Computer-Integrated Machining (C50210C1)
Cosmetology (A55140)
Cosmetology (D55140)
Crimal Justice Technology (A55180)
Crimal Justice Technology Dual Enrollment FSU (A55180A)
Crimal Justice Technology/Financial Crime/Computer Fraud (A5518B)
Crimal Justice Technology/Latent Evidence (A5518A)
Criminal Justice Technology/Latent Evidence (C5518AC1)
Culinary Arts (A55150)
Pantry Chef (Garde Manger) (C55150C1)
Baking (C55150C2)
Demi-Chef Certificate (C55150C3)
Dental Assisting (D45240)
Dental Hygiene (A45260)
Early Childhood Associate (A55220)
Early Childhood Associate/Dual Enrollment with FSU (A55220A)
Child Care Administration (C55220C1)
Child Care Development (C55220C2)
Child Care Professional (C55220C3)
Lateral Entry Teacher Certificate (C55220C6)
Electrical/Electronics Technology (A35220)
Electrical/Electronics Technology (D35220)
Basic Electricity, Motors and Controls, and PLC Certificate (C35220C1)
Electronics Engineering Technology (A40200)
Electronics Engineering Technology (D40200)
Emergency Medical Science (A45340)
Emergency Medical Science Bridging (A45340B)
Emergency Medical Science (D45340)
Emergency Medical Sciences (C45340)
Emergency Preparedness Technology (A55420)
Esthetics Technology Certificate (C55230)
Fire Protection Technology (A55240)
Funeral Service Education (A55260)
Funeral Service Education - N.C. Funeral Director (D55260)
General Occupational Technology (A55280)
Healthcare Management Technology (A25200)
Horticulture Management Technology (A1524A)
Basic Landscape Maintenance (C1524A)
Horticulture Science Certificate (C1524AC2)
Hospitality Management (A55110)
Hotel and Restaurant Management Certificate (C25101C1)
Event Planning Certificate (C25110C2)
Infant/Toddler Care Certificate (C55290)
Information System Security (A25270)
Manicuring/Nail Technology Certificate (C55400)
Medical Office Administration (A25310)
Medical Office Administration Certificate (C25310C1)
Medical Coding Specialist Certificate (C25310C2)
Dental Office Specialist Certificate (C25310C3)
Inpution Medical Coding Specialist Certificate (C25310C4)
Networking Technologies (A25340)
Cisco Networking Certificate (C25340C3)
Nuclear Medicine Technology (A45460)
Nursing Assistant Certificate (C45480)
Office Administration (A25370)
Basic Office Administration Certificate (C25370C1)
Office Finance Specialist Certificate (C25370C2)
Paralegal Technology (A25380)
Paralegal (D25380)
Pharmacy Technology (A45580)
Pharmacy Technology (D45580)
Physical Therapist Assistant (A45620)
Plumbing (D35300)
Basic Plumbing (C35300C1)
Practical Nursing (D45660)
Radiography (A45700)
Respiratory Therapy (A45720)
School-Age Education (A55440)
School-Age Education Diploma (D55440)
Simulation and Game Development (A25450)
Simulation and Mapping Technician Diploma (D25450)
SGD Basics Certificate (C25450C1)
Interactive 3D Certificate (C25450C2)
Speech-Language Pathology Assistant (A45730)
Surgical Technology (A45740)
Surgical Technology (D45740)
Surgical Technology (Bridging) (D45740B)
Surveying Technology (A40380)
WEB Technologies (A25290)
Web Basics Certificate (C25290C1)
Web Programming Certificate (C25290C2)
Web Management Certificate (C25290C3)
Web Back-Office Certificate (C25290C4)
Server Side Web Programming Certificate (C25290C5)
Web Database Certificate (C25290C6)
Welding Technology (D50420)
Basic Welding Technology (C50420C1)

Consortiums
A55300 Interpreter Education
(ISW with Blue Ridge Community College)

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
ACCOUNTING A25100

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Awards

Associate Degree: Accounting (A25100)
Length of Program: 5 Semesters
Prerequisite: 2 units of Algebra
Diploma: Not Applicable
Length of Program: 
Prerequisite:
Certificate: Not Applicable
Length of Program: 
Prerequisite:
Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Ron O’Brien
Telephone Number: (910) 678-8512
Office Location: Cumberland Hall, Room 377V
Email: obrienr@faytechcc.edu
Department Office: Cumberland Hall, Room 377
Telephone: (910) 678-8292
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/12/09

ACCOUNTING (A25100)
Effective: Fall 2010
Revised: 11/12/09

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER I

Prefix No. Title Class Lab Clinical Credit

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SPRING SEMESTER I

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SUMMER SEMESTER I

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FALL SEMESTER II

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Totals 16 4 0 18

SPRING SEMESTER II

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Totals 10 6 0 13

TOTAL REQUIRED CREDITS.... 71

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

ADVERTISING AND GRAPHIC DESIGN  A30100
The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

Awards

Associate Degree: Advertising and Graphic Design (A30100)
Length of Program: 5 Semesters
Prerequisite: High School Diploma

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Digital Graphics Certificate (C30100C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Department Chairperson: Victor Forrester
Telephone Number: (910) 678-8231
Office Location: Virtual College Center, Room 200B
Email: forrestv@faytechcc.edu
Department Office: Virtual College Center, Room 230
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8242

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/08/10

ADVERTISING & GRAPHIC DESIGN (A30100)
Effective: Fall 2010
Revised: 02/08/10

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title  Class  Lab  Clinical  Credit
ACA111 College Student Success  1  0  0  1
or
ACA115 Success & Study Skills  0  2  0  1
ART111 Art Appreciation  3  0  0  3
GRD110 Typography I  2  2  0  3
GRD121 Drawing Fundamentals I  1  3  0  2
GRD141 Graphic Design I  2  4  0  4
GRD151 Computer Design Basics  1  4  0  3

Totals  9/10  13/15  0  16

SPRING SEMESTER I
Prefix No. Title  Class  Lab  Clinical  Credit
ENG111 Expository Writing  3  0  0  3
GRD131 Illustration I  1  3  0  2
GRD142 Graphics Design II  2  4  0  4
GRD152 Computer Design Tech I  1  4  0  3
GRD265 Digital Print Production  1  4  0  3

Totals  8  15  0  15

SUMMER SEMESTER I
Prefix No. Title  Class  Lab  Clinical  Credit
COM231 Public Speaking  3  0  0  3
or
ENG115 Oral Communication  3  0  0  3
Major Elective  3  0  0  3

Totals  6  0  0  6

FALL SEMESTER II
Prefix No. Title  Class  Lab  Clinical  Credit
GRD153 Computer Design Tech II  1  4  0  3
GRD241 Graphic Design III  2  4  0  4
MAT115 Mathematical Models  2  2  0  3
Major Elective  3  0  0  3

Totals  8  10  0  13

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
GRD242 Graphic Design IV 2 4 0 4
GRD271 Multimedia Design I 1 3 0 2
GRD280 Portfolio Design 2 4 0 4
PSY118 Interpersonal Psychology 3 0 0 3
Major Elective 3 0 0 3
Totals 11 11 0 16

TOTAL REQUIRED CREDITS... 66

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of six (6) hours of other required courses provided they acquire approval from the Co-op Director and the Department Chairperson.

ADVERTISING & GRAPHIC DESIGN/ DIGITAL GRAPHICS CERTIFICATE (C30100C1)
Effective: Fall 2010
Revised: 02/08/10

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
*GRD151 Computer Design Basics 1 4 0 3
**GRD152 Computer Design Tech I 1 4 0 3
Totals 2 8 0 6

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
GRD153 Computer Design Tech II 1 4 0 3
GRD263 Illustrative Imaging 1 4 0 3
GRD271 Multimedia Design I 1 3 0 2
Totals 3 11 0 8

TOTAL REQUIRED CREDITS... 14

*First eight weeks
**Second eight weeks

Co-op Option: NA

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

Awards
Associate Degree: A/C, Heating & Refrigeration Technology (A35100)
Length of Program: 5 Semesters
Prerequisite: High School Diploma

Diploma: A/C, Heating & Refrigeration Technology (D35100)
Length of Program: 6 semesters
Prerequisite: High School Diploma

Certificate: Basic Air Conditioning, Heating & Refrigeration (C35100)
Length of Program: 4 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Don Chavis
Telephone Number: (910) 678-8428
Office Location: Lafayette Hall, Room 146A
Email: chavisd@faytechcc.edu
Department Office: Lafayette Hall, Room 120
Telephone: (910) 678-8383
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/07/11

A/C, HEATING AND REFRIGERATION TECHNOLOGY A35100
Effective: Fall 2011
Revised: 01/07/11

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
### A/C, HEATING & REFRIGERATION (D35100)

**Evening/Weekend Program**

**Effective:** Fall 2011  
**Revised Date:** 01/07/11

This two-year evening diploma program is designed to prepare individuals for entry-level positions in the air conditioning, heating, and refrigeration field. Courses include basic hands-on training in the installation, maintenance, and repair of residential heating and air conditioning equipment.

Numerous opportunities for employment as A/C, Heating and Refrigeration assistants exist throughout the area.

**Length:** 6 Semesters  
**Prerequisite:** High School Diploma  
**Award:** Diploma

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**FALL SEMESTER I**

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<td>AHR111</td>
<td>HVAC Electricity</td>
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<td>AHR113</td>
<td>Comfort Cooling</td>
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<td>CIS113</td>
<td>Computer Basics</td>
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<th>Credit</th>
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<tbody>
<tr>
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**TOTAL REQUIRED CREDITS...73**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note:* Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

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**FALL SEMESTER II**

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<th>Lab</th>
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**SUMMER SEMESTER II**

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<td>HVAC Servicing</td>
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<td>AHR240</td>
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**TOTAL REQUIRED CREDITS...38**

**Co-op Option:** N/A

---

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
AC, HEATING & REFRIGERATION TECHNOLOGY/
BASIC A/C, HEATING & REFRIGERATION CERTIFICATE
(C35100)
Effective: Fall 2011
Revised: 01/07/11

This evening program is designed to prepare individuals for entry-level
positions in the air conditioning, heating & refrigeration field. Courses
include basic hands-on training in the installation, maintenance and
repair of residential heating and air conditioning equipment.
Opportunities for employment as A/C, Heating & Refrigeration assistants
exist throughout the area.

Courses in this program can be transferred directly into the A/C, Heating
& Refrigeration Technology associate degree curriculum.

Length: 4 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
AHR110 Intro to Refrigeration 2 6 0 5

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
AHR112 Heating Technology 2 4 0 4

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
AHR113 Comfort Cooling 2 4 0 4

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
AHR114 Heat Pump Technology 2 4 0 4

TOTAL REQUIRED CREDITS... 17

Co-op Option: NA

ARCHITECTURAL TECHNOLOGY (A40100)
The Architectural Technology curriculum provides individuals with
knowledge and skills that can lead to employment in the field of
architecture or one of the associated professions.

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

Upon completion, graduates have career opportunities within the
architectural, engineering, and construction professions as well as
positions in industry and government.

Awards

Associate Degree: Architectural Technology (A40100)
Length of Program: 5 Semesters
Prerequisite: High School Diploma

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Architectural Engineering Construction CAD (C40100C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For
cooperative education requirements/opportunities please see the
appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Phyllis Bell
Telephone Number: (910) 678-8539
Office Location: Advanced Technology Center, Room 244A
Email: bellp@faytechcc.edu
Department Office: Advanced Technology Center, Room 244
Telephone: (910) 678-8458
FTCC Web Site: http://www.faytechcc.edu/

Application Deadlines: The program is designed for a student to enter
during the FALL SEMESTER. A student may enter at other times with
approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care
Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you
must see a counselor to be readmitted into your program.

Revised: 10/15/09

ARCHITECTURAL TECHNOLOGY (A40100)
Effective: Fall 2010
Revised: 10/15/09

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA111 College Student Success 1 0 0 1
ACA115 Success & Study Skills 0 2 0 1
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<td>ARC112</td>
<td>Constr Maths &amp; Methods</td>
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<td>2</td>
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**SUMMER SEMESTER I**

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**TOTAL REQUIRED CREDITS... 67**

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**FALL SEMESTER**

<table>
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**SPRING SEMESTER**

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</table>

**TOTAL REQUIRED CREDITS... 12**

Co-op Option: NA

**ASSOCIATE DEGREE NURSING**

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

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

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

**Awards**

Associate Degree: Associate Degree Nursing (A45110)

Length of Program: 5 Semesters

Prerequisite: Must meet College Admission Criteria, current, unrestricted, and on North Carolina Registry CNA1 (program must require a combination of clinical/classroom/laboratory hours) and/or LPN, TEAS Test. In addition for Advanced Placement, current unrestricted LPN license with 3600 hours of work experience as an LPN within the past four years. 1 Unit of Biology, Algebra & Chemistry

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Diploma: Not Applicable
Length of Program: 
Prerequisite: 

Certificate: Not Applicable
Length of Program: 
Prerequisite: 

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required to practice as a Registered Nurse.

Programmatic Accreditation: Accredited by: National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, Ph# (404) 975-5000

Approved by: North Carolina Board of Nursing, P.O. Box 2129, Raleigh, NC 27602 Ph# (919) 782-3211

Program Information Contact:
Curriculum Chairperson: Carolyn Stovall
Telephone Number: (910) 678-8392
Department Office: Health Technology Center, Room 253-M
Public voice: Health Technology Center, Room 253
Email: stovallc@faytechcc.edu
Fax: 678-8482
Telephone: (910) 678-8392
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th for consideration of entry into the program. Specific health program admission requirements must be met before a student is eligible for admission. Advanced Placement students enter during the SUMMER SEMESTER.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

NCLEX Pass Rate:
2008 first time pass rate 89%. 2008 total pass rate 88%. 2009 first time pass rate 98%. 2009 total pass rate 98%

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/18/10

ASSOCIATE DEGREE NURSING (A45110)
Effective: Fall 2011
Revised: 11/18/10

Length: 5 Semesters
Prerequisites: Must meet College Admission Criteria, current, unrestricted, and on North Carolina Registry CNA I (program must require a combination of clinical/classroom/laboratory hours) and/or LPN, TEAS Test. In addition for Advanced Placement, current unrestricted LPN license with 3600 hours of work experience as an LPN within the past four years.

1 Unit of Biology, Algebra & Chemistry
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
BIO168 Anatomy and Physiology I 3 3 0 4
ENG111 Expository Writing 3 0 0 3
NUR111 Intro to Health Concepts 4 6 6 8
PSY150 General Psychology 3 0 0 3

Totals 14 9 6 19

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
BIO169 Anatomy and Physiology II 3 3 0 4
NUR112 Health-Illness Concepts 3 0 6 5
NUR114 Holistic Health Concepts 3 0 6 5
PSY241 Developmental Psych 3 0 0 3

Totals 12 3 12 17

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to Computers 2 2 0 3
or CIS113 Computer Basics 0 2 0 1
NUR113 Family Health Concepts 3 0 6 5
or NUR214 Nsg Transition Concepts 3 0 3 4

Totals 3 2 6 6

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
NUR211 Health Care Concepts 3 0 6 5
NUR212 Health System Concepts 3 0 6 5
or NUR221 LPN to ADN Concepts I 6 0 9 9

Totals 6 0 12 10

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
*COM231 Public Speaking 3 0 0 3
or *ENG115 Oral Communication 3 0 0 3
NUR213 Complex Health Concepts 4 3 15 10
or NUR223 LPN to AND Concepts II 6 0 9 9
Humanities/Fine Arts Elec 3 0 0 3

Totals 10 3 15 16

TOTAL REQUIRED CREDITS.... 68

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Co-Op Option: NA

Students with a felony conviction may have limited licensure and employment opportunities.

*It is recommended that students take COM231 instead of ENG115.
*MAT 140 or higher is highly recommended for success in this program.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

ASSOCIATE IN ARTS  A10100

The College Transfer program is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree. Students in this program are responsible for examining the requirements of the four-year college or university to which they plan to transfer for completion of their degree. Counselors and advisors are available to assist students in planning their program.

The course work in the program includes humanities/fine arts, social/behavioral sciences, mathematics, physical education, English, communications and the sciences. The Associate in Arts program concentrates heavily on the humanities and social sciences and is recommended for those who plan to continue in a Bachelor of Arts degree program. The Associate in Science program leans more toward mathematics and the physical and life sciences and is intended for those pursuing the Bachelor of Science degree.

Upon completion of the program, the student will receive an associate in arts degree.

Awards

Associate Degree: Associate in Arts (A10100)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Algebra I, Algebra II

Diploma: Associate in Arts Diploma (D10100)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Algebra I, Algebra II

Certificate: Not Applicable
Length of Program: Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Division Chairperson: James Kelley
Telephone Number: (910) 678-8302
Office Location: Horace Sisk, Room 616A
Email: kelleyj@faytechcc.edu
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
FTCC Web Site: www.faytechcc.edu

Division Chairperson: TBA
Telephone Number: (910) 678-8270
Office Location: Cumberland Hall, Room 378A

Email: Department Office: Cumberland Hall, Room 378
Telephone: (910) 678-8391
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/01/10

ASSOCIATE IN ARTS (A10100)
Effective: Fall 2011
Revised: 12/01/10

Length: 4 Semesters
Prerequisites: High School Diploma, Algebra I, Algebra II
Award: Associate in Arts

FALL SEMESTER I

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SPRING SEMESTER I

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
### ASSOCIATE IN ARTS DIPLOMA (D10100)

Effective: Fall 2011
Revised: 12/01/10

Length: 4 Semesters
Prerequisites: High School Diploma, Algebra I, Algebra II
Award: Associate in Arts Diploma

#### FALL SEMESTER I

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#### FALL SEMESTER II

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**TOTAL REQUIRED CREDITS...65**

Co-op Option: NA

*Note: The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

### ASSOCIATE IN FINE ARTS (A10200)

The course work in the Associate in Fine Arts program includes literature, humanities, social/behavioral science, mathematics, and natural science. Graduates should have a sound basic knowledge of the fine arts. The Associate in Fine Arts program concentrates heavily on the fine arts and is recommended for those who plan to continue a Bachelor of fine Arts degree program. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement, which allows graduates of this program to transfer to one of the constituent institutions of the University of North Carolina system. Graduates completing the Associate of Fine Arts degree will have demonstrated the ability to achieve academic and other learning goals in their study area enhancing employment opportunities.

Upon completion of the program, the student will receive an Associate in Fine Arts degree.

**Awards**

Associate Degree: Associate in Fine Arts (A10200)

Length of Program: 5 Semesters

Prerequisite: High School Diploma, Algebra I

Diploma: Not Applicable

Length of Program: 

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Sean McDaniel
Telephone Number: (910) 678-0042
Office Location: ART 1
Email: medanies@faytechcc.edu
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
FTCC Web Site: www.faytechcc.edu
Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/23/11

ASSOCIATE IN FINE ARTS (A10200)
Effective: Fall 2011
Revised: 02/23/11

Length: 5 Semesters
Prerequisites: High School Diploma, Algebra I
Award: Associate in Fine Arts

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
ENG111 Expository Writing 3 0 0 3
ART114 Art Survey I 3 0 0 3
ART121 Design I 0 6 0 3
ART131 Drawing I 0 6 0 3
Mathematics Elective 3 0 0 3

Totals 10 12 0 16

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ENG112 Argument-Based Research 3 0 0 3
or ENG113 Literature-Based Research 3 0 0 3
ART115 Art Survey II 3 0 0 3
ART122 Design II 0 6 0 3
Natural Sciences Elective 3 3 0 4
Social/Behavioral Sciences Elective 3 0 0 3

Totals 12 9 0 16

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
Social/Behavioral Sciences Elective 3 0 0 3
Social/Behavioral Sciences Elective 3 0 0 3

Totals 6 0 0 6

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
COM231 Public Speaking 3 0 0 3
Humanities/Fine Arts Elective 3 0 0 3
Major Electives 9 0 0 9

Totals 15 0 0 15

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
Humanities/Fine Arts Elective 3 0 0 3
Major Electives 9 0 0 9

Totals 12 0 0 12

TOTAL REQUIRED CREDITS... 65

Co-op Option: NA

*Note: The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

ASSOCIATE IN FINE ARTS/DRAMA A1020C
The Associate in Fine Arts/Drama curriculum provides the basic course work in humanities/fine arts, English, mathematics, and social sciences with additional concentration in Drama. Graduates should have a sound basic knowledge of the theatre. Upon successful completion of a college transfer degree option, students are prepared to continue their education as juniors in their field of study. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement which allows graduates of this program to transfer to one of the constituent institutions of the University of North Carolina system. Graduates completing the Associate of Fine Arts degree will have demonstrated the ability to achieve academic and other learning goals in their study area enhancing employment opportunities.

Upon completion of the program, the student will receive an Associate in Fine Arts degree.

Awards

Associate Degree: Associate in Fine Arts/Drama (A1020C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Algebra I

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Sean McDaniel
Telephone Number: (910) 678-0042
Office Location: ART 1
Email: mcdanies@faytechcc.edu
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
FTCC Web Site: www.faytechcc.edu

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/23/11

ASSOCIATE IN FINE ARTS/DRAMA (A1020C)
Effective: Fall 2011 Revised: 02/23/11
Length: 5 Semesters Prerequisites: High School Diploma, Algebra I Award: Associate in Fine Arts

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
ENG111 Expository Writing 3 0 0 3
DRA120 Voice for Performance 3 0 0 3
DRA130 Acting I 0 6 0 3
DRA140 Stagecraft I 0 6 0 3
Mathematics Elective 3 0 0 3
----------- ---- ----- ---- ----
Totals 10 12 0 16

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ENG112 Argument-Based Research 3 0 0 3
or ENG113 Literature-Based Research 3 0 0 3
DRA131 Acting II 0 6 0 3
DRA145 Stage Make-up 1 2 0 2
Natural Sciences Elective 3 3 0 4
Social/Behavioral Sciences Elective 3 0 0 3
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Totals 10 11 0 15

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
Social/Behavioral Sciences Elective 3 0 0 3
Major Elective 0 9 0 3
----------- ---- ----- ---- ----
Totals 3 9 0 6

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
COM231 Public Speaking 3 0 0 3
Hum/Fine Arts Literature Elective 3 0 0 3
Major Electives 8 0 0 8
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Totals 15 0 0 14

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
Humanities/Fine Arts Elective 3 0 0 3
Social/Behavioral Sciences Elective 3 0 0 3
Major Electives 8 0 0 8
----------- ---- ----- ---- ----
Totals 12 0 0 14

TOTAL REQUIRED CREDITS... 65

Co-op Option: NA

*Note: The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

ASSOCIATE IN GENERAL EDUCATION A10300
The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural science and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Awards

Associate Degree: Associate in General Education (A10300)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Algebra I, Algebra II

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Chris Diorietes
Telephone Number: (910) 678-8443
Office Location: Horace Sisk, Room 618G
Email: diorietc@faytechcc.edu
Department Office: Horace Sisk, Room 618
Telephone: (910) 678-8237
FTCC Web Site: www.faytechcc.edu
Application Deadlines: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
ASSOCIATE IN SCIENCE A10400
The College Transfer program is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree. Students in this program are responsible for examining the requirements of the four-year college or university to which they plan to transfer for completion of their degree. Counselors and advisors are available to assist students in planning their program.

The course work in the program includes literature, humanities, mathematics, physical education, and the sciences. The Associate in Science program leans more toward mathematics and the physical and life sciences and is intended for those pursuing the Bachelor of Science degree. The Associate in Arts program concentrates heavily on the humanities and social sciences and is recommended for those who plan to continue in a Bachelor of Arts degree program.

Upon completion of the program, the student will receive an associate in science degree.

Awards

Associate Degree: Associate in Science (A10400)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Algebra I, Algebra II

Diploma: Associate in Science Diploma (D10400)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Algebra I, Algebra II

Certificate: Not Applicable
Length of Program: 
Prerequisite: 

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Calton Hall
Telephone Number: (910) 678-8449
Office Location: Lafayette Hall, Room 120H
Email: hallc@faytechcc.edu
Department Office: Lafayette Hall, Room 120
Telephone: (910) 678-8383
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/23/11
ASSOCIATE IN SCIENCE (A10400)
Effective: Fall 2011
Revised: 02/23/11

Length: 4 Semesters
Prerequisites: High School Diploma, Algebra I, Algebra II
Award: Associate in Science

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TOTAL REQUIRED CREDITS.... 65

Co-op Option: NA

*Note: The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

ASSOCIATE IN SCIENCE DIPLOMA (D10400)
Effective: Fall 2011
Revised: 02/23/11

Length: 3 Semesters
Prerequisites: High School Diploma, Algebra I, Algebra II
Award: Associate in Science Diploma

### FALL SEMESTER I

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TOTAL REQUIRED CREDITS.... 47

Co-op Option: NA

*Note: The acceptance of transfer credit is ultimately up to the receiving institution. Where choices are available it is best to contact the institution you plan to attend to maximize your selection.
AUTOMOTIVE SYSTEMS TECHNOLOGY  A60160
The Automotive Systems Technology program prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenge associated with this fast and ever-changing field.

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

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

Awards

Associate Degree: Automotive Systems Technology (A60160)
Length of Program: 5 Semesters
Prerequisite: High School Diploma

Diploma: Not Applicable
Length of Program: 
Prerequisite: 

Certificate: Automotive Suspension, Brakes, & Heating/Air Conditioning (C60160C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Automotive Engine Performance Certificate (C60160C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Automotive Power Trains Certificate (C60160C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Automotive Electrical/Electronics Systems Certificate (C60160C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Medium/Heavy Truck Maintenance Certificate (C60160C5)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Brian Oldham
Telephone Number: (910) 678-8260
Office Location: Advanced Technology Center, Room 15A
Email: oldhamb@faytechcc.edu
Department Office: Advanced Technology Center, Room 244
Telephone: (910) 678-8458
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)
Effective: Fall 2008
Revised: 10/22/07

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I

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SPRING SEMESTER I

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SUMMER SEMESTER I

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FALL SEMESTER II

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TOTAL REQUIRED CREDITS... 17

Co-op Option: NA

AUTOMOTIVE SYSTEMS TECHNOLOGY/
AUTOMOTIVE ENGINE PERFORMANCE CERTIFICATE
(C60160C2)
Effective: Fall 2007
Revised: 04/03/07

This evening certificate program is designed to prepare moderately
experienced automotive mechanics to take the ASE certification exam
in Engine Performance. The courses focus on the certificate-related
competencies.

Courses in this program can be transferred directly into the Automotive
Systems Technology associate degree curriculum.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I

<table>
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TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

AUTOMOTIVE SYSTEMS TECHNOLOGY/
AUTOMOTIVE POWER TRAINS CERTIFICATE
(C60160C3)
Effective: Fall 2008
Revised: 10/22/07

This evening certificate program is designed to prepare moderately-
experienced automotive mechanics to take ASE certification exams in
three areas. The certification areas include: A1-Engine Repair; A2-
Automatic Trans/Transaxle; and A3-Manual Drive Train/Axles. The
courses focus on the certificate-related competencies.

Courses in this program can be transferred directly into the Automotive
Systems Technology associate degree curriculum.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I

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TOTAL REQUIRED CREDITS.... 68

Co-op Option: Qualified students may elect to take up to one (1)
credit hour of Cooperative Education in lieu of one (1) credit hour
Major electives provided they acquire approval from the Department
Chairperson and the Co-op Director.

Note: Students may not take an introductory foreign language to fulfill
the Humanities/Fine Arts requirement.

AUTOMOTIVE SYSTEMS TECHNOLOGY/
AUTOMOTIVE SUSPENSION, BRAKES, AND HEATING/AIR
CONDITIONING CERTIFICATE (C60160C1)
Effective: Fall 2007
Revised: 04/03/07

This evening certificate program is designed to prepare moderately
experienced automotive mechanics to take the ASE certification exam
in three areas. The certification areas include: A4-Suspension and Steering;
A5-Brakes; and A7-Heating and Air Conditioning. The courses focus on the certificate-related competencies.

Courses in this program can be transferred directly into the Automotive
Systems Technology associate degree curriculum.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I

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TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

AUTOMOTIVE SYSTEMS TECHNOLOGY/
AUTOMOTIVE SYSTEMS TECHNOLOGY/
SPRING SEMESTER II
Prefix No. Title       Class | Lab | Clinical | Credit
AUT113    Automotive Servicing 1 | 0 | 6 | 0 | 2
AUT171    Auto Climate Control   | 2 | 4 | 0 | 4
AUT221    Auto Transm/Transaxles | 2 | 3 | 0 | 3
AUT221A   Auto Transm/Transax Lab | 0 | 3 | 0 | 1
COM231    Public Speaking        | 3 | 0 | 0 | 3
or
ENG115    Oral Communication    | 3 | 0 | 0 | 3
PSY118    Interpersonal Psychology | 3 | 0 | 0 | 3

Totals
10 | 16 | 0 | 16

TOTAL REQUIRED CREDITS... 68

Co-op Option: Qualified students may elect to take up to one (1)
credit hour of Cooperative Education in lieu of one (1) credit hour
Major electives provided they acquire approval from the Department
Chairperson and the Co-op Director.

Note: Students may not take an introductory foreign language to fulfill
the Humanities/Fine Arts requirement.

AUTOMOTIVE SYSTEMS TECHNOLOGY/
AUTOMOTIVE SUSPENSION, BRAKES, AND HEATING/AIR
CONDITIONING CERTIFICATE (C60160C1)
Effective: Fall 2007
Revised: 04/03/07

This evening certificate program is designed to prepare moderately
experienced automotive mechanics to take the ASE certification exam
in three areas. The certification areas include: A4-Suspension and Steering;
A5-Brakes; and A7-Heating and Air Conditioning. The courses focus on the certificate-related competencies.

Courses in this program can be transferred directly into the Automotive
Systems Technology associate degree curriculum.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

SPRING SEMESTER I

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
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<tr>
<td>AUT161</td>
<td>Basic Auto Electricity</td>
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<td>3</td>
<td>0</td>
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<tr>
<td>AUT183</td>
<td>Engine Performance 2</td>
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SPRING SEMESTER I

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<td>Basic Auto Electricity</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>AUT183A</td>
<td>Engine Performance 1 Lab</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>1</td>
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<tr>
<td>AUT281</td>
<td>Adv Engine Performance</td>
<td>2</td>
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TOTAL REQUIRED CREDITS.... 17
Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

FALL SEMESTER I  
Prefix No. Title Class Lab Clinical Credit
AUT116 Engine Repair 2 3 0 3
AUT116A Engine Repair Lab 0 3 0 1

Totals 2 6 0 4

SPRING SEMESTER I  
Prefix No. Title Class Lab Clinical Credit
AUT231 Man Trans/Axles/Drtrains 2 3 0 3
AUT231A Man Trans/Ax/Drtrains Lab 0 3 0 1

Totals 4 12 0 8

TOTAL REQUIRED CREDITS.... 12

Co-op Option: NA

AUTOMOTIVE SYSTEMS TECHNOLOGY  
AUTOMOTIVE ELECTRICAL/ELECTRONICS SYSTEMS CERTIFICATE (C60160C4)  
Effective: Fall 2007  
Revised: 04/03/07

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take the ASE certification exams. The courses focus on the certificate-related competencies.

Courses in this program can be transferred directly into the Automotive Systems Technology associate degree curriculum.

Length: 3 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

FALL SEMESTER  
Prefix No. Title Class Lab Clinical Credit
HET115 Electronic Engines 2 3 0 3

Totals 2 3 0 3

TOTAL REQUIRED CREDITS.... 13

Co-op Option: NA

BASIC LAW ENFORCEMENT TRAINING  C55120  
Basic Law Enforcement Training (BLET) is designed to give students essential skills required for employment as a law enforcement officer with state, county, or municipal governments, or with private enterprise.

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

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

Awards

Associate Degree: Not Applicable  
Length of Program:  
Prerequisite:  

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Basic Law Enforcement Training (C55120)
Length of Program: 1 Semester
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: Graduates are eligible to take the North Carolina Criminal Justice Education and Training Standards Commission exam.

Program Information Contact:
BLET School Director: John Ellinwood
Telephone Number: (910) 678-1032
Office Location: Spring Lake Campus, Room 118
Email: ellinwoj@faytechcc.edu
Department Office: Spring Lake Campus, Room 118
Telephone: (910) 678-1032
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/15/10

BASIC LAW ENFORCEMENT TRAINING (C55120)
Effective: Fall 2011
Revised: 12/15/10

Length: 1 Semester
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
CJC100 Basic Law Enforcement Trn 9 30 0 19

Totals 9 30 0 19

TOTAL REQUIRED CREDITS…. 19

Co-Op Option: NA

Successful graduates receive a curriculum certificate and are qualified to take the certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission. Successful graduates will also receive credit for the following curriculum courses: CJC-131, CJC-132, CJC-221, CJC-225, and CJC-231.

BUILDING CONSTRUCTION TECHNOLOGY A35140
The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

Awards

Associate Degree: Building Construction Technology (A35140)
Length of Program: 5 Semesters
Prerequisite: High School Diploma

Diploma: NA
Length of Program:
Prerequisite:

Certificate: NA
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Keith Carter
Telephone Number: (910) 678-8475
Office Location: Cumberland Hall, Room 319
Email: carterk@faytechcc.edu
Department Office: Cumberland Hall, Room 334
Telephone: (910) 678-8357
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Length: 5 Semesters  
Prerequisite: High School Diploma  
Award: Associate in Applied Science

**FALL SEMESTER I**

<table>
<thead>
<tr>
<th>Prefix No.</th>
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<td>ACA115</td>
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<td>CAR110</td>
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<td>CAR111</td>
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<td>MAT120</td>
<td>Geometry &amp; Trigonometry</td>
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*Totals*  8/9  19/21  0  16

**SPRING SEMESTER I**

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<td>CAR114</td>
<td>Residential Bldg Codes</td>
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<tr>
<td>CST241</td>
<td>Planning/Estimating</td>
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<td>ENG111</td>
<td>Expository Writing</td>
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*Totals*  11  17  0  17

**SUMMER SEMESTER I**

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<td>PSY118</td>
<td>Interpersonal Psychology</td>
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*Totals*  6  9  0  9

**FALL SEMESTER II**

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<td>ENG115</td>
<td>Oral Communication</td>
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<td>CST131</td>
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*Totals*  12  2  0  13

**SPRING SEMESTER II**

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*Totals*  13  3  0  14

**TOTAL REQUIRED CREDITS**... 69

**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of six (6) hours of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.*

**BUSINESS ADMINISTRATION**

**A25120**

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today’s global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small businesses or industries.

**Awards**

- Associate Degree: Business Administration (A25120)  
- Length of Program: 5 Semesters  
- Prerequisite: High School Diploma

- Diploma: Not Applicable  
- Length of Program: Not Applicable  
- Prerequisite: 

- Certificate: Small Business Startup (C25120C1)  
- Length of Program: 2 Semesters  
- Prerequisite: High School Diploma, 1 Unit of Algebra, & Placement Test Equivalent

- Certificate: Small Business Management (C25120C2)  
- Length of Program: 2 Semesters  
- Prerequisite: High School Diploma, 1 Unit of Algebra, & Placement Test Equivalent

- Certificate: Entrepreneurship I (C25120C5)  
- Length of Program: 2 Semesters  
- Prerequisite: High School Diploma

- Certificate: Entrepreneurial Innovation (C25120C6)  
- Length of Program: 2 Semesters  
- Prerequisite: High School Diploma, 1 Unit of Algebra, & Placement Test Equivalent

- Certificate: Entrepreneurial Applications (C25120C7)  
- Length of Program: 2 Semesters  
- Prerequisite: High School Diploma, 1 Unit of Algebra, & Placement Test Equivalent

- Certificate: Contract Management (C25120C8)  
- Length of Program: 2 Semesters  
- Prerequisite: High School Diploma, 1 Unit of Algebra, & Placement Test Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Cindy Burns
Telephone Number: (910) 678-8541
Office Location: Cumberland Hall, Room 377H
Email: burns@faytechcc.edu
Department Office: Cumberland Hall, Room 377
Telephone: (910) 678-8292
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8486

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/27/11

BUSINESS ADMINISTRATION (A25120)
Effective: Fall 2011
Revised: 01/27/11

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title                      Class Lab Clinical Credit
ACA Elective                          1 0 0 1
BUS110 Introduction to Business      3 0 0 3
BUS115 Business Law I                3 0 0 3
CIS110 Introduction to Computers     2 2 0 3
or CIS111 Basic PC Literacy           1 2 0 2
ENG111 Expository Writing            3 0 0 3
MAT115 Mathematical Models           2 2 0 3

Totals                                13 6 0 16

SPRING SEMESTER I
Prefix No. Title                      Class Lab Clinical Credit
ACC120 Prin of Financial Accounting  3 2 0 4
BUS116 Business Law II               3 0 0 3
BUS121 Business Math                 2 2 0 3
BUS135 Principles of Supervision     3 0 0 3
CTS130 Spreadsheet                  2 2 0 3

Totals                                13 6 0 16

SUMMER SEMESTER I
Prefix No. Title                      Class Lab Clinical Credit
ECO252 Prin of Macroeconomics        3 0 0 3
MKT120 Principles of Marketing       3 0 0 3

Totals                                6 0 0 6

FALL SEMESTER II
Prefix No. Title                      Class Lab Clinical Credit
BUS137 Principles of Management      3 0 0 3
BUS153 Human Resource Management     3 0 0 3
BUS225 Business Finance              2 2 0 3
ECO251 Principles of Microeconomics  3 0 0 3
MKT223 Customer Service              3 0 0 3
Major Elective                       3 0 0 3

Totals                                17 2 0 18

SPRING SEMESTER II
Prefix No. Title                      Class Lab Clinical Credit
BUS285 Business Management Issues    2 2 0 3
COM231 Public Speaking               3 0 0 3
or ENG115 Oral Communication         3 0 0 3
Humanities/Fine Arts Elective       3 0 0 3
Major Elective                      6 0 0 6

Totals                                14 2 0 15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

BUSINESS ADMINISTRATION/
SMALL BUSINESS STARTUP CERTIFICATE (C25120C1)
Effective: Fall 2011
Revised: 01/27/11

The Small Business Startup certificate is designed to prepare individuals for starting a small business and planning a small business to increase the chances of success.

This certificate program covers the basics of contract law, making a business plan, managing the small business, and basics of accounting. Upon completion of this program, students should be able to prepare a small business plan and manage a small business.

Length: 2 Semesters
Prerequisite: High School Diploma, 1 Unit of Algebra, & Placement Test Equivalent
Award: Certificate

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
### FALL SEMESTER

<table>
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<td>ACC120</td>
<td>Prin of Financial Accounting</td>
<td>3</td>
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<tr>
<td>BUS110</td>
<td>Introduction to Business</td>
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<td>CIS111</td>
<td>Basic PC Literacy</td>
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**Totals**

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### SPRING SEMESTER

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<td>BUS115</td>
<td>Business Law I</td>
<td>3</td>
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<td>BUS230</td>
<td>Small Business Management</td>
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<td>MKT223</td>
<td>Customer Service</td>
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**Totals**

<table>
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**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

### BUSINESS ADMINISTRATION/
ENTREPRENEURSHIP I CERTIFICATE (C25120C5)

**Effective:** Fall 2011  
**Revised:** 01/27/11

The Entrepreneurship I certificate is designed to prepare individuals for starting a small business and planning a small business to increase the chances of success.

This certificate program covers the basics of contract law, making a business plan, and managing the small business.

Upon completion of this program, students should be able to prepare a business plan and manage a small business.

**Length:** 2 Semesters  
**Prerequisite:** High School Diploma  
**Award:** Certificate

<table>
<thead>
<tr>
<th>Prefix No.</th>
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<tbody>
<tr>
<td>BUS110</td>
<td>Introduction to Business</td>
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<td>0</td>
<td>3</td>
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<tr>
<td>BUS115</td>
<td>Business Law I</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<tr>
<td>MKT120</td>
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**Totals**

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</table>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

### BUSINESS ADMINISTRATION/
ENTREPRENEURIAL INNOVATION CERTIFICATE (C25120C6)

**Effective:** Fall 2011  
**Revised:** 01/27/11

The Entrepreneurial Innovation certificate is designed to train individuals in organizational creativity and developing new profitable business ventures. Students will create business ideas and evaluate their viability. Feasible ideas will be developed and culminate into a business plan.

This certificate program covers the basics of innovation, planning, and implementation of new business ideas.

Upon completion of this program, students should be able to write a business plan and evolve business ideas into business ventures.

**Length:** 2 Semesters  
**Prerequisite:** High School Diploma & 1 Unit of Algebra  
**Award:** Certificate

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**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
The Entrepreneurial Applications certificate is designed to train students in the creation and operation of an entrepreneurial venture. Students will create business ideas and evaluate their viability. Feasible ideas will be developed and culminate into a business plan.

This certificate program covers the basics of innovation, planning, and implementation of new business ideas.

Upon completion of this program, students should be able to understand and manage contracts.

Length: 2 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Award: Certificate

FALL SEMESTER

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**Totals** 9 0 0 9

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**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

**BUSINESS ADMINISTRATION/ ENTREPRENEURIAL APPLICATIONS CERTIFICATE (C25120C7)**

Effective: Fall 2011
Revised: 01/27/11

The Entrepreneurial Applications certificate is designed to train individuals in the creation and operation of an entrepreneurial venture. Students will create business ideas and evaluate their viability. Feasible ideas will be developed and culminate into a business plan.

This certificate program covers the basics of innovation, planning, and implementation of new business ideas.

Upon completion of this program, students should be able to write a business plan and evolve business ideas into business ventures.

Length: 2 Semesters

Prerequisite: High School Diploma, 1 Unit of Algebra, & Placement Test Equivalent

Award: Certificate

FALL SEMESTER

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**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

**BUSINESS ADMINISTRATION/ CONTRACT MANAGEMENT CERTIFICATE (C25120C8)**

Effective: Fall 2011
Revised: 01/27/11

The Contract Management certificate is designed to train individuals who will be working in contract administration. Students will learn the processes involved in contract administration including oversight, work specification, contract law, documentation, cost controls, and pricing.

Upon completion of this program, students should be able to understand and manage contracts.

Length: 2 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Award: Certificate

FALL SEMESTER

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**Totals** 9 0 0 9

**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

**BUSINESS ADMINISTRATION/ BANKING AND FINANCE A2512A**

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and related businesses.

Course work includes principles of banking, money and banking, lending fundamentals, teller training, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

**Awards**

Associate Degree: Business Administration/Banking and Finance (A2512A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**Diploma:** Not Applicable

**Length of Program:**

**Prerequisite:**

**Certificate:** Fundamentals of Banking Certificate (C2512AC1)
**Length of Program:** 2 Semesters
**Prerequisite:** High School Diploma, 1 Unit of algebra, & ENG-090, Red-090 or Placement Test Credit Equivalent

**Certificate:** Bank Lending Certificate (C2512AC2)
**Length of Program:** 2 Semesters
**Prerequisite:** High School Diploma, 1 Unit of algebra, & ENG-090, Red-090 or Placement Test Credit Equivalent

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**
- Curriculum Coordinator: Daisy Foxx
- Telephone Number: (910) 678-8598
- Office Location: Cumberland Hall, Room 377
- Email: foxxd@faytechcc.edu
- Department Office: Cumberland Hall, Room 377
- Telephone: (910) 678-8292
- FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available.
- Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**TOTAL REQUIRED CREDITS.... 70**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/BANKING & FINANCE (A2512A)**

Effective: Fall 2011

Revised: 01/27/11

Length: 5 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Award: Associate in Applied Science

**FALL SEMESTER I**

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**TOTAL REQUIRED CREDITS.... 70**

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/BANKING AND FINANCE/ FUNDAMENTALS OF BANKING CERTIFICATE (C2512AC1)**

Effective: Fall 2011

Revised: 01/27/11

The Fundamentals of Banking Certificate is designed to give the individual a basic understanding of banking principles, laws, and teller operations.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This certificate program covers the basics of accounting, teller training, law and banking, commercial lending, and customer service.

Upon completion of this program, students should be able to understand basic principles and functions in the banking industry.

Length: 2 Semesters
Prerequisite: High School Diploma, 1 Unit of Algebra & ENG-090, RED-090 or Placement Test Credit Equivalent.
Award: Certificate

**FALL SEMESTER**

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**TOTAL REQUIRED CREDITS... 18**

Co-op Option: NA

**BUSINESS ADMINISTRATION/BANKING AND FINANCE/ BANK LENDING CERTIFICATE (C2512AC2)**

Effective: Fall 2011
Revised: 01/27/11

The Bank Lending Certificate is designed to provide the student with an understanding of the many and varied aspects of bank lending.

This certificate program covers the basics of consumer, commercial, and residential mortgage lending.

Upon completion of this program, students should be able to understand function of lending in the banking industry.

Length: 2 Semesters
Prerequisite: High School Diploma, 1 Unit of Algebra & ENG-090, RED-090 or Placement Test Credit Equivalent.
Award: Certificate

**FALL SEMESTER**

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<th>Lab</th>
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<tr>
<td>BAF131 Fund of Bank Lending</td>
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<td>BAF141 Law &amp; Banking: Principles</td>
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**TOTAL REQUIRED CREDITS... 18**

Co-op Option: NA

**BUSINESS ADMINISTRATION/ELECTRONIC COMMERCE (A2512I)**

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

Awards

**Associate Degree:** Business Administration/Electronic Commerce (A2512I)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra

**Diploma:** Not Applicable
Length of Program: 
Prerequisite:

**Certificate:** E-Entrepreneurship Certificate (C2512IC1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

**Certificate:** E-Procurement Certificate (C2512IC2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required
Program Information Contact:
Interim Program Coordinator: Susan Hawkins
Telephone Number: (910) 678-8541
Office Location: Cumberland Hall, Room 377W
Email: hawkinss@faytechcc.edu
Department Office: Cumberland Hall, Room 377
Telephone: (910) 678-8292
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8486

Child Care Financial Assistance information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/27/11

BUSINESS ADMINISTRATION/ELECTRONIC COMMERCE (C2512)  
Effective: Fall 2011
Length: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra
Award: Associate in Applied Science

FALL SEMESTER I  
Prefix No. Title Class Lab Clinical Credit

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<td>BUS110 Introduction to Business</td>
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<tr>
<td>BUS115 Business Law I</td>
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<td>CIS110 Introduction to Computers</td>
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<tr>
<td>or</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>CIS111 Basic PC Literacy</td>
<td>1</td>
<td>2</td>
<td>0</td>
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<tr>
<td>ECM168 Electronic Business</td>
<td>2</td>
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<td>ENG111 Expository Writing</td>
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<td>MAT115 Mathematical Models</td>
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Totals                     | 15    | 6   | 0        | 18     |

SPRING SEMESTER I  
Prefix No. Title Class Lab Clinical Credit

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<th>Class</th>
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<td>BUS139 Entrepreneurship I</td>
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<td>0</td>
<td>0</td>
<td>3</td>
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<td>ECM210 Intro. To E-Commerce</td>
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<td>MKT120 Principles of Marketing</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
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<td>WEB110 Internet/Web Fundamentals</td>
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</table>

Totals                     | 13    | 6   | 0        | 16     |

SUMMER SEMESTER I  
Prefix No. Title Class Lab Clinical Credit

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<td>ECO252 Prin of Macroeconomics</td>
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<td>CTS130 Spreadsheet</td>
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Totals                     | 5     | 4   | 0        | 6      |

FALL SEMESTER II  
Prefix No. Title Class Lab Clinical Credit

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<td>ECO251 Prin of Macroeconomics</td>
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<td>0</td>
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<td>WEB210 Web Design</td>
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Totals                     | 13    | 4   | 0        | 15     |

SPRING SEMESTER II  
Prefix No. Title Class Lab Clinical Credit

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<th>Class</th>
<th>Lab</th>
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<th>Credit</th>
</tr>
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<tbody>
<tr>
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<td>COM231 Public Speaking</td>
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<td>0</td>
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<td>or</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG115 Oral Communication</td>
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<td>3</td>
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<td>Humanities/Fine Arts Elective</td>
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<td>Major Elective</td>
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Totals                     | 13    | 6   | 0        | 15     |

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to two (2) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

BUSINESS ADMINISTRATION/ELECTRONIC COMMERCE/ E-ENTREPRENEURSHIP CERTIFICATE (C2512IC1)  
Effective: Fall 2011
Revised: 01/27/11

The E-Entrepreneurship certificate is designed to provide individuals with the skills needed to implement a new business on the Internet.
This certificate program covers coursework in entrepreneurship, e-commerce, and web fundamentals.

Upon completion of this program, students should be prepared to actively begin and operate a small business utilizing the Internet.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER  
Prefix No. Title Class Lab Clinical Credit

<table>
<thead>
<tr>
<th>Prefix No. Title</th>
<th>Class</th>
<th>Lab</th>
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<tr>
<td>or</td>
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<tr>
<td>CIS111 Basic PC Literacy</td>
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</table>

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Web110  Internet/Web Fund  2  2  0  3  
ECM168  Electronic Business  2  2  0  3  

Totals  6  4  0  8  

**SPRING SEMESTER**

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<th>Lab</th>
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<tr>
<td>BUS139</td>
<td>Entrepreneurship I</td>
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Totals  7  4  0  9  

**TOTAL REQUIRED CREDITS.... 17**

Co-op Option: NA

**BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT   A2512C**

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

**Awards**

Associate Degree: Business Administration/Human Resources Management (A2512C)

Length of Program: 5 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Diploma: Not Applicable

Length of Program: 

Prerequisite:

Certificate: Equal Opportunity and Employee Relations Certificate (C2512CC1)

Length of Program: 2 Semesters

Prerequisite: Degree or High School Diploma and interest in field or work

Certificate: Payroll and Benefits Specialist Certificate (C2512CC2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma 1 Unit of Algebra & ENG-090, RED-090 or Placement Test Credit Equivalent.

Certificate: Training and Development Specialist Certificate (C2512CC3)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Coordinator: Linda Sanders
Telephone Number: (910) 678-8235
Office Location: Cumberland Hall, Room 377F
Email: sandersl@faytechcc.edu
Department Office: Cumberland Hall, Room 377
Telephone: (910) 678-8292
FTCC Web Site: www.faytechcc.edu

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information:
See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

---

**BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT (A2512C)**
Effective: Fall 2011  
Revised: 01/27/11

Length: 5 Semesters  
Prerequisite: High School Diploma & 1 Unit of Algebra  
Award: Associate in Applied Science

### FALL SEMESTER I

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<td>BUS217</td>
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<td>3</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>3</td>
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<tr>
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**Totals**  
13 4 0 15

### SPRING SEMESTER I

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**Totals**  
14 4 0 16

### SUMMER SEMESTER I

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<td>Principles of Marketing</td>
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**Totals**  
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### FALL SEMESTER II

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<td>BUS256</td>
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**Totals**  
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### SPRING SEMESTER II

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<td>Prin of Macroeconomics</td>
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**Totals**  
15 0 0 15

**TOTAL REQUIRED CREDITS... 74**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.  
Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### BUSINESS ADMINISTRATION/HUMAN RESOURCES MANAGEMENT/EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS CERTIFICATE (C2512CC1)
Effective: Fall 2011  
Revised: 01/27/11

The Equal Opportunity and Employee Relations Certificate is designed to provide individuals with the basics of employment law and regulations for both public and private sector labor relations type positions.

The certificate program covers the general field of employment law, basics of business law, and general managerial practices in both a unionized and non-unionized workplace.

Upon completion of this program, students should be able to research and analyze data in the areas of labor law, contract negotiations, and apply this analytical information in the workplace as a labor relations specialist or related type positions. Students should be able to transfer the course credits to the Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters  
Prerequisite: Degree or High School Diploma and Interest in field of work  
Award: Certificate

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
BUS255  Org Behavior in Business  3  0  0  3

Totals  9  0  0  9

SPRING SEMESTER
Prefix No. Title  Class  Lab  Clinical  Credit
BUS217  Employment Law & Regulations  3  0  0  3
BUS240  Business Ethics  3  0  0  3
BUS252  Labor Relations  3  0  0  3

Totals  9  0  0  9

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

BUSINESS ADMINISTRATION /
HUMAN RESOURCES MANAGEMENT /
PAYROLL AND BENEFITS SPECIALIST CERTIFICATE
(C2512CC2)
Effective: Fall 2011
Revised: 01/27/11

The Payroll and Benefits Certificate is designed to provide individuals with the basics of handling payroll transactions and adjustments for both public and private sector payroll and benefits type position.

The certificate program covers the general field of financial and payroll accounting, compensation and benefits, employment law, basics of business law, and general human resources management practices.

Upon completion of this program, students should be able to research and analyze data in the areas of payroll and benefits transactions, compensation and benefits, and employment law and regulations in the workplace or as a payroll and benefits specialist or related type position.

Students should be able to transfer the course credits to the Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER
Prefix No. Title  Class  Lab  Clinical  Credit
BUS234  Training and Development  3  0  0  3
CIS110  Introduction to Computers or Basic PC Literacy  2  2  0  3
or CIS111  Basic PC Literacy  1  2  0  2
COM231  Public Speaking or Oral Communication  3  0  0  3
or ENG115  Oral Communication  3  0  0  3

Totals  7  2  0  8

SPRING SEMESTER
Prefix No. Title  Class  Lab  Clinical  Credit
BUS236  Adv Training & Dev  3  0  0  3
BUS255  Org Behavior in Business  3  0  0  3
CTS130  Spreadsheet  2  2  0  3

Totals  8  2  0  9

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

BUSINESS ADMINISTRATION /
MARKETING AND RETAILING  A2512F
Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**Awards**

**Associate Degree:** Business Administration/Marketing and Retailing (A2512F)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma & 1 Unit of Algebra

**Certificate:** Marketing and Retailing Management Certificate (C2512FC1)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** Sales and Customer Service Certificate (C2512FC2)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

**Certificate:** e-Marketing Certificate (C2512FC3)

**Length of Program:** 2 Semesters

**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opp rtunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
- Curriculum Coordinator: Sharon Seaford
- Telephone Number: (910) 678-8208
- Office Location: Cumberland Hall, Room 377C
- Email: seafords@faytechcc.edu
- Department Office: Cumberland Hall, Room 377
- Telephone: (910) 678-8292
- FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/27/11

**BUSINESS ADMINISTRATION/ MARKETING AND RETAILING (A2512F)**

Effective: Fall 2011

Revised: 01/27/11

Length: 5 Semesters

Prerequisite: High School Diploma & 1 Unit of Algebra

Award: Associate in Applied Science

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
BUSINESS ADMINISTRATION/ MARKETING AND
RETAILING/MARKETING AND RETAILING MANAGEMENT
CERTIFICATE (C2512FC1)
Effective: Fall 2011
Revised: 01/27/11

The Marketing and Retailing Management Certificate is designed to
prepare students to understand the fundamental skills in marketing and
retailing management.

This certificate program includes course work in marketing,
selling, advertising, marketing research, customer service and retail
management.

Upon completion of this program, students should be prepared for
entry-level, marketing positions in manufacturing, retailing, and service
organizations.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER
Prefix No. Title Class Lab Clinical Credit
MKT120 Principles of Marketing 3 0 0 3
MKT123 Fundamentals of Selling 3 0 0 3
MKT223 Customer Service 3 0 0 3

Totals 9 0 0 9

SPRING SEMESTER
Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to Computers or
CIS111 Basic PC Literacy 1 2 0 2
MKT221 Consumer Behavior 3 0 0 3
MKT223 Customer Service 3 0 0 3

Totals 7 2 0 8

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

BUSINESS ADMINISTRATION/MARKETING AND
RETAILING/SALES AND CUSTOMER SERVICE
CERTIFICATE (C2512FC2)
Effective: Fall 2011
Revised: 01/27/11

The Sales and Customer Service Certificate is designed to provide individuals with the
fundamental skills needed to market products (goods and services) via
the World Wide Web.

This certificate program covers coursework in computer operations
and the use of software; Internet/Web fundamentals and E-Commerce;
marketing, advertising and sales promotion and retailing.

Upon completion of this program, students should be prepared with
a working knowledge and skill set to market effectively using the
Internet.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER
Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to Computers 2 2 0 3
CIS111 Basic PC Literacy 1 2 0 2
MKT121 Retailing 3 0 0 3
MKT123 Fundamentals of Selling 3 0 0 3
MKT212 Principles of Marketing 3 0 0 3
WEB110 Internet/Web Fundamentals 2 2 0 3

Totals 7 4 0 9

SPRING SEMESTER
Prefix No. Title Class Lab Clinical Credit
ECM210 Intro. to E-Commerce 2 2 0 3
MKT121 Retailing 3 0 0 3

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

BUSINESS ADMINISTRATION/MARKETING AND
RETAILING/E-MARKETING CERTIFICATE (C2512FC3)
Effective: Fall 2011
Revised: 01/27/11

The e-marketing Certificate is designed to provide individuals with the
fundamental skills needed to market products (goods and services) via
the World Wide Web.

This certificate program covers coursework in computer operations
and the use of software; Internet/Web fundamentals and E-Commerce;
marketing, advertising and sales promotion and retailing.

Upon completion of this program, students should be prepared with
a working knowledge and skill set to market effectively using the
Internet.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER
Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to Computers 2 2 0 3
CIS111 Basic PC Literacy 1 2 0 2
MKT121 Retailing 3 0 0 3
MKT123 Fundamentals of Selling 3 0 0 3

Totals 7 4 0 9

SPRING SEMESTER
Prefix No. Title Class Lab Clinical Credit
ECM210 Intro. to E-Commerce 2 2 0 3
MKT121 Retailing 3 0 0 3

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT (A2512G)
Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today’s dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

**Awards**

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<thead>
<tr>
<th>Associate Degree:</th>
<th>Business Administration/Operations Management (A2512G)</th>
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<tbody>
<tr>
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<td>Certificate:</td>
<td>Logistics Management Certificate (C2512GC1)</td>
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<td>Length of Program:</td>
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<td>Prerequisite:</td>
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<tr>
<td>Certificate:</td>
<td>Total Quality Management Certificate (C2512GC2)</td>
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<td>Length of Program:</td>
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<tr>
<td>Certificate:</td>
<td>Acquisitions and Procurement Certificate (C2512GC3)</td>
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<td>Length of Program:</td>
<td>2 Semesters</td>
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<td>Prerequisite:</td>
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**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**
Program Coordinator: Bridget Petzold
Telephone Number: (910) 678-8444
Office Location: Cumberland Hall, Room 377D

---

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
The Logistics Management Certificate program is designed to prepare students to understand the fundamental skills necessary to manage in the 21st Century workplace effectively and efficiently. It also is highly focused towards those skills necessary for successful job performance in the area of Total Quality Management, OSHA Compliance, Management of small, medium, and large organizations, Operations Management Planning, Preparing PERT Charts and Critical Path Charts to better manage managerial projects, and Business Law Concepts all managers must know, understand and comply with in a business setting.

This certificate program includes course work in Total Quality Management concepts, including basic Six Sigma, operations and logistical management, Health and Safety measures required in a workplace, basic business law concepts, and general problem solving activities in a modern workplace setting.

Upon completion of this program, students should be prepared for entry-level, managerial (or supervisory) positions in manufacturing, retailing, and service organizations and be able to implement Total Quality Management concepts within their managerial activities.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

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<td>LOG110 Introduction to Logistics</td>
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**TOTAL REQUIRED CREDITS... 70**

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT/LOGISTICS MANAGEMENT CERTIFICATE (C2512GC1)**

Effective: Fall 2011
Revised: 01/27/11

The Logistics Management Certificate program is designed to prepare students to understand the fundamental skills in Operations and Production Management. It also is highly focused towards those skills necessary for successful job performance in the area of Logistics Management.

This certificate program includes course work in computer applications, operations and production management, material management, work measurement techniques, and problem solving skills in an industrial setting.

Upon completion of this program, students should be prepared for entry-level, Operations Management and/or Logistics Management positions in manufacturing, retailing, and service organizations.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

<table>
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<td>or CIS111 Basic PC Literacy</td>
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<tr>
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<td>OMT156 Problem Solving Skills</td>
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**TOTAL REQUIRED CREDITS...17**

Co-op Option: NA

**BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT/TOTAL QUALITY MANAGEMENT CERTIFICATE (C2512GC2)**

Effective: Fall 2011
Revised: 01/27/11

The Business Administration Operations Management/Total Quality Management Certificate is designed to prepare students to understand the fundamental skills necessary to manage in the 21st Century workplace effectively and efficiently. It also is highly focused towards those skills necessary for successful job performance in the area of Total Quality Management, OSHA Compliance, Management of small, medium, and large organizations, Operations Management Planning. Preparing PERT Charts and Critical Path Charts to better manage managerial projects, and Business Law Concepts all managers must know, understand and comply with in a business setting.

This certificate program includes course work in Total Quality Management concepts, including basic Six Sigma, operations and logistical management, Health and Safety measures required in a workplace, basic business law concepts, and general problem solving activities in a modern workplace setting.

Upon completion of this program, students should be prepared for entry-level, managerial (or supervisory) positions in manufacturing, retailing, and service organizations and be able to implement Total Quality Management concepts within their managerial activities.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

<table>
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<td>ISC121 Envir. Health &amp; Safety</td>
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<td>ISC131 Quality Management</td>
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<td>BUS 115 Business Law I</td>
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**TOTAL REQUIRED CREDITS...18**

Co-op Option: NA

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**BUSINESS ADMINISTRATION/OPERATIONS MANAGEMENT/ACQUISITIONS AND PROCUREMENT CERTIFICATE (C2512GC3)**

Effective: Fall 2011  
Revised: 01/27/11

The Business Administration Operations Management/Acquisitions and Procurement Certificate is designed to train individuals who will be working in procurement in the government or private sectors. Students will learn the processes involved in procurement including supplier selection, contract negotiations, purchasing procedures, inventory control, logistics, and materials management.

Upon completion of this program, students should be able to understand the processes involved in government and private procurement.

Length: 2 Semesters  
Prerequisite: High School Diploma and MAT 070 or Placement Test  
Credit Equivalent  
Award: Certificate

### FALL SEMESTER

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<td>LOG110</td>
<td>Introduction to Logistics</td>
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**Totals**  
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### SPRING SEMESTER

<table>
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<td>ISC210</td>
<td>Oper. &amp; Prod. Planning</td>
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**Totals**  
9  0  0  9

**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

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**BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION A2512H**

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes study and practical application to personnel administration, decision-making, ethics, organizational theories, and budgetary, and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator’s role.

Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

---

**Awards**

- **Associate Degree**: Business Administration/Public Administration (A2512H)  
  **Length of Program**: 5 Semesters  
  **Prerequisite**: High School Diploma

- **Diploma**: Not Applicable

- **Certificate**: Community Leadership Certificate (C2512HC1)  
  **Length of Program**: 2 Semesters  
  **Prerequisite**: High School Diploma

- **Certificate**: Government Procurement and Contracting Certificate (C2512HC2)  
  **Length of Program**: 2 Semesters  
  **Prerequisite**: High School Diploma

---

**Cooperative Education Requirements/Opportunities**: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information**: None Required

**Program Information Contact**:

- Program Coordinator: Cheryl Campbell  
  Telephone Number: (910) 678-8595  
  Email: campbelc@faytechcc.edu
- Department Office: Cumberland Hall, Room 377  
  Telephone: (910) 678-8292  
  FTCC Web Site: www.faytechcc.edu

**Application Deadlines**: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information**: Scholarships are available.  
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

**Child Care Financial Assistance Information**: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION**: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/27/11

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**BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION (A2512H)**

Effective: Fall 2011  
Revised: 01/27/11

Length: 5 Semesters  
Prerequisite: High School Diploma  
Award: Associate in Applied Science
### FALL SEMESTER I

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### SUMMER SEMESTER I

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<td>PAD152</td>
<td>Ethics in Government</td>
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### FALL SEMESTER II

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<tr>
<td>BUS171</td>
<td>Government Contracts</td>
<td>3</td>
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<td>ECO252</td>
<td>Prin of Macroeconomics</td>
<td>3</td>
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<td>0</td>
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<tr>
<td>PAD251</td>
<td>Public Finance &amp; Budgeting</td>
<td>3</td>
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<td>0</td>
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<td>PAD252</td>
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### SPRING SEMESTER II

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### TOTAL REQUIRED CREDITS... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.*

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### BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION/COMMUNITY LEADERSHIP CERTIFICATE (C2512HC1)

**Effective:** Fall 2011  
**Revised:** 01/27/11

The Community Leadership certificate is designed to prepare individuals to provide individuals with the fundamental skills needed to actively participate in local governmental leadership activities.

This certificate program covers coursework in oral communication, urban planning, public finance and budgeting, organizational behavior, and ethics.

Upon completion of this program, students should be prepared to work with and hold leadership positions in local government to include, but not limited to, community committees, task forces, commissions, and elected public office.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

### FALL SEMESTER I

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
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<tr>
<td>PAD251</td>
<td>Public Finance &amp; Budgeting</td>
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<td>0</td>
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<td>3</td>
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<td>POL130</td>
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### SPRING SEMESTER I

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<td>or</td>
<td>ENG115</td>
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<td>PAD152</td>
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<td>3</td>
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</tr>
<tr>
<td>PAD253</td>
<td>Intro to Urban Planning</td>
<td>3</td>
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### TOTAL REQUIRED CREDITS... 18

Co-op Option: NA

### BUSINESS ADMINISTRATION/PUBLIC ADMINISTRATION/GOVERNMENT PROCUREMENT AND CONTRACTING CERTIFICATE (C2512HC2)

**Effective:** Fall 2011  
**Revised:** 01/27/11

The Government Procurement and Contracting certificate is designed to provide individuals with the fundamental skills needed to actively participate in government purchasing and contracting.

This certificate program covers coursework in procurement and contract administration, budgeting, legal and ethical issues related to government procurement and contracting.

Upon completion of this program, students should be prepared with a working knowledge and skill set to actively participate in government purchasing and contracting.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
FALL SEMESTER I

Prefix No. Title                  Class  Lab  Clinical Credit
BUS115  Business Law I            3     0    0    3
PAD152  Ethics in Government      3     0    0    3
PAD251  Public Finance & Budgeting 3     0    0    3

Totals                         9     0    0    9

SPRING SEMESTER I

Prefix No. Title                  Class  Lab  Clinical Credit
BUS173  Procurement Management   3     0    0    3
BUS274  Contract Administration  3     0    0    3
BUS276  Government Contract Law  3     0    0    3

Totals                         9     0    0    9

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

CARPENTRY D35180

The Carpentry program is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skill through hands-on participation. Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Awards

Diploma: Carpentry (D35180)
Length of Programs: 3 Semesters
Prerequisite: High School Diploma
Certificate: General Contractor’s License Preparation (C35180C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Keith Carter
Telephone Number: (910) 678-8475
Office Location: Cumberland Hall Room 319
Email: carterk@faytechcc.edu
Department Office: Cumberland Hall Room 334
Telephone: (910) 678-8357
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall or SPRING SEMESTER. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

CARPENTRY (D35180)
Effective: Fall 2011
Revised: 11/12/10

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER I

Prefix No. Title                  Class  Lab  Clinical Credit
ACA Elective                     1     0    0    1
BPR130  Blueprint Reading/Construction 1     2    0    2
CAR110  Intro to Carpentry        2     0    0    2
CAR111  Carpentry I              3     15   0    8
CAR114  Residential Bld Codes    3     0    0    3
PSY118  Interpersonal Psychology 3     0    0    3

Totals                         13    17   0    19

SPRING SEMESTER I

Prefix No. Title                  Class  Lab  Clinical Credit
CAR112  Carpentry II             3     15   0    8
CAR115  Res Planning/Estimating  3     0    0    3
CIS110  Introduction to Computers 2     2    0    3
or CIS113  Computer Basics       0     2    0    1
*ENG101  Applied Communications I 3     0    0    3
ISC115  Construction Safety      2     0    0    2

Totals                         11    17   0    17

SUMMER SEMESTER I

Prefix No. Title                  Class  Lab  Clinical Credit
CAR113  Carpentry III            3     9    0    6
Major Elective                   3     0    0    3

Totals                         6     9    0    9

TOTAL REQUIRED CREDITS.... 45

*ENG-101 will not transfer to Associate Degree program. Accuplacer testing is required to take ENG-111.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
CARPENTRY/
GENERAL CONTRACTORS LICENSE PREPARATION
CERTIFICATE (C35180C1)
Effective: Fall 2011
Revised: 11/12/10

This evening certificate program is designed to prepare individuals to take the state general contracting license exam. Courses include basic carpentry, construction blueprint reading, business management, building codes, and basic math.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER
Prefix No. Title                  Class  Lab  Clinical  Credit
ACPA Pick                       1      0      0       1
BPR130 Blueprint Reading/Const   1      2      0       2
CAR110 Intro to Carpentry        2      0      0       2
CAR114 Residential Bldg Codes   3      0      0       3
Totals                          7      2      0       8

SPRING SEMESTER
Prefix No. Title                  Class  Lab  Clinical  Credit
CAR115 Res Planning/Estimating   3      0      0       3
ISC115 Construction Safety      2      0      0       2
PSY118 Interpersonal Psychology 3      0      0       3
Totals                          8      0      0       8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

CENTRAL STERILE PROCESSING  C45180
The Central Sterile Processing curriculum is designed to prepare individuals for the field of Sterile Processing and Central Service Supply.

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

Graduates will receive a certificate and may be eligible to apply to take the National Institute for Certification of Healthcare Sterile Processing and Distribution Personnel Examination (CBSPD). Employment opportunities include surgery centers, dialysis facilities, and central processing units in hospitals.

Awards

Associate Degree: N/A
Length of Program: 1 Semester
Prerequisite: High School Diploma or GED

FALL SEMESTER I
Prefix No. Title                  Class  Lab  Clinical  Credit
BIO106 Intro to Anat/Phys/Micro or BIO161 Intro to Human Biology   2      2      0       3
CIS110 Introduction to Computers 2      2      0       3
CIS113 Computer Basics           0      2      0       1
ENG101 Applied Communications I 3      0      0       3
STP101 Intro to Sterile Processing 5    2      0       6
STP102 STP Clinical Practice    0      0      9       3
STP103 Prof Success Prep         1      0      0       1
Totals                          11/12  4/6     9       17

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

Students with a felony conviction may have limited certification and employment opportunities.
CIVIL ENGINEERING TECHNOLOGY  A40140

The Civil Engineering Technology curriculum program provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional course work will cover the operation of computers and application software including computer-aided drafting. Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

Awards

Associate Degree:  Civil Engineering Technology (A40140)
Length of Program:  5 Semesters
Prerequisite:  2 Units of Algebra
Diploma:  Not Applicable
Length of Program:  
Prerequisite:  
Certificate:  Not Applicable
Length of Program:  
Prerequisite:  
Cooperative Education Requirements/Opportunities:  For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.
License or Certification Information:  None Required

Program Information Contact:
Curriculum Chairperson:  Beymer Bevill, Jr.
Telephone Number:  (910) 678-8216
Office Location:  Advanced Technology Center, Room 220D
Email:  bevillb@faytechcc.edu
Department Office:  Advanced Technology Center, Room 244
Telephone:  (910) 678-8458
FTCC Web Site:  www.faytechcc.edu

Application Deadlines:  The program is designed for a student to enter during the FALL SEMESTER.  A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information:  Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information:  See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION:  If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised:  01/07/11

CIVIL ENGINEERING TECHNOLOGY (A40140)
Effective:  Fall 2011
Revised:  01/07/11

Length:  5 Semesters
Prerequisite:  2 Units of Algebra
Award:  Associate in Applied Science

FALL SEMESTER I

Prefix No. Title  Class  Lab  Clinical  Credit
---  ---  ---  ---  ---
MAT172A  Precalculus Trig Lab  0 0 0 3
MAT172A  Precalculus Trig Lab  0 0 0 3
MAT172  Precalculus Algebra  3 0 0 3
MAT171A  Precalculus Algebra Lab  0 2 0 1
CIV110  Intro to Technology  2 6 0 4

Totals  13 14 0 18

SPRING SEMESTER I

Prefix No. Title  Class  Lab  Clinical  Credit
---  ---  ---  ---  ---
CIV111  Construction Estimating  2 3 0 3
CIV110  Statics/Strength of Materials  2 6 0 4
ENG111  Expository Writing  3 0 0 3
EGR115  Intro to Technology  2 3 0 3
MAT172  Precalculus Trigonometry  3 0 0 3
MAT172A  Precalculus Trig Lab  0 2 0 1

Totals  9 16 0 15

SUMMER SEMESTER I

Prefix No. Title  Class  Lab  Clinical  Credit
---  ---  ---  ---  ---
CIV111  Soils and Foundations  2 3 0 3
SRV110  Surveying II  2 6 0 4

Totals  4 9 0 7

FALL SEMESTER II

Prefix No. Title  Class  Lab  Clinical  Credit
---  ---  ---  ---  ---
CIV211  Hydraulics and Hydrology  2 3 0 3
CIV222  Reinforced Concrete  2 3 0 3
CIV230  Construction Estimating  2 3 0 3
PHY151  College Physics  3 2 0 4

Totals  9 11 0 13

SPRING SEMESTER II

Prefix No. Title  Class  Lab  Clinical  Credit
---  ---  ---  ---  ---
CIV210  Engineering Materials  1 3 0 2
CIV240  Project Management  2 3 0 3
COM231  Public Speaking  3 0 0 3

Humanities/Fine Arts Elective  0 0 0 3

Major Elective  2 3 0 3

Totals  11 9 0 14

TOTAL REQUIRED CREDITS.... 67

*Co-op Option:  Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

2+2 Transfer:  Students desiring to pursue a Bachelors of Engineering Technology should take MAT 263/263A or MAT 271.

Note:  Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
COLLISION REPAIR AND REFINISHING TECHNOLOGY  
D60130  
The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Awards

Diploma: Collision Repair and Refinishing Technology (D60130)  
Length of Program: 3 semesters  
Prerequisite: High School Diploma  
Certificate: Basic Collision Repair and Refinishing Technology (C60130C1)  
Length of Program: 2 Semesters  
Prerequisite: High School Diploma  
Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:  
Program Coordinator: David Dominie  
Telephone Number: (910) 678-8213  
Office Location: Autobody Shop, Room 101B  
Email: dominie@faytechcc.edu  
Department Office: Autobody Shop, Room 101B  
Telephone: (910) 678-8213  
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/09/11

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Completers will be prepared for employment as entry-level helpers in the auto body repair industry.

Courses in this program can be transferred directly into the Collision Repair and Refinishing diploma curriculum.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
AUB111 Painting & Refinishing 2 6 0 4
AUB121 Non-Structural Damage I 1 4 0 3
----- ----- ----- -----
Totals 4 10 0 8

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
AUB131 Structural Damage I 2 4 0 4
AUB136 Plastics & Adhesives 1 0 0 3
CIS113 Computer Basics 0 2 0 1
----- ----- ----- -----
Totals 3 6 0 8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

COMPUTER INFORMATION TECHNOLOGY  A25260
The Computer 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.

Course work 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.

Awards

Associate Degree: Computer Information Technology (A25260)
Length of Program: 5 Semesters
Prerequisite: 2 Units of Algebra
Diploma: Not Applicable
Length of Program: 
Prerequisite: 
Certificate: Computer Technologies (C25260C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Linux (C25260C2)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Certificate: Hardware and Software (C25260C3)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Certificate: Microsoft Networking (C25260C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.
License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Roseann A. Thomas
Telephone Number: (910) 678-8323
Office Location: Advanced Technology Center, Room 113D
Email: thomasra@faytechcc.edu
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8242

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/27/11

COMPUTER INFORMATION TECHNOLOGY (A25260)
Effective: Fall 2011
Revised: 01/27/11

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
CIS110 Introduction to Computers 2 2 0 3
CIS115 Intro to Prog & Logic 2 3 0 3
ENG111 Expository Writing 3 0 0 3
MAT161 College Algebra 3 0 0 3
MAT161A College Algebra Lab 0 2 0 1
WEB110 Internet/Web Fundamentals 2 2 0 3
----- ----- ----- ----- 
Totals 13 9 0 17

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**SPRING SEMESTER I**
 Prefix No. Title | Class | Lab | Clinical | Credit |
CTS115 Info. Sys. Business Concepts | 3 | 0 | 0 | 3 |
CTS130 Spreadsheet | 2 | 2 | 0 | 3 |
DBA110 Database Concepts | 2 | 3 | 0 | 3 |
NOS110 Operating System Concepts | 2 | 3 | 0 | 3 |
SEC110 Security Concepts | 3 | 0 | 0 | 3 |

**SUMMER SEMESTER I**
 Prefix No. Title | Class | Lab | Clinical | Credit |
COM231 Public Speaking | 3 | 0 | 0 | 3 |
Humanities Fine Arts Elective | 0 | 0 | 3 |

**FALL SEMESTER II**
 Prefix No. Title | Class | Lab | Clinical | Credit |
CTS120 Hardware/Software Support | 2 | 3 | 0 | 3 |
CTS285 Systems Analysis & Design | 3 | 0 | 0 | 3 |
NET110 Networking Concepts | 2 | 2 | 0 | 3 |
NET125 Networking Basics | 1 | 4 | 0 | 3 |
NOS130 Windows Single User | 2 | 2 | 0 | 3 |
Major Elective | 3 | 0 | 0 | 3 |

**TOTAL REQUIRED CREDITS...70**

*Co-op Option: Qualified students may elect to take up to five (5) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.*

**SPRING SEMESTER II**
 Prefix No. Title | Class | Lab | Clinical | Credit |
CTS289 System Support Project | 1 | 4 | 0 | 3 |
ECO251 Prin. of Microeconomics | 3 | 0 | 0 | 3 |
ENG114 Prof Research & Reporting | 3 | 0 | 0 | 3 |
NOS120 Linux/Unix Single User | 2 | 2 | 0 | 3 |
NOS230 Windows Admin I | 2 | 2 | 0 | 3 |
Major Elective | 2 | 0 | 0 | 2 |

**TOTAL REQUIRED CREDITS...18**

**FALL SEMESTER**
 Prefix No. Title | Class | Lab | Clinical | Credit |
CIS110 Introduction to Computers | 2 | 2 | 0 | 3 |
CIS115 Intro to Prog & Logic | 2 | 3 | 0 | 3 |
SEC110 Security Concepts | 3 | 0 | 0 | 3 |

**TOTAL REQUIRED CREDITS...96**

**SPRING SEMESTER**
 Prefix No. Title | Class | Lab | Clinical | Credit |
DBA110 Database Concepts | 2 | 3 | 0 | 3 |
NET110 Networking Concepts | 2 | 2 | 0 | 3 |
NOS110 Operating System Concepts | 2 | 3 | 0 | 3 |

**TOTAL REQUIRED CREDITS...12**

**Co-op Option: NA**

**COMPUTER INFORMATION TECHNOLOGY/COMPUTER TECHNOLOGIES CERTIFICATE (C25260C1)**

*Effective: Fall 2011*  
*Revised: 01/27/11*

The Computer Technologies Certificate will expose the student to a general overview of the computer area. Students will study computers, networks, operating systems and programming. Graduates from this program are prepared to work as a Computer Technician, or to apply these classes to any other degree in the computer division.

**TOTAL REQUIRED CREDITS...70**

**Computer Information Technology/ Linux Certificate (C25260C2)**

*Effective: Fall 2011*  
*Revised: 01/27/11*

The Linux Certificate will expose the student to the fundamentals of Linux operating system and will give them the tools to deploy, operate, and troubleshoot a Linux-based network. This program will also cover the core exam objectives of the Linux + Certification exam. Students are prepared to work in the field as operators and network technicians supporting Linux products.

Courses in this program can be transferred directly into the Computer Technologies Applied Science degrees.

**TOTAL REQUIRED CREDITS...12**

**Co-op Option: NA**

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
COMPUTER INFORMATION TECHNOLOGY/ 
HARDWARE AND SOFTWARE CERTIFICATE (C25260C3) 
Effective: Fall 2011 
Revised: 01/27/11 

Length: 3 Semesters 
Prerequisite: High School Diploma 
Award: Certificate 

FALL SEMESTER 
Prefix No. Title 
CIS110 Introduction to Computers 
NET110 Networking Concepts 
SEC110 Security Concepts 

Class Lab Clinical Credit 
2 2 0 3 
2 2 0 3 
3 0 0 3 

Totals 7 4 0 9 

SPRING SEMESTER 
Prefix No. Title 
CTS120 Hardware/Software Support 
NOS110 Operating System Concepts 

Class Lab Clinical Credit 
2 3 0 3 
2 3 0 3 

Totals 4 6 0 6 

SUMMER SEMESTER 
Prefix No. Title 
CTS220 Adv Hard/Software Support 

Class Lab Clinical Credit 
2 3 0 3 

Totals 2 3 0 3 

TOTAL REQUIRED CREDITS.... 18 

This certificate should prepare you for A+ Certification. 

Co-op Option: NA 

COMPUTER INFORMATION TECHNOLOGY/ 
MICROSOFT NETWORKING CERTIFICATE (C25260C4) 
Effective: Fall 2011 
Revised: 01/27/11 

The Microsoft Networking Certificate will expose the student fundamentals of networking using Microsoft operating systems. This program will also cover the core exam objectives of the Microsoft Certified Professional (MCP) exam. Students are prepared to work in the field as network technicians supporting Microsoft products. Courses in this program can be transferred directly into Computer Information Technology for an Associate in Applied Science degree. 

Length: 3 Semesters 
Prerequisite: High School Diploma 
Award: Certificate 

SUMMER SEMESTER 
Prefix No. Title 
NOS110 Operating System concepts 

Class Lab Clinical Credit 
2 3 0 3 

Totals 2 3 0 3 

FALL SEMESTER 
Prefix No. Title 
NET110 Networking Concepts 
or 
NET125 Networking Basics 
NOS130 Windows Single User 

Class Lab Clinical Credit 
2 2 0 3 
1 4 0 3 
2 2 0 3 

Totals 3/4 4/6 0 6 

SPRING SEMESTER 
Prefix No. Title 
NOS230 Windows Admin I 

Class Lab Clinical Credit 
2 2 0 3 

Totals 2 2 0 3 

TOTAL REQUIRED CREDITS.... 12 

Note: Not approved for VA or Financial Aid 
Co-op Option: NA 

COMPUTER PROGRAMMING A25130 
The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations. 

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

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

Awards 

Associate Degree: Computer Programming (A25130) 
Length of Program: 5 Semesters 
Prerequisite: 2 Units of Algebra 

Diploma: Not Applicable 
Length of Program: 
Prerequisite: 

Certificate: Visual Basic Programming (C25130C4) 
Length of Program: 3 Semesters 
Prerequisite: High School Diploma, 1 Unit of Algebra 

Certificate: JAVA Programming (C25130C5) 
Length of Program: 3 Semesters 
Prerequisite: High School Diploma, 1 Unit of Algebra 

Certificate: Database Programming (C25130C6) 
Length of Program: 3 Semesters 
Prerequisite: High School Diploma, 1 Unit of Algebra 

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Certificate: C# Programming (C25130C7)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, 1 Unit of Algebra

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Jenneth Honeycutt
Telephone Number: (910) 678-7354
Office Location: Advanced Technology Center, Room 113H
Email: honeycuj@faytechcc.edu
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8348

Child Care Financial Assistance Information:
Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/21/09

**COMPUTER PROGRAMMING (A25130)**
Effective: Fall 2010
Revised: 12/21/09

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

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<thead>
<tr>
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<th>Prefix No. Title</th>
<th>Class</th>
<th>LabWork Exp.Credit</th>
</tr>
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<tbody>
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<td>ACC111</td>
<td>Financial Accounting</td>
<td>3</td>
<td>0</td>
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<tr>
<td>CIS110</td>
<td>Introduction to Computers</td>
<td>2</td>
<td>2</td>
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<tr>
<td>CIS115</td>
<td>Intro to Prog &amp; Logic</td>
<td>2</td>
<td>2</td>
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<td>ENG111</td>
<td>Expository Writing</td>
<td>3</td>
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<td>MAT161</td>
<td>College Algebra</td>
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<td>MAT161A</td>
<td>College Algebra Lab</td>
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Totals: 13/14 6/8 0 17

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<td>CSC139</td>
<td>Visual BASIC Prog</td>
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<td>3</td>
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<tr>
<td>CSC151</td>
<td>JAVA Programming</td>
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<td>3</td>
</tr>
<tr>
<td>DBA110</td>
<td>Database Concepts</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>NOS110</td>
<td>Operating System Concepts</td>
<td>2</td>
<td>3</td>
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<tr>
<td>SEC110</td>
<td>Security Concepts</td>
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<td>Social/Behavioral Science Elective</td>
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<th>Prefix No. Title</th>
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<tr>
<td>CSC239</td>
<td>Adv Visual BASIC Prog</td>
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<td>3</td>
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<tr>
<td>CSC251</td>
<td>Adv JAVA Programming</td>
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<td>3</td>
</tr>
<tr>
<td>CTS115</td>
<td>Info Sys Business Concept</td>
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<td>CTS285</td>
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Totals: 12 6 0 14

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<td>DBA120</td>
<td>Database Programming I</td>
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<td>2</td>
</tr>
<tr>
<td>NET110</td>
<td>Networking Concepts</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>NOS120</td>
<td>Linux/UNIX Single User</td>
<td>2</td>
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<tr>
<td>Major Elective</td>
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Totals: 9 13 0 15

TOTAL REQUIRED CREDITS...70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**COMPUTER PROGRAMMING/ VISUAL BASIC PROGRAMMING (Certificate) (C25130C4)**
Effective: Fall 2010
Revised: 12/21/09

The Visual BASIC programming certificate is designed to prepare individuals for employment as programmers in Visual BASIC through study and applications in computer concepts, logic, and programming procedures using the Visual BASIC programming language.

Students will solve business computer problems through programming techniques and procedures using the Visual BASIC language.

Upon completion of this program, a student will have the necessary Visual BASIC skills for an entry level Visual BASIC programming position in business, industry, and government organizations.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Length: 3 Semesters
Prerequisite: High School Diploma and 1 Unit of Algebra
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class LabWork Exp.Credit
CIS110 Introduction to Computers 2 2 0 3
CIS115 Intro to Prog & Logic 2 2 0 3

TOTAL 4 4 0 6

SPRING SEMESTER
Prefix No. Title Class LabWork Exp.Credit
CSC139 Visual BASIC Programming 2 3 0 3

TOTALS 2 3 0 3

TOTAL REQUIRED CREDITS.... 12

Co-op Option: NA

COMPUTER PROGRAMMING/
JAVA PROGRAMMING (Certificate) (C25130C5)
Effective: Fall 2010
Revised: 12/21/09

The Visual BASIC programming certificate is designed to prepare individuals for employment as programmers in Visual BASIC through study and applications in computer concepts, logic, and programming procedures using the Visual BASIC programming language.

Students will solve business computer problems through programming techniques and procedures using the Visual BASIC language.

Upon completion of this program, a student will have the necessary Visual BASIC skills for an entry level Visual BASIC programming position in business, industry, and government organizations.

Length: 3 Semesters
Prerequisite: High School Diploma and 1 Unit of Algebra
Award: Certificate

FALL SEMESTER II
Prefix No. Title Class LabWork Exp.Credit
CSC239 Advanced Visual BASIC 2 3 0 3

TOTALS 2 3 0 3

TOTAL REQUIRED CREDITS.... 12

Co-op Option: NA

FALL SEMESTER I
Prefix No. Title Class LabWork Exp.Credit
CIS110 Introduction to Computers 2 2 0 3
CIS115 Intro to Prog & Logic 2 2 0 3

TOTALS 4 4 0 6

SPRING SEMESTER
Prefix No. Title Class LabWork Exp.Credit
CTS115 Info Sys Business Concept 3 0 0 3
DBA110 Database Concepts 2 3 0 3

TOTALS 5 3 0 6

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

FALL SEMESTER II
Prefix No. Title Class LabWork Exp.Credit
CSC251 Adv JAVA Programming 2 3 0 3

TOTALS 2 3 0 3

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

COMPUTER PROGRAMMING/
DATABASE PROGRAMMING (Certificate) (C25130C6)
Effective: Fall 2010
Revised: 12/21/09

The Database Programming certificate is designed to prepare individuals for employment in designing databases, determining information requirements of users; using technology systems and processes to devise means through which to gather and sort needed information; and implementing effective solutions for reporting necessary information using industry-standard database tools. Certificate holders may qualify for entry level/hands-on positions in this or a related area.

Students will solve business computer problems through database programming techniques and procedures.

Upon completion of this program, a student will have the necessary database skills for an entry-level database programming position in business, industry, and government organizations.

Length: 3 Semesters
Prerequisite: High School Diploma and 1 Unit of Algebra
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class LabWork Exp.Credit
CIS110 Introduction to Computers 2 2 0 3
CIS115 Intro to Prog & Logic 2 2 0 3

TOTALS 4 4 0 6

SPRING SEMESTER
Prefix No. Title Class LabWork Exp.Credit
CTS115 Info Sys Business Concept 3 0 0 3
DBA110 Database Concepts 2 3 0 3

TOTALS 5 3 0 6

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA
**COMPUTER PROGRAMMING/C# PROGRAMMING (Certificate) (C25130C7)**

Effective: Fall 2010  
Revised: 12/21/09

The C# Programming certificate is designed to prepare individuals for employment in programming roles in C# through study and applications in computer concepts, logic, and programming procedures using the C# programming language.

Students will solve business computer problems through programming techniques and procedures using the C# language.

Upon completion of this program, a student will have the necessary C# skills for an entry-level programming position in business, industry, and government organizations.

Length: 3 Semesters  
Prerequisite: High School Diploma and 1 Unit of Algebra  
Award: Certificate

### SPRING SEMESTER I

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<th>Prefix No.</th>
<th>Title</th>
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<th>Lab</th>
<th>Work Exp.</th>
<th>Credit</th>
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<td>CIS110</td>
<td>Introduction to Computers</td>
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<td>2</td>
<td>0</td>
<td>3</td>
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<tr>
<td>CIS115</td>
<td>Intro to Prog &amp; Logic</td>
<td>2</td>
<td>2</td>
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### FALL SEMESTER

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<th>Class</th>
<th>Lab</th>
<th>Work Exp.</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MAC114</td>
<td>Intro to Metrology</td>
<td>2</td>
<td>0</td>
<td>0</td>
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</table>

### TOTAL REQUIRED CREDITS.... 12

Co-op Option: NA

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**COMPUTER-INTEGRATED MACHINING 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.

### Awards

**Associate Degree:** Computer-Integrated Machining (A50210)  
**Length of Program:** 5 Semesters  
**Prerequisite:** High School Diploma

**Diploma:** Not Applicable  
**Length of Program:**  
**Prerequisite:**  

**Certificate:** Basic Computer-Integrated Machining Certificate (C50210C1)  
**Length of Program:** 2 Semesters  
**Prerequisite:** High School Diploma

### Cooperative Education Requirements/Opportunities:

For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

### License or Certification Information:

None Required

### Program Information Contact:

Program Coordinator: Gary Smith  
Telephone Number: (910) 678-8427  
Office Location: Lafayette Hall, Room 137C  
Email: smithga@faytechcc.edu  
Department Office: Lafayette Hall, Room 120  
Telephone: (910) 678-8383

FTCC Web Site: www.faytechcc.edu

### Application Deadlines:

The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

### Scholarship/Financial Aid Information:

Scholarships are available.  
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

### Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/07/11

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**COMPUTER-INTEGRATED MACHINING (A50210)**

Effective: Fall 2011  
Revised: 03/07/11

Length: 5 Semesters  
Prerequisite: High School Diploma  
Award: Associate in Applied Science

### FALL SEMESTER I

<table>
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<th>Prefix No.</th>
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<tr>
<td>CIS110</td>
<td>Introduction to Computers</td>
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<tr>
<td>or CIS111</td>
<td>Basic PC Literacy</td>
<td><strong>1</strong></td>
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<td>MAC111</td>
<td>Machining Technology I</td>
<td><strong>2</strong></td>
<td><strong>12</strong></td>
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<tr>
<td>MAC114</td>
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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
MAC131  Blueprint Reading/Mach I  1  2  0  2
MAC151  Machining Calculations  1  2  0  2
Humans/Fine Arts Elective  3  0  0  3

Totals  11  18  0  18

### SPRING SEMESTER I

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<td>Expository Writing</td>
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Totals  8  18  0  15

### SUMMER SEMESTER I

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Totals  4  6  0  6

### FALL SEMESTER II

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Totals  10  20  0  17

### SPRING SEMESTER II

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Totals  9  24  0  17

### TOTAL REQUIRED CREDITS... 73

Co-op Option: N/A

Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**MACHINING TECHNOLOGY/BASIC COMPUTER-INTEGRATED MACHINING CERTIFICATE (C50210C1)**

*Evening/Weekend Program*

Effective: Fall 2011

Revised: 03/07/11

This evening certificate program is designed to develop fundamental skills in the operation of machine tools including drilling, turning, milling, and grinding. Training in basic measuring, layout, and blueprint reading is also provided.

Completers will be prepared for employment as entry-level machine operators or machinist apprentices in area manufacturing firms.

Courses in this program can be transferred directly into the Machining Technology associate degree curriculum.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

#### FALL SEMESTER I

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Totals  5  10  0  9

### SPRING SEMESTER I

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Totals  3  10  0  7

### TOTAL REQUIRED CREDITS... 16

Co-op Option: N/A

**COSMETOLOGY A55140**

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

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

**Awards**

*Associate Degree:* Cosmetology (A55140)

*Length of Program:* 5 Semesters

*Prerequisite:* High School Diploma

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Diploma: Cosmetology (D55140)
Length of Program:
4 Semesters (day program)
6 Semesters (night program)
Prerequisite: High School Diploma

Certificate: Not Applicable
Length of Program: 
Prerequisite: 

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam.

Program Information Contact:
Interim Department Chair: Judy Graham
Telephone Number: (910) 678-0161
Office Location: Salon & Spa Services Education Center, Room 2A
Email: grahamj@faytechcc.edu
Department Office: Salon & Spa Services Education Center, Room 2A
Telephone: (910) 678-0159
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

COSMETOLOGY (A55140)
Effective: Fall 2010
Revised: 02/22/10

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA111 College Student Success 1 0 0 1
or
ACA115 Success & Study Skills 0 2 0 1
COS111 Cosmetology Concepts I 4 0 0 4
COS112 Salon I 0 24 0 8
ENG111 Expository Writing 3 0 0 3

Totals 7/8 24/26 0 16

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
COM231 Public Speaking 3 0 0 3
or
ENG115 Oral Communication 3 0 0 3
COS113 Cosmetology Concepts II 4 0 0 4
COS114 Salon II 0 24 0 8

Totals 7 24 0 15

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
COS115 Cosmetology Concepts III 4 0 0 4
COS116 Salon III 0 12 0 4

Totals 4 12 0 8

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
COS117 Cosmetology Concepts IV 2 0 0 2
COS118 Salon IV 0 21 0 7
MAT115 Mathematical Models 2 2 0 3
PSY118 Interpersonal Psychology 3 0 0 3
or
PSY150 General Psychology 3 0 0 3

Totals 7 23 0 15

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to Computers 2 2 0 3
COS223 Contemp Hair Coloring 1 3 0 2
COS224 Trichology &Chemistry 1 3 0 2
COS250 Computerized Salon Ops 1 0 0 1
Humanities/Fine Arts Elective3 0 0 3
Major Elective 1/2 0/3 0 2

Totals 9/10 11/14 0 13

TOTAL REQUIRED CREDITS.... 67

Co-op Option: NA

COSMETOLOGY (D55140)
Effective: Fall 2010
Revised: 02/22/10

Length: 4 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
COS111 Cosmetology Concepts I 4 0 0 4
COS112 Salon I 0 24 0 8
*ENG101 Applied Communication I 3 0 0 3

Totals 7 24 0 15

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**SPRING SEMESTER I**

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**TOTAL REQUIRED CREDITS... 48**

Co-op Option: NA

*ENG-101 and PSY-101 will not transfer to Associate Degree programs.

**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 process, corrections, and security services. The criminal justice system’s role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

**Awards**

**Associate Degree:** Associate in Applied Science
Criminal Justice Technology (A55180)

- Criminal Justice Technology (A55180A)
- Dual Enrollment Agreement with Fayetteville State University

**Length of Program:** 5 Semesters
**Prerequisite:** High School Diploma

**Diploma:** Not Applicable
**Length of Program:**
**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**
Department Chairperson: Aaron Cox
Telephone Number: (910) 678-0046
Office Location: Horace Sisk, Room 633
Email: coxxaa@faytechcc.edu

Department Office: Horace Sisk, Room 624
Email: vickl@faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

**Child Care Financial Assistance Information:**
See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/09/11

**CRIMINAL JUSTICE TECHNOLOGY (A55180)**

Effective: Fall 2011
Revised: 02/09/11

Length: 5 Semesters
**Prerequisite:** High School Diploma

**Award:** Associate in Applied Science

**FALL SEMESTER I**

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**SPRING SEMESTER I**

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

CRIMINAL JUSTICE TECHNOLOGY (A55180A)
Dual Enrollment Agreement with Fayetteville State University
Effective: Fall 2011
Revised: 02/09/11

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I

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Totals 14/15 2/4 0 16

TOTAL REQUIRED CREDITS.... 76

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

CRIMINAL JUSTICE TECHNOLOGY (A55180A)
Dual Enrollment Agreement with Fayetteville State University
Effective: Fall 2011
Revised: 02/09/11

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I

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Totals 14/15 2/4 0 16

TOTAL REQUIRED CREDITS.... 76

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson. FSU will not transfer co-op credits.

*CJC-121, MAT-140 & PED-110 are required by Fayetteville State University (FSU).
CRIMINAL JUSTICE TECHNOLOGY/FINANCIAL CRIME/COMPUTER FRAUD A5518B

Financial Crime/Computer Fraud is a concentration under the curriculum of Criminal Justice Technology. The curriculum is designed to prepare students for positions in the public or private sector in financial crime or computer fraud investigation.

Students will study financial criminal activity and computer investigative security procedures from a law enforcement perspective through forensic accounting and investigative computer courses.

Graduates should qualify for positions in either the public or private sector investigating fraud within financial institutions and/or computer crimes, including fraud, hacking, and identity theft.

Awards

Associate Degree: Associate in Applied Science

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Certificate: Not Applicable

Length of Program:

Prerequisite: None

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Advisor: Larry Vick
Telephone Number: (910) 678-0044
Office Location: Horace Sisk, Room 624
Email: VickL@faytechcc.edu
Department Office: Horace Sisk, Room 633
Telephone: (910) 678-8452
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

CRIMINAL JUSTICE TECHNOLOGY/ 
LATENT EVIDENCE CONCENTRATION  A5518A

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This 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 classification, identification, and chemical development. Students will record, cast and recognize footwear and tire-tracks; and process 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, and correctional agencies.

Awards

Associate Degree: Associate in Applied Science
Criminal Justice Technology/Latent Evidence Concentration (A5518A)

Length of Program: 5 Semesters
Prerequisite: High School Diploma

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Latent Evidence Certificate (C5518AC1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Advisor: Michael Hawkins
Telephone Number: (910) 678-8293
Office Location: Horace Sisk, Room 633B
Email: hawkinsm@faytechcc.edu
Department Office: Horace Sisk, Room 633
Telephone: (910) 678-8452
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/02/09

CRIMINAL JUSTICE TECHNOLOGY/LATENT EVIDENCE (A5518A)

Effective: Fall 2010
Revised: 12/02/09

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I

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SUMMER SEMESTER I

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
SPRING SEMESTER II

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</table>

TOTAL REQUIRED CREDITS.... 68

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

CULINARY ARTS

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.

Awards

Associate Degree: Culinary Arts (A55150)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra

Diploma: Not Applicable
Length of Program: Prerequisite:

Certificate: Pantry Chef (C55150C1)
Length of Program: 2 Semester
Prerequisite: High School Diploma

Certificate: Baking (C55150C2)
Length of Program: 2 Semester
Prerequisite: High School Diploma

Certificate: Demi-Chef (C55150C3)
Length of Program: 2 Semester
Prerequisite: High School Diploma or College Connections Approved Student

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Kay Gilbert
Telephone Number: (910) 678-8207
Office Location: Horace Sisk, Room 616D
Email: gilbertk@faytechcc.edu
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.
Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/04/11

CULINARY ARTS (A55150)
Effective: Fall 2011
Revised: 03/04/11

Length: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra
Award: Associate in Applied Science

**FALL SEMESTER I**

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<td>or CUL140 Culinary Skills I</td>
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<tr>
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<tr>
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Totals                            | 12    | 12                 |

**SPRING SEMESTER I**

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<td>or ENG115 Oral Communication</td>
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<td>or HRM245 Human Resource Mgmt-Hosp</td>
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Totals                            | 14    | 16                 |

**SUMMER SEMESTER I**

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Totals                            | 6     | 6                  |

**FALL SEMESTER II**

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<td>or CUL130 Menu Design</td>
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<td>or CUL250 Classical Cuisine</td>
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Totals                            | 5     | 9                  |

**SPRING SEMESTER II**

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<td>or ENG111 Expository Writing</td>
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</table>

Totals                            | 14    | 16                 |

TOTAL REQUIRED CREDITS......71

Co-op Option: Students are required to take three (3) credit hours of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this degree.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

The Pantry Chef Certificate (Garde Manger) is designed to prepare students who would like to be employed in the banquet, catering, cold foods and display professions or for those with some culinary experience who want to further their knowledge in this specialized area.

Students will learn to prepare salads, dressings, cold sauces, garnishes, pâtes, terrines, ice carvings, canapes, hor d’oeuvres and other related topics.

The program will enhance the student’s cold food preparation, presentation and display skills.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
The Baking Certificate is designed to prepare students who would like to receive credit for this certificate. Department Chairperson to determine which co-op to take in order to Cooperate Education. Students must acquire approval from the Co-op Option:

**TOTAL REQUIRED CREDITS... 17**

**Co-op Option:** Students are required to take one (1) credit hour of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this certificate.

**CULINARY ARTS/ BAKING CERTIFICATE (C55150C2)**
Effective: Fall 2011
Revised: 03/04/11

The Baking Certificate is designed to prepare students who would like to be employed as a baking professional.

Students will learn fundamentals of bakeshop operations and will prepare various bread products, pastries, cakes, cookies, classical desserts, sugar works, and confections.

The program will enhance the students’ cake decorating and dessert preparation skills.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

### FALL SEMESTER

<table>
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<td>CUL160</td>
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### SPRING SEMESTER

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<td>or</td>
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**TOTAL REQUIRED CREDITS... 16**

*Co-op Option: Students are required to take one (1) credit hour of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this certificate.

**CULINARY ARTS/ DEMI-CHEF CERTIFICATE (C55150C3)**
Effective: Fall 2011
Revised: 03/04/11

The Demi-Chef Certificate is designed to prepare students for an entry-level position in the culinary field. The program will give the students the basic culinary skills necessary to be an assistant to a chef otherwise known in the Classical Brigade as a Demi-Chef. Students will learn to prepare both hot and cold foods including but not limited to salads, dressings, canapés, hor d’oeuvres, cold and hot sauces, garnishes, vegetables, meats and other food items using a variety of cooking methods. Students will learn to operate commercial kitchen equipment, use correct sanitation and safety procedures in the kitchen, and correct purchasing procedures.

The program will enhance the student’s food preparation, presentation and display skills.

Length: 2 Semesters
Other Requirements: 2Chef Uniforms, Textbook
Prerequisite: High School Diploma or College Connections Approved Student
Award: Certificate

### FALL SEMESTER

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<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
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<td>CUL110</td>
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<td>CUL140</td>
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### SPRING SEMESTER

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**TOTAL REQUIRED CREDITS... 12**

**Co-op Option:** NA

**DENTAL ASSISTING D45240**

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.

Course work 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.

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 Law of North Carolina, graduates work in dental offices and other related areas.

**Awards**

**Associate Degree:** Not Applicable

**Length of Program:** Not Applicable

**Prerequisite:** 1 unit Biology

**Certificate:** 3 Semesters

**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** Graduates are eligible to take the Dental Assisting National Board examination.

**Program Information Contact:**

Department Chair: Angela Simmons

Telephone Number: (910) 678-9858

Office Location: Health Technology Center, Room 101-H

Email: simmonsa@faytechcc.edu

Department Office: Health Technology Center, Room 101

Telephone: (910) 678-9859

FTCC Web Site: http://www.faytechcc.edu/

**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 10/15/09

**FALL SEMESTER I**

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<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
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**Totals** 14/15 10/12 0 20

**SPRING SEMESTER I**

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**SUMMER SEMESTER I**

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**Totals** 4 0 12 8

**TOTAL REQUIRED CREDITS.... 47**

**Co-Op Option:** NA

*DEN-100, DEN-101, DEN-102, DEN-103, DEN-104, DEN-105, DEN-106, and DEN-107 will not transfer to Associate Degree program.

Students with a felony conviction may have limited certification and employment opportunities.

**DENTAL HYGIENE**

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

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

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

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
AWARDS

ASSOCIATE DEGREE: Dental Hygiene (A45260)
LENGTH OF PROGRAM: 5 Semesters
PREREQUISITE: 1 Unit of Biology
1 Unit of Algebra
1 Unit of Chemistry

DIPLoma: Not Applicable
LENGTH OF PROGRAM: 
PREREQUISITE: 

CERTIFICATE: Not Applicable
LENGTH OF PROGRAM: 
PREREQUISITE: 

COOPERATIVE EDUCATION REQUIREMENTS/OPPORTUNITIES: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

LICENSE OR CERTIFICATION INFORMATION: Students are eligible to sit for both the National Dental Hygiene Board and the NC State Dental Hygiene Board or applicable state or regional boards.

PROGRAMMATIC ACCREDITATION: Commission on Dental Accreditation, American Dental Association, 211 East Chicago Avenue, Chicago, IL 60611

PROGRAM INFORMATION CONTACT:
Department Chair: Susan S. Ellis
Telephone Number: (910) 678-8575
Office Location: Health Technology Center, Room 101D
Email: elliss@faytechcc.edu
Department Office: Health Technology Center, Room 101
Telephone: (910) 678-9859
FTCC Website: www.faytechcc.edu

APPLICATION DEADLINES: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

SCHOLARSHIP/FINANCIAL AID INFORMATION: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

CHILD CARE FINANCIAL ASSISTANCE INFORMATION: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

REVISED: 03/23/09

DENTAL HYGIENE (A45260)
EFFECTIVE: FALL 2007
REVISED: 10/06/06

LENGTH: 5 Semesters
PREREQUISITES: 1 Unit Biology, Algebra & Chemistry
AWARD: Associate in Applied Science

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
TOTAL REQUIRED CREDITS.... 75

Co-Op Option: NA
Students with a felony conviction may have limited licensure and employment opportunities.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Dental hygiene students will not discriminate against patients on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation. No student will be allowed to deliver patient services in any setting until s/he has been instructed in infection control (as per OSHA guidelines) and has mastered material on safety/universal precautions with satisfactory accuracy. Following mastery of infection control skills and under faculty supervision, each student will be expected to provide services for Patients with health deviations, including patients with HIV/HBV and other blood borne/infectious diseases, as part of routine Clinical/lab curriculum experiences.

EARLY CHILDHOOD ASSOCIATE A55220
The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs to children; care and guidance of children; and communications skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Awards

Associate Degree: Associate in Applied Science
Early Childhood Associate (A55220)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I

Associate Degree: Associate in Applied Science
Early Childhood Associate/Dual Enrollment with FSU (A55220A)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I

Diploma: Not Applicable

Length of Program:
Prerequisite:

Certificate: Certificate in Child Care Administration (C55220C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Certificate in Child Care Development (C55220C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Certificate in Child Care Professional (C55220C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Lateral Entry Teacher Certificate (C55220C6)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Belva Hawley-Demendoza
Telephone Number: (910) 678-8425
Office Location: Early Childhood Center, Room 203
Email: demendob@faytechcc.edu
Department Office: Early Childhood Center, Room 202
Telephone: (910) 678-8566
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 02/03/10

EARLY CHILDHOOD ASSOCIATE (A55220)
Effective: Fall 2010
Revised: 02/03/10

Length: 5 Semesters
Prerequisite: High School Diploma & Algebra I
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class LabWork Exp.Credit
ACA111 College Student Success 1 0 0 1
or
ACA115 Success & Study Skills 0 2 0 1
CIS110 Introduction to Computers 2 2 0 3
or
CIS113 Computer Basics 0 2 0 1
EDU119 Intro to Early Child Educ 4 0 0 4
EDU131 Child, Family, & Commun 3 0 0 3
EDU144 Child Development I 3 0 0 3
ENG111 Expository Writing 3 0 0 3
PSY150 General Psychology 3 0 0 3

Totals 16/17 2/4 0 18

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
SPRING SEMESTER I

Prefix No. Title                      Class  LabWork Exp.Credit
EDU145  Child Development II         3   0   0   3
EDU146  Child Guidance               3   0   0   3
EDU153  Health, Safety, & Nutrit     3   0   0   3
ENG114  Prof Research & Reporting    3   0   0   3
MAT115  Mathematical Models          2   2   0   3
SOC210  Introduction to Sociology    3   0   0   3

Totals                                17  2   0   18

SUMMER SEMESTER I

Prefix No. Title                      Class  LabWork Exp.Credit
EDU151  Creative Activities          3   0   0   3
COM231  Public Speaking              3   0   0   3
       Humanities/Fine Arts Elective   3   0   0   3
       Major Elective                3   0   0   3
       Social/Behavior Science Elective 3   0   0   3

Totals                                15  0   0   15

SPRING SEMESTER II

Prefix No. Title                      Class  LabWork Exp.Credit
EDU221  Children With Exceptional    3   0   0   3
EDU271  Educational Technology       2   2   0   3
EDU280  Language & Literacy Exp      3   0   0   3
EDU284  Early Child Capstone Prac    1   9   0   4
       Major Elective                2   0   0   2

Totals                                11  0   0   15

FALL SEMESTER II

Prefix No. Title                      Class  LabWork Exp.Credit
EDU111  College Student Success      1   0   0   1
or
ACA111  Success & Study Skills       0   2   0   1
CIS110  Introduction to Computers    2   2   0   3

Totals                                14/15 4/6 0 17

TOTAL REQUIRED CREDITS....  72

Co-op Option: NA

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.

EARLY CHILDHOOD ASSOCIATE/DUAL ENROLLMENT
WITH FSU (A55220A)
Effective: Fall 2010
Revised: 02/03/10

Length: 5 Semesters
Prerequisite: High School Diploma & Algebra I
Award: Associate in Applied Science

FALL SEMESTER I

Prefix No. Title                      Class  LabWork Exp.Credit
ACA111  College Student Success      1   0   0   1
or
ACA115  Success & Study Skills       0   2   0   1
CIS110  Introduction to Computers    2   2   0   3

Totals                                13  0   0   13

SPRING SEMESTER II

Prefix No. Title                      Class  LabWork Exp.Credit
EDU221  Children With Exceptional    3   0   0   3
EDU235  School-Age Dev & Program     3   0   0   3
EDU271  Educational Technology       2   2   0   3
EDU280  Language & Literacy Exp      3   0   0   3
EDU284  Early Child Capstone Prac    9   0   0   4

Totals                                12  0   0   16

TOTAL REQUIRED CREDITS....  72

Co-op Option: NA

Notes: (1) EDU-284 can be completed at FSU/ELEM-471 & EDUC-491. (2)Proficiency for CIS 113 given upon completion of EDU-210 at FSU

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This certificate will provide courses needed by the child care professional to obtain the North Carolina Early Childhood Administration Certificate (NCECA). The courses offered in this program prepare the childcare professional to be successful as an administrator in a childcare setting. Students will learn skills such as program development, rules and regulations for the state of North Carolina, staff and organizational management, public relations and community outreach, financial management, and leadership. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

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<td>EDU188 Issues in Early Child Ed</td>
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<td>EDU262 Early Childhood Admin II</td>
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**TOTAL REQUIRED CREDITS.... 16**

Co-op Option: NA

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.

This certificate will provide courses needed by the child care professional to obtain the North Carolina Early Childhood Administration Certificate (NCECA). The courses offered in this program prepare the childcare professional to be successful as an administrator in a childcare setting. Students will learn skills such as program development, rules and regulations for the state of North Carolina, staff and organizational management, public relations and community outreach, financial management, and leadership. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

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**TOTAL REQUIRED CREDITS.... 16**

Co-op Option: NA

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**EARLY CHILDHOOD ASSOCIATE**
**LATERAL ENTRY TEACHER CERTIFICATE (C55220C6)**

**Effective:** Fall 2010  
**Revised:** 02/03/10

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

### FALL SEMESTER I

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**TOTAL REQUIRED CREDITS.... 18**

Co-op Option: NA

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.*

*Students must follow the guidelines for the Lateral Entry Teacher Certificate Program.*

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**ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)**

**Effective:** Fall 2011  
**Revised:** 11/12/10

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

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

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

### FALL SEMESTER I

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**FALL SEMESTER II**

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**TOTAL REQUIRED CREDITS... 68**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they obtain approval from the Co-op Director and the Department Chairperson.

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**ELECTRICAL/ELECTRONICS TECHNOLOGY (D35220)**

Effective: Fall 2011  
Revised: 11/12/10

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

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

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

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**FALL SEMESTER I**

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<td>ELC113</td>
<td>Basic Wiring I</td>
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<td>ELC118</td>
<td>National Electrical Code</td>
<td>1</td>
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<td>PY118</td>
<td>Interpersonal Psychology</td>
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<td>ELC117</td>
<td>Motors and Controls</td>
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<td>*ENG101</td>
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<td>or</td>
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<td>ISC112</td>
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<td>Industrial Wiring</td>
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<td>Electrical Estimating</td>
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**TOTAL REQUIRED CREDITS... 43**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they obtain approval from the Co-op Director and the Department Chairperson.

*ENG-101 will not transfer to Associate Degree program.  
Accuplacer testing is required to take ENG-111.

**ELECTRICAL/ELECTRONICS TECHNOLOGY/  
BASIC ELECTRICITY, MOTORS AND CONTROLS, and PLC  
CERTIFICATE (C35220C1)**

Effective: Fall 2011  
Revised: 11/12/10

This certificate curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential and industrial facilities.  
Course work, most of which is hands on, will include such topics as DC/AC theory, basic wiring practices, industrial motor controls, and programmable logic controllers.  
Graduates of this certificate should qualify for a variety of jobs in the electrical/electronic field as an on the job trainee or apprentice.  
Courses in this certificate can be transferred directly into the Electrical/Electronics Technology degree or diploma.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Length: 2 Semesters
Prerequisite: None
Award: Certificate

FALL SEMESTER
Prefix No. Title Class Lab Clinical Credit
BPR130 Blueprint Reading/Const 1 2 0 2
ELC112 DC/AC Electricity 3 6 0 5
ELC229 Applications Project 1 3 0 2

Totals 5 11 0 9

SPRING SEMESTER
Prefix No. Title Class Lab Clinical Credit
ELC117 Motors and Controls 2 6 0 4
ELC128 Intro to PLC 2 3 0 3

Totals 4 9 0 7

TOTAL REQUIRED CREDITS: 16

Co-op Option: NA

ELECTRONICS ENGINEERING TECHNOLOGY  A40200
The Electronics Engineering Technology 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, communication 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 develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Awards

Associate Degree: Electronics Engineering Technology (A40200)
Length of Program: 5 Semesters
Prerequisite: 2 Units of Algebra

Diploma: Electronics Engineering Technology (D40200)
Length of Program: 3 Semesters
Prerequisite: 2 Units of Algebra

Certificate: Not Applicable
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

Program Information Contact:
Curriculum Chairperson: Beymer Bevill, Jr.
Telephone Number: (910) 678-8216
Office Location: Advanced Technology Center, Room 220D
Email: bevillb@faytechcc.edu
Department Office: Advanced Technology Center, Room 244
Telephone: (910) 678-8458
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/07/11
### FALL SEMESTER I

<table>
<thead>
<tr>
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<td>ELC131</td>
<td>DC/AC Circuit Analysis Lab</td>
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<td>PHY151</td>
<td>College Physics I</td>
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**Totals:** 6 0 0 8

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<td>EGN120A</td>
<td>Microprocessor Systems</td>
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**Totals:** 11 8 0 14

**TOTAL REQUIRED CREDITS... 70**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

**2+2 Transfer:** Students desiring to pursue a Bachelor's of Engineering Technology should take MAT 263/263A or MAT 271.

**Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### SPRING SEMESTER I

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**Totals:** 14 11 0 18

**TOTAL REQUIRED CREDITS... 44**

**Co-op Option:** NA

### EMERGENCY MEDICAL SCIENCE A45340

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

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

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

**Awards**

**Associate Degree:** Emergency Medical Science (A45340)

**Length of Program:** 5 Semesters

**Prerequisite:** High School Diploma or GED, 1 Unit of Algebra, 1 Unit of Biology

**Diploma:** Emergency Medical Science (D45340)

**Length of Program:** 3 Semesters

**Prerequisite:** High School Diploma or GED, 1 Unit of Biology

**Certificate:** Emergency Medical Science (C45340)

**Length of Program:** 1 Semester

**Prerequisite:** High School Diploma or GED

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**EMS Bridge:** Emergency Medical Science (A45340B)  
**Length of Program:** 2 Semesters  
**Prerequisite:** 1 Unit of Algebra & Biology; Current North Carolina or National Registry EMT-Paramedic; Current Healthcare Provider Level CPR; Current Advanced Cardiac Life Support Provider; Current Pediatric Advanced Life Support; Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support; Two Thousand (2000) documented hours of Paramedic Level Work Experience; Two Letters of Recommendation: One from the Medical Director; One from the Training Officer or Supervisor  

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** Student completing the first semester of the Associate Degree Program or entering the Diploma Program should pass the North Carolina State or National Registry EMT-Basic Examination.

**Program Information Contact:**  
Curriculum Chairperson: Rick Criste  
Telephone Number: (910) 678-8515  
Office Location: Health Technology Center, Room 169M  
Email: crister@faytechcc.edu  
Department Office: Health Technology Center, Room 169  
Telephone: (910) 678-8264  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available.  
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/26/11

**EMERGENCY MEDICAL SCIENCE (A45340)**  
Effective: Fall 2011  
Revised: 01/26/11

**Length:** 5 Semesters  
**Prerequisites:** 1 Unit Biology & Algebra  
**Award:** Associate in Applied Science

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<td>EMS240</td>
<td>Special Needs Patients</td>
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<td>EMS Clinical Practicum IV</td>
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<td>EMS270</td>
<td>Life Span Emergencies</td>
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**TOTAL REQUIRED CREDITS... 68**

**Co-Op Option:** NA  
Students with a felony conviction may have limited certification and employment opportunities.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.*

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
EMERGENCY MEDICAL SCIENCE (A45340B)
Effective: Fall 2011
Revised: 01/26/11

Length: 3 Semesters
Prerequisites: 1 Unit of Algebra & Biology, Current North Carolina or National Registry EMT-Paramedic, Current Healthcare Provider Level CPR Card, Current Advanced Cardiac Life Support, Current Pediatric Advanced Life Support, Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support, Two Thousand (2000) documented hours of Paramedic Level Work Experience, Two Letters of Recommendation: One from the Medical Director, One from the Training Officer or Supervisor
Award: Associate in Applied Science

Passing the National Registry Certification will give you credit for the following courses:

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<td>EMS-210 Adv Patient Assess</td>
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<td>EMS-260 Adv Trauma Emerg</td>
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<td>EMS-130 Pharmacology I for EMS</td>
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<td>EMS-150 Emerg Veh &amp; EMS Comm</td>
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Total Transfer Hours: 43

In addition the following courses are required:

FALL SEMESTER

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<tr>
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<td>EMS140 Rescue Scene Management</td>
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SPRING SEMESTER

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FALL II

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TOTAL REQUIRED CREDITS... 68

Students with a felony conviction may have limited certification and employment opportunities.

Co-Op Option: NA

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

EMERGENCY MEDICAL SCIENCE (Diploma) (D45340)
Effective: Fall 2011
Revised: 01/26/11

The Emergency Medical Science diploma program is designed to prepare students with the entry-level skills as a Paramedic.

The course of study allows students the flexibility and opportunity to acquire basic and advanced life support knowledge and skills through classroom instruction, practical laboratory sessions, hospital clinical experience and field internships with emergency medical service agencies.

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

Length: 3 Semesters
Prerequisites: High School Diploma or GED and 1 Unit Biology
Award: Diploma

FALL I

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
SPRING II

Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to Computers 2 2 0 3
or
CIS113 Computer Basics 0 2 0 1
EMS231 EMS Clinical Practicum III 0 0 9 3
EMS250 Adv Medical Emergencies 2 3 0 3
EMS260 Adv Trauma Emergencies 1 3 0 2

Totals 3 8 9 9

SUMMER

Prefix No. Title Class Lab Clinical Credit
EMS241 EMS Clinical Practicum IV 0 0 9 3

Totals 0 0 9 3

TOTAL REQUIRED CREDITS.... 47

Co-Op Option: NA
Students with a felony conviction may have limited certification and employment opportunities.

EMERGENCY MEDICAL SCIENCE (Certificate) (C45340)
Effective: Fall 2011
Revised: 01/26/11

The Emergency Medical Science certificate program is designed to prepare students with the entry-level skills of an Emergency Medical Technician-Basic (EMT-Basic).

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

Length: 1 Semester
Prerequisites: None
Award: Certificate

SEMESTER I

Prefix No. Title Class Lab Clinical Credit
EMS110 EMT Basic 5 6 0 7
EMS140 Rescue Scene Management 1 3 0 2
EMS150 Emerg Vehicles & EMS Comm 1 3 0 2
EMS235 EMS Management 2 0 0 2

Totals 9 12 0 13

TOTAL REQUIRED CREDITS.... 13

Note: This certificate is not approved for financial aid.

Co-Op Option: NA
Students with a felony conviction may have limited certification and employment opportunities.

EMERGENCY PREPAREDNESS TECHNOLOGY A55420

The Emergency preparedness Technology Curriculum is designed to provide students with the foundation of technical and professional knowledge needed for emergency services delivery.

Students will study various aspects of emergency preparedness protection and enforcement to include hazardous materials, emergency agency operations and public relations.

Graduates should qualify for employment in either the public or private sector and have opportunities for skilled or supervisory-level positions.

Awards

Associate Degree: Emergency Preparedness Technology (A55420)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I

Certificate: Not Applicable
Length of Program: Not Applicable
Prerequisite: Not Applicable

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Jeffrey Zack
Telephone Number: (910) 678-0043
Office Location: Horace Sisk, Room 633F
Email: zackj@faytechcc.edu
Department Office: Horace Sisk, Room 633
Telephone: (910) 678-8452
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

EMERGENCY PREPAREDNESS TECHNOLOGY (A55420)
Effective: Fall 2009
Revised Date: 07/07/09

Length: 5 Semesters
Prerequisite: High School Diploma & Algebra I
Award: Associate in Applied Science

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
AC111 College Student Success 1 0 0 1
or
AC115 Success & Study Skills 0 2 0 1
CIS110 Introduction to Computers 3 2 0 3
ENG111 Expository Writing 3 0 0 3
EPT120 Sociology of Disaster 3 0 0 3
FIP230 Chemistry of Haz Mat I 5 0 0 5
FIP236 Emergency Management 3 0 0 3

Totals 17/18 2/4 0 18

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
EPT124 EM Services Law & Ethics 3 0 0 3
or
FIP152 Fire Protection Law 3 0 0 3
EPT130 Mitigation & Preparedness 3 0 0 3
EPT210 Response & Recovery 3 0 0 3
MAT140 Survey of Mathematics 3 0 0 3
SOC210 Intro to Sociology 3 0 0 3
Major Elective 3 0 0 3

Totals 18 0 0 18

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
COM231 Public Speaking 3 0 0 3
Humanities/Fine Arts Elective 0 0 3
Major Elective 3 0 0 3

Totals 9 0 0 9

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
CJC170 Crit Inc Mgt for Pub Saf 3 0 0 3
or
EPT150 EMS Incident Management 2 2 0 3
FIP228 Local Govt Finance 3 0 0 3
FIP256 Municipal Public Relations 3 0 0 3
PSY150 General Psychology 3 0 0 3

Totals 11/12 0/2 0 12

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
EPT220 Terrorism & Emergency Mgmt 3 0 0 3
EPT275 Emergency Ops Center Mgmt 3 0 0 3
Major Elective 6 0 0 6

Totals 12 0 0 12

TOTAL REQUIRED CREDITS... 69

Students with a felony conviction may have limited Emergency Preparedness employment opportunities.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op director and the Department Chairperson.

*Meets the elements of NFPA 1021 for Fire Officer I & II.
Up to 30 hours of this curriculum may be accepted as transfer credit from Fire Protection Technology.
**NFA Chemistry of Haz Mat course credit

Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

ESTHETICS TECHNOLOGY C55230
The Esthetics Technology 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, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge and other selected 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 in related businesses.

Awards

Certificate: Esthetics Technology Certificate (C55230)

Program Information Contact:
Curriculum Chairperson: Veronica Guions
Telephone Number: (910) 678-0159
Office Location: Salon & Spa Services Education Center, Room 2A
Email: guionsv@faytechcc.edu
Department Office: Salon & Spa Services Education Center, Room 2A
Telephone: (910) 678-0159

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 06/30/09

ESTHETICS TECHNOLOGY CERTIFICATE (C55230)
Effective: Fall 2009
Revised: 06/30/09

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title                     Class  Lab  Clinical  Credit
COS119  Esthetics Concepts I         2      0      0         2
COS120  Esthetics Salon I            0      18     0         6

Totals  2      18     0         8

SPRING SEMESTER I
Prefix No. Title                     Class  Lab  Clinical  Credit
COS125  Esthetics Concepts II        2      0      0         2
COS126  Esthetics Salon II           0      18     0         6

Totals  2      18     0         8

TOTAL REQUIRED CREDITS....16

Co-op Option: NA

FIRE PROTECTION TECHNOLOGY A55240
The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

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

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

Awards

Associate Degree: Fire Protection Technology (A55240)
Length of Program: 5 Semesters
Prerequisite: None

FIRE PROTECTION TECHNOLOGY (A55240)
Effective: Fall 2008
Revised: 10/22/07

Length: 5 Semesters
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title                     Class  Lab  Clinical  Credit
ACA111  College Student Success      1      0      0         1
ACA115  Success & Study Skills       0      2      0         1
CIS110  Intro to Computers           3      2      0         3
ENG111  Expository Writing           3      0      0         3
FIP120  Intro to Fire Protection     3      0      0         3
FIP124  Fire Prevention & Public Edu 3 0      0      0         3
FIP128  Detection and Investigation  3      0      0         3
FIP136  Inspections and Codes       3      0      0         3

Totals  18/19  2/4      0         19

SPRING SEMESTER I
Prefix No. Title                     Class  Lab  Clinical  Credit
ENG113  Literature-Based Research    3      0      0         3
FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
FIP220 Fire Fighting Strategies 3 0 0 3
FIP240 Fire Service Supervision 3 0 0 3
MAT115 Mathematic Models 3 0 0 3
MAT161 College Algebra 3 0 0 3
SOC210 Introduction to Sociology 3 0 0 3
Major Elective 3 0 0 3
Totals 18 0 0 18

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
COM231 Public Speaking 3 0 0 3
HUM115 Critical Thinking 3 0 0 3
Major Elective 3 0 0 3
Totals 9 0 0 9

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
FIP224 Instructional Methodology 4 0 0 4
FIP229 Fire Dynamics and Combust 3 0 0 3
FIP230 Chemistry of Haz Mat 5 0 0 5
FIP232 Hydraulics and Water Dist 2 2 0 3
FIP236 Emergency Management 3 0 0 3
Totals 17 2 0 18

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
FIP240 Fire Service Supervision 3 0 0 3
FIP256 Municipal Public Relations 3 0 0 3
FIP277 Fire and Social Behavior 3 0 0 3
PSY150 General Psychology 3 0 0 3
Totals 12 0 0 12

TOTAL REQUIRED CREDITS... 76

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from Co-op Director and the Department Chairperson.

*Note:* Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught.

Graduates of the curriculum, upon passing the state or national exam and completing an internship in a funeral home, will be qualified for employment as embalmers and/or funeral directors.

The specific aims and purposes of the Department of Funeral Service Education are:

1. To give students the knowledge, principles, techniques and skills which are the basis of the funeral service profession.
2. To provide for education and professional advancement of student whether they choose to follow the funeral service profession or whether they decide to use their specialized education in other general or technical fields.
3. To educate and prepare individuals to contribute to the service and welfare of the community.
4. To become a major provider of continuing education programs meeting mandatory re-licensure requirements for the licensed funeral service personnel in the state, and to encourage research in the field of funeral service.

**Awards**

**Associate Degree:** Associate in Applied Science
Funeral Service Education (A55260)

**Length of Program:** 6 Semesters
**Prerequisite:** High School Diploma, 1 unit of Biology & CHM-081

**Diploma:** N. C. Funeral Director (D55260)
**Length of Program:** 3 Semesters
**Prerequisite:** High School Diploma

**Certificate:** Not Applicable
**Length of Program:**
**Prerequisite:**

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**Note:** Cooperative Education not available in diploma program.

**License or Certification Information for Associate Degree:** Students who complete the AAS degree program are required to take the National Board Exam for Funeral Service as a condition for graduation.

**Programmatic Accreditation:** Accredited By: American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506, Telephone (816) 223-3747

**License or Certification Information for N.C. Funeral Director Diploma:** Graduates are eligible to take the North Carolina State Board Exam for Funeral Directing. This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education. Students graduating from this program are not eligible to take the National Board Examination or any State board examination for which graduation from an ABFSE program is required.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**Program Information Contact:**
Curriculum Chairperson: M. David Hall
Telephone Number: (910) 678-8301
Office Location: Cumberland Hall, Room 311B
Email: halld@faytechcc.edu
Department Office: Cumberland Hall, Room 311
Telephone: (910) 678-8357
FTCC Web Site:
http://www.faytechcc.edu

**Application Deadlines:** None

**Scholarship/Financial Aid Information:** Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**FALL SEMESTER II**

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<th>Prefix No. Title</th>
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<td>FSE216 Restorative Arts</td>
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<td>PSY141 Psych of Death and Dying</td>
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**Totals** 15 4/6 0/10 18

**SPRING SEMESTER II**

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<td>FSE215 Funeral Home Operations</td>
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**Totals** 13 0/2 0/10 14

**SUMMER SEMESTER II**

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**Totals** 1 2 0 2

**TOTAL REQUIRED CREDITS... 73**

**Co-op Option:** Qualified students may elect to take up to two (2) credit hours of Cooperative Education in lieu of FSE-211 and FSE-213 provided approval is obtained from the Department Chairperson.

**The NC Board of Funeral Service may refuse to issue a license to an individual with a conviction of a felony or a crime involving fraud or moral turpitude.**

****After January 1, 2004, each accredited program in funeral service education must require that each funeral service education student take the National Board Examination (NBE) as a requirement for graduation.

Accredited By: American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506, Telephone (816) 233-3747

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).

<table>
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<th>Information regarding the FTCC Funeral Service National Board Exam for the year</th>
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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
The Funeral Service Associate Degree Program (A55260) is accredited by: American Board of Funeral Service Education, 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506; Telephone: (816) 233-3747

Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Funeral Service Education/ N.C. Funeral Director (D55260)
Effective: Fall 2011
Revised: 01/07/11

The Funeral Service Education curriculum provides students with the opportunity to acquire the funeral service education necessary to become proficient in basic funeral directing skills.

Students completing the diploma are eligible to sit for the NC Board of Funeral Service Funeral Director state exam.

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER I

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Totals 13 0 0 13

TOTAL CREDITS HOURS.... 39

Co-op Option: NA

*The NC Board of Funeral Service may refuse to issue license to an individual with a conviction of a felony or a crime involving fraud or moral turpitude.

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education owing to the fact that it does not include instruction in the following areas: Anatomy, Chemistry, Embalming, Microbiology, and Restorative Arts. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

General Occupational Technology A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/ or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from the associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Awards

Associate Degree: General Occupational Technology (A55280)
Length of Program: 4 Semesters
Prerequisite: High School Diploma

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: TBA
Telephone Number: TBA
Office Location: TBA
Email: TBA
Department Office: Advanced Technology Center, Room 244
Telephone: (910) 678-8458
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910)-678-8486

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Employment Statistics: For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)
Effective: Spring 2009
Revised: 11/19/08

Length: 4 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I

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Totals 17 0 0 17

TOTAL REQUIRED CREDITS... 67

Co-op Option: Qualified students may elect to take up to eight (8) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

HEALTHCARE MANAGEMENT TECHNOLOGY 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 in the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Awards

Associate Degree: Healthcare Management Technology (A25200)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra

Diploma: Not Applicable
Length of Program: 
Prerequisite:

Certificate: Not Applicable
Length of Program: 
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License of Certification Information: None Required

Program Information Contact:
Department Chairperson: Myra L. Allen
Telephone Number: (910) 678-8594
Office Location: Cumberland Hall, Room 377 K
Email: allenm@faytechcc.edu
Telephone: (910) 678-8292
Department Office: Cumberland Hall, Room 377
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/27/11

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
HEALTHCARE MANAGEMENT TECHNOLOGY (A25200)
Effective: Fall 2011
Revised: 01/27/11

Length: 5 Semesters
Prerequisites: High School Diploma & 1 Unit of Algebra
Award: Associate in Applied Science

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TOTAL REQUIRED CREDITS... 71

Co-op Option: One (1) hour of Co-op is mandatory. Co-op can be taken during the Fall and SPRING SEMESTER.

HORTICULTURE TECHNOLOGY/ MANAGEMENT (A1524A)
Management is a concentration under the curriculum title of Horticulture Technology. This curriculum is designed to prepare individuals for careers in various horticultural management positions.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Students will also take courses in principles of supervision, horticulture production management, horticulture sales and services, and horticulture business entrepreneurship.

Graduates should qualify for employment opportunities in the management of nurseries, greenhouses, garden centers, landscape operations, and gardens.

Awards

Associate Degree: Horticulture Technology/Management (A1524A)
Length of Program: 5 Semesters
Prerequisite: High School Diploma

Certificate: Basic Landscape Maintenance (C1524A)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Horticulture Science Certificate (C1524AC2)
Length of Program: 4 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Jeffrey Webb
Telephone Number: (910) 678-8447
Office Location: HEC 101B
Email: webbj@faytechcc.edu
Department Office: Cumberland Hall Room 334
Telephone: (910) 678-8357
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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<td>2</td>
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<td>HOR253 Horticulture Turfgrass</td>
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<td>HOR277 Hort. Sales &amp; Services</td>
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**TOTAL REQUIRED CREDITS......69**

**Co-op Option:** Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of 5 credit hours of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

**HORTICULTURE TECHNOLOGY/MANAGEMENT/ BASIC LANDSCAPE MAINTENANCE (C1524A)**

**Effective:** Fall 2011  
**Revised:** 11/23/10

This certificate program is designed to prepare individuals for entry-level positions in the installation and maintenance of landscapes. Instruction in plant identification, plant installation, care and pruning, and pest identification and control is emphasized in the course work.

Completers will be prepared for employment as entry-level maintenance staff.

Courses in this program can be transferred directly into the Horticulture Technology/Management associate degree curriculum.

Length: 3 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

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**TOTAL REQUIRED CREDITS....16**

**Co-op Option:** NA

**HORTICULTURE TECHNOLOGY/MANAGEMENT/ HORTICULTURE SCIENCE CERTIFICATE (C1524AC2)**

**Effective:** Fall 2011  
**Revised:** 11/23/10

The Horticulture Science certificate program is designed to prepare individuals for entry-level positions in the installation, garden centers...
and nursery operations. Instruction in plant science, soil science and nursery operations. Instruction in plant science, soil science, greenhouse operations, plant identification and maintenance are emphasized in the course work. Upon completion individuals will be prepared to take the North Carolina Certified Plant Professional exam. Employment opportunities in entry level positions in garden centers, nurseries and landscape installation businesses would be possible. Courses in this certificate program can be transferred directly into the Horticulture Technology Associate degree program.

Length: 4 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
HOR162 Applied Plant Science 2 2 0 3
HOR170 Horticulture Computer Apps 1 3 0 2
--- --- --- ---
Totals 3 5 0 5

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
HOR134 Greenhouse Operations 2 2 0 3
HOR166 Soils & Fertilizers 2 2 0 3
--- --- --- ---
Totals 4 4 0 6

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
HOR160 Plant Materials I 2 2 0 3
HOR215 Landscape Irrigation 2 2 0 3
--- --- --- ---
Totals 4 4 0 6

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
HOR152 Horticultural Practices 0 3 0 1
--- --- --- ---
Totals 0 3 0 1

TOTAL REQUIRED CREDITS... 18

Co-op Option: NA

HOSPITALITY MANAGEMENT A25110
This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

Length: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
CIS110 Introduction to Computers 2 2 0 3

Awards

Associate Degree: Hospitality Management (A25110)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Hotel and Restaurant Management (C25110C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Event Planning (C25110C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Kelly Gold
Telephone Number: (910) 678-8507
Office Location: Cumberland Hall, Room 377B
Email: goldk@faytechcc.edu

Department Office: Cumberland Hall, Room 377B
Telephone: (910) 678-8292
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.
The Hotel and Restaurant Management certificate is designed to prepare students to understand the daily management concept of supervising hotels and restaurants.

This certificate program covers basic management supervision, hotel front office procedures, restaurant management procedures, tourism law, and food and beverage controls.

Upon completion of this program, students should be prepared for entry-level management positions in hotels and restaurants or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

HOSPITALITY MANAGEMENT/HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE (C25110C1)
Effective: Fall 2011
Revised: 04/01/11

HOSPITALITY MANAGEMENT/EVENT PLANNING CERTIFICATE (C25110C2)
Effective: Fall 2011
Revised: 04/01/11

The Event Planning certificate is designed to prepare students with a basic knowledge of the event planning process.

This certificate program covers basic business operations, understanding hospitality and business etiquette, tourism law, and planning and executing meetings and conventions.

Upon completion of this program, students should be prepared for entry-level management positions with event planning firms or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

Co-op Option: NA

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
INFANT/TODDLER CARE 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.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:
Diploma: Not Applicable
Length of Program:
Prerequisite:
Certificate: Infant/Toddler Care Certificate (C55290)
Length of Program: 2 Semesters
Prerequisite: High School Diploma and Placement Test Credit Equivalent

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Belva Hawley-Demendoza
Telephone Number: (910) 678-8425
Office Location: Early Childhood Center, Room 203
Email: demendob@faytechcc.edu
Department Office: Early Childhood Center, Room 202
Telephone: (910) 678-8566
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/15/10

INFANT/TODDLER CARE CERTIFICATE (C55290)
Effective: Fall 2010
Revised: 04/15/10

Length: 2 Semesters
Prerequisite: High School Diploma and Placement Test Credit Equivalent
Award: Certificate

FALL SEMESTER I
Prefix No. Title Course No. Title Course No. Title
EDU119 Intro to Early Childhood Educ. EDU131 Child, Family & Commun
EDU144 Child Development I

Totals

SPRING SEMESTER I
Prefix No. Title Course No. Title Course No. Title
EDU153 Health, Safety & Nutrition EDU234 Infants, Toddlers & Twos

Totals

TOTAL REQUIRED CREDITS... 16

Co-op Option: NA

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.
INFORMATION SYSTEMS SECURITY  A25270

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, attack methodology, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

**Awards**

**Associate Degree:** Information Systems Security (A25270)

**Length of Program:** 5 Semesters

**Prerequisite:**

- 2 Units of Algebra

**Diploma:** Not Applicable

**Length of Program:**

- Prerequisite:

**Certificate:** Not Applicable

**Length of Program:**

- Prerequisite:

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

- Point of Contact: J. Tenette Prevatte
- Telephone Number: (910) 678-7354
- Office Location: Advanced Technology Center, Room 113H
- Email: prevattt@faytechcc.edu
- Department Office: Advanced Technology Center, Room 113
- Telephone: (910) 678-8347
- FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**Effective:** Fall 2011

**Revised:** 01/21/11

**Revised:** 01/21/11

**TOTAL REQUIRED CREDITS...70**

**Co-op Option:** Qualified students may elect to take up to two (2) credit hours of Cooperative Education in lieu of a major elective upon approval of the Department Chairperson and the Co-op Director.

*Note: Student may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

* First 8 weeks  ** Second 8 weeks

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
MANICURING/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 instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

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

Awards

Associate Degree: Not Applicable
Length of Program: 
Prerequisite: 

Diploma: Not Applicable
Length of Program: 
Prerequisite: 

Certificate: Manicuring/Nail Technology Certificate (C55400)
Length of Program: 2 Semesters (day or evening program)
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam

Program Information Contact:
Program Coordinator: Silvia Sneed
Telephone Number: (910) 678-0159
Office Location: Salon & Spa Services Education Center, Room 2A
Email: sneeds@faytechcc.edu
Department Office: Salon & Spa Services Education Center, Room 2A
Telephone: (910) 678-0158
FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/06/10

MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)
Effective: Fall 2011
Revised: 12/06/10

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER
Prefix No. Title Class Lab Clinical Credit
*COS121 Manicure/Nail Technology I 4 6 0 6
**COS222 Manicure/Nail Technology II 4 6 0 6
----- ----- ----- ----- 
Totals 8 12 0 12

SPRING SEMESTER
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
CIS110 Introduction to Computers 2 2 0 3
----- ----- ----- ----- 
Totals 3 2 0 4

TOTAL REQUIRED CREDITS... 16

Co-op Option: NA

*1'st 8 weeks
**2'nd 8 weeks

MEDICAL OFFICE ADMINISTRATION A25310
This curriculum prepares individuals for employment in medical and other health-care related offices.

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

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

Awards

Associate Degree: Medical Office Administration (A25310)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Medical Office Administration Certificate (C25310C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Medical Coding Specialist Certificate (C25310C2)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Certificate: Dental Office Specialist Certificate (C25310C3)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Certificate: Inpatient Medical Coding Specialist Certificate (C25310C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Denise DeDeaux
Telephone Number: (910) 678-8343
Office Location: Advanced Technology Center, Room 154A
Email: dedeauxd@faytechcc.edu
Department Office: Advanced Technology Center, Room 154
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8242

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/15/11

MEDICAL OFFICE ADMINISTRATION (A25310)
Effective Date: Fall 2011
Revised: 03/15/11

Length: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title | Class | Lab | Clinical | Credit
--- | --- | --- | --- | ---
A21 Elective | 1 | 0 | 0 | 1
ENG111 Expository Writing | 3 | 0 | 0 | 3
MAT115 Mathematical Models | 2 | 2 | 0 | 3
OST130 Comprehensive Keyboarding | 2 | 2 | 0 | 3
OST141 Med Terms I – Med Office | 3 | 0 | 0 | 3
OST149 Medial Legal Issues | 3 | 0 | 0 | 3

Totals | 14 | 4 | 0 | 16

SPRING SEMESTER I
Prefix No. Title | Class | Lab | Clinical | Credit
--- | --- | --- | --- | ---
OST132 Keyboard Skill Building | 1 | 2 | 0 | 2
OST136 Word Processing | 2 | 2 | 0 | 3
OST137 Office Software Applications | 2 | 0 | 0 | 3
OST142 Med Terms II – Med Office | 3 | 0 | 0 | 3
OST148 Med Coding, Billing & Ins | 3 | 0 | 0 | 3
OST164 Text Editing Applications | 3 | 0 | 0 | 3

Totals | 14 | 6 | 0 | 17

SUMMER SEMESTER I
Prefix No. Title | Class | Lab | Clinical | Credit
--- | --- | --- | --- | ---

FALL SEMESTER II
Prefix No. Title | Class | Lab | Clinical | Credit
--- | --- | --- | --- | ---
COM231 Public Speaking | 3 | 0 | 0 | 3
ENG115 Oral Communication | 3 | 0 | 0 | 3
MED116 Introduction to A & P | 3 | 2 | 0 | 4
OST236 Adv Word/Information Proc | 2 | 2 | 0 | 3
OST281 Emerg Issue in Med Ofc | 3 | 0 | 0 | 3

Totals | 6 | 0 | 0 | 6

SPRING SEMESTER II
Prefix No. Title | Class | Lab | Clinical | Credit
--- | --- | --- | --- | ---
COE111 Work Experience I | 0 | 0 | 10 | 1
OST243 Med Office Simulation | 2 | 2 | 0 | 3
OST285 Adv Emerg Issu in Med Ofc | 3 | 0 | 0 | 3

Humanities/Fine Arts Elective | 0 | 0 | 3

Major Elective | 3 | 0 | 0 | 3

Totals | 14 | 4 | 0 | 16

TOTAL REQUIRED CREDITS.... 68

Co-op Option: One (1) credit hour is required. Qualified students may elect to take one (1) additional credit hour of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

MEDICAL OFFICE ADMINISTRATION (C25310C1)
Effective Date: Fall 2011
Revised: 03/15/11
Day and Evening

The Medical Office Administration certificate is designed to prepare individuals for employment in a medical office or other health-care related business.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
The certificate program covers medical terminology; legal and ethical issues; medical coding, billing, and insurance; as well as, basic keyboarding and word processing.

Upon completion of this program, students would be able to perform the necessary skills required in today’s medical office or transfer the course credits to the Medical Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

### FAL SYM SEMESTER

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<td>OST141</td>
<td>Med Terms I – Med Office</td>
<td>3</td>
<td>0</td>
<td>0</td>
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**Totals** 8 2 0 9

### SPRING SEMESTER

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<td>Comprehensive Keyboarding</td>
<td>2</td>
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<tr>
<td>OST142</td>
<td>Dental Office Terminology</td>
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<td>OST148</td>
<td>Med Coding, Billing &amp; Insu</td>
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**Totals** 8 2 0 9

**TOTAL REQUIRED CREDITS... 17**

Co-op Option: NA

**MEDICAL OFFICE ADMINISTRATION/ DENTAL OFFICE SPECIALIST CERTIFICATE (C25310C3)**

Effective Date: Fall 2011
Revised: 03/15/11
Day and Evening

The Dental Office Specialist certificate is designed to prepare individuals for employment in a dental office or other dental-care related business.

The certificate program covers dental terminology; dental billing and coding; legal and ethical issues; and dental office management and simulation. Students will learn administrative and support functions and develop skills applicable in dental environments.

Upon completion of this program, students would be able to perform the necessary skills required in today’s dental office or transfer the course credits to the Medical Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

### FALL SEMESTER

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*OST141</td>
<td>Med Terms I – Med Office</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>**OST142</td>
<td>Med Terms II – Med Office</td>
<td>3</td>
<td>0</td>
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</table>

**Totals** 6 0 0 6

### SPRING SEMESTER

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
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<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>OST147</td>
<td>Dental Billing and Coding</td>
<td>3</td>
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<tr>
<td>OST149</td>
<td>Med Legal Issues</td>
<td>3</td>
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<td>0</td>
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</table>

**Totals** 6 0 0 6

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Prefix No.</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>OST245</td>
<td>Dental Office Management</td>
<td>2</td>
<td>2</td>
<td>0</td>
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<tr>
<td>OST246</td>
<td>Dental Office Simulation</td>
<td>2</td>
<td>2</td>
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</table>

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

**MEDICAL OFFICE ADMINISTRATION/INPATIENT MEDICAL CODING SPECIALIST CERTIFICATE**

(C25310C4)

Effective Date: Fall 2011
Revised: 03/15/11

The Inpatient Medical Coding Specialist certificate is designed to prepare individuals for employment in the inpatient hospital insurance and/or billing environment or other health-care related business.

The certificate program covers medical terminology; ICD and CPT/Other coding systems as it relates to hospital billing and reimbursement methodology to prepare for the CPC-H coding certification. Students will learn accurate coding processes, the completion of the UB-04 claim form as well as develop skills applicable in the hospital billing field.

Upon completion of this program, students would be able to perform the necessary coding skills required in today's hospital billing environment or transfer the course credits to the Medical Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>*OST141</td>
<td>Med Terms I – Med Office</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>OST142</strong></td>
<td>Med Terms II – Med Office</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MED116</td>
<td>Introduction to A &amp; P</td>
<td>3</td>
<td>2</td>
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**Totals**

9 2 0 10

**SPRING SEMESTER**

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<th>Prefix No.</th>
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<tbody>
<tr>
<td>*HIT212</td>
<td>ICD-9 -CM Coding</td>
<td>3</td>
<td>3</td>
<td>0</td>
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<tr>
<td><strong>HIT214</strong></td>
<td>CPT/Other Coding Systems</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>2</td>
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<tr>
<td><strong>HIT215</strong></td>
<td>Reimbursement Methodology</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

**Totals**

5 8 0 8

**TOTAL REQUIRED CREDITS.... 18**

**Co-op Option:** NA

*1st eight weeks
**2nd eight weeks

**NETWORKING TECHNOLOGY A25340**

The Networking Technology curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

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

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

**Awards**

**Associate Degree:** Networking Technology (A25340)
**Length of Program:** 5 Semesters
**Prerequisite:** 2 Units of Algebra

**Diploma:** Not Applicable
**Length of Program:** Prerequisite:

**Certificate:** Cisco Networking (C25340C3)
**Length of Program:** 2 Semesters
**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**
Curriculum Coordinator: Doug Jarboe
Telephone Number: (910) 678-7346
Office Location: Advanced Technology Center, Room 113
Email: jarboed@faytechcc.edu
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available.
Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/23/10
### Networking Technology - (A25340)
**Effective:** Fall 2011  
**Revised:** 11/23/10

Length: 5 Semesters  
Prerequisite: 2 Units of Algebra  
Award: Associate in Applied Science

#### Fall Semester I

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
<th>Lab</th>
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<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS110</td>
<td>Introduction to Computers</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL11</td>
<td>Expository Writing</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
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<tr>
<td>MAT161</td>
<td>College Algebra</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MAT161A</td>
<td>College Algebra Lab</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
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<tr>
<td>NOS110</td>
<td>Operating system Concepts</td>
<td>2</td>
<td>3</td>
<td>0</td>
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**TOTAL REQUIRED CREDITS...68**

#### Spring Semester I

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
<th>Lab</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>CIS215</td>
<td>Intro to Prog &amp; Logic</td>
<td>2</td>
<td>3</td>
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<tr>
<td>COM231</td>
<td>Public Speaking</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<tr>
<td>CTS115</td>
<td>Info Sys Business Concept</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<tr>
<td>DBA110</td>
<td>Database Concepts</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>NOS120</td>
<td>Linux/UNIX Single User</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Science Elective</td>
<td>3</td>
<td>0</td>
<td>0</td>
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**TOTAL REQUIRED CREDITS...12**

#### Summer Semester I

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
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<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>CTS210</td>
<td>Hardware/Software Support</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Humanities/Fine Arts Elective</td>
<td>3</td>
<td>0</td>
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**TOTAL REQUIRED CREDITS...18**

#### Fall Semester II

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
<th>Lab</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>CTS220</td>
<td>Adv Hard/Software Support</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<tr>
<td><strong>NET125</strong></td>
<td>Networking Basics</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>3</td>
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<tr>
<td><strong>NET126</strong></td>
<td>Routing Basics</td>
<td>1</td>
<td>4</td>
<td>0</td>
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<tr>
<td>NOS120</td>
<td>Windows Single User</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SEC110</td>
<td>Security Concepts</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED CREDITS...6**

### Networking Technology/  
Cisco Networking Certificate (C25340C3)
**Effective:** Fall 2011  
**Revised:** 11/23/10

The Cisco Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Cisco products and solutions. This program will also cover the core exam objectives of the Cisco Certified Network Administrator (CCNA) exam. Students are prepared to work in the field as network technicians supporting Cisco products.

Courses in this program can be transferred directly into Networking Technology for an Associate in Applied Science degree.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

#### Fall Semester

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET125</strong></td>
<td>Networking Basics</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>NET126</strong></td>
<td>Routing Basics</td>
<td>1</td>
<td>4</td>
<td>0</td>
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**TOTAL REQUIRED CREDITS...12**

#### Spring Semester

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
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<th>Clinical</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td><strong>NET225</strong></td>
<td>Routing and Switching I</td>
<td>1</td>
<td>4</td>
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<td>3</td>
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<tr>
<td><strong>NET226</strong></td>
<td>Routing and Switching II</td>
<td>1</td>
<td>4</td>
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</table>

**TOTAL REQUIRED CREDITS...6**

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**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of other major courses upon approval of the Department Chairperson and the Co-op Director.

*Note:* Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

*First 8 weeks  **Second 8 weeks

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### Nuclear Medicine Technology  
A45460

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation and laboratory procedures.

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

Awards

Associate Degree: Nuclear Medicine Technology (A45460)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, 1 Unit of Algebra, 1 Unit of Biology, 1 Unit of Chemistry, CAN-1 will be required effective Fall 2012

Diploma: Not Applicable
Length of Program: 
Prerequisite: 
Certificate: Not Applicable
Length of Program: 
Prerequisite: 

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to take the Nuclear Medicine Technology Certification Exam.

Program Information Contact:
Curriculum Chairperson: Tony Harris
Telephone Number: (919) 209-2185, (910) 678-8264
Office Location: Health Technology Center, Room 101-C
Email: ajharris@johnstoncc.edu
Department Office: Health Technology Center, Room 169
Telephone: (910) 678-8264
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/15/11

NUCLEAR MEDICINE TECHNOLOGY (A45460)
Effective: Fall 2011
Revised: 01/26/11

Length: 5 Semesters
Prerequisite: 1 Unit of Algebra, 1 Unit Biology & Chemistry, CAN-1 will be required effective Fall 2012
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACN Elective 
BIO168 Anatomy and Physiology I 3 3 0 4
CHM135 Survey of Chemistry I 3 2 0 4
ENG111 Expository Writing 3 0 0 3
NMT110 Intro to Nuclear Medicine 2 0 0 2

Totals 12 5 0 14

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
BIO169 Anatomy and Physiology II 3 3 0 4
MAT140 Survey of Mathematics 3 0 0 3
NMT126 Nuclear Physics 2 0 0 2
NMT134 Nuclear Pharmacy 2 0 0 2

Totals 10 3 0 11

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
COM231 Public Speaking 3 0 0 3
or
ENG115 Oral Communication 3 0 0 3
NMT132 Overview-Clinical Nuc Med 2 0 6 4
NMT212 Procedures for Nuc Med I 2 0 0 2

Totals 7 0 6 9

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
NMT211 NMT Clinical Practice 0 0 21 7
NMT215 Non-Imaging Instrumentation I 1 3 0 2
NMT222 Procedures for Nuc Med II 2 0 0 2
NMT289 Nuc Med Tech Topics 2 3 0 3

Totals 5 6 21 14

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
CIS110 Intro to Computers 2 2 0 3
NMT217 Radiobiology and Protection 2 0 0 2
NMT221 NMT Clinical Practice II 0 0 21 7
PET110 Introduction to PET 2 0 0 2
PET112 PET Procedures 3 0 0 3
PSY150 General Psychology 3 0 0 3

Humanities/Fine Arts Elective 3 0 0 3

Totals 15 2 21 23

TOTAL REQUIRED CREDITS... 71

Co-Op Option: NA

Achieving a degree in Nuclear Medicine Technology requires a commitment to the program requirements and the knowledge and skills needed to achieve success in the profession. The program is designed for a student to enter during the FALL SEMESTER. Specific health program admission requirements must be met before a student is eligible for admission. Students applying for admission to the Nuclear Medicine Technology program are encouraged to meet with a counselor to discuss the curricular requirements and the nature of the program. If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program. To complete the program successfully, students must achieve a grade of “C” or higher in all courses.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
NURSING ASSISTANT C45480
The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes personal care, vital signs, communication, nutrition, medical asepsis, safety, catheterization, tracheostomy care, dressing changes, oxygen therapy, and legal scope of practice of the Nursing Assistants.

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

Awards
Certificate: Nursing Assistant (C45480)
Length of Program: 2 Semesters
Prerequisite: CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Students completing NAS 101 successfully are eligible for certification through the N.C. Division of Facility Services as a Nursing Assistant I. Those completing NAS 102 are eligible for Nursing Assistant II Certification through the North Carolina Board of Nursing.

Program Information Contact:
C.N.A. Coordinator: Denise Pate, RN
Telephone Number: (910) 678-9868
Office Location: Health Technology Center, Room 201-A
Email: pated@faytechcc.edu

Second Contact:
College Connections Coordinator: Suzanne Davis
Telephone Number: (910) 678-8542
Office Location: Horace Sisk Room 610H
Email: davissf@faytechcc.edu
Department Office: Health Technologies Building Room 201
Department Phone: (910) 678-0179
FTCC Web Site: www.faytechcc.edu

Application Deadlines: Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/26/11

NURSING ASSISTANT (Certificate) (C45480)
Effective: Fall 2011
Revised: 01/26/11
The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes personal care, vital signs, communication, nutrition, medical asepsis, catheterization, tracheostomy care, dressing changes, oxygen therapy, and legal scope of practice for Nursing Assistants.

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

Length: 2 Semesters
Prerequisites: CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class.
Award: Certificate

SEMESTER I
Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to computers 2 2 0 3
NAS101 Nursing Assistant I 3 4 3 6

Totals 5 6 3 9

SEMESTER II
Prefix No. Title Class Lab Clinical Credit
NAS102 Nursing Assistant II 3 2 6 6
NAS103 Home Health Care 2 0 0 2

Totals 5 2 6 8

TOTAL REQUIRED CREDITS... 17

Co-Op Option: NA

Note: To progress to NAS-102 students must successfully complete NA I course and listing on the NA I registry with no substantial findings.

Students with a felony conviction may have limited certification and employment opportunities.

OFFICE ADMINISTRATION A25370
The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communications, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisory to middle management positions.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Awards

Associate Degree: Office Administration (A25370)
Length of Program: 5 Semesters
Prerequisite: High School Diploma

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Basic Office Administration (C25370C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Office Finance Specialist Certificate (C25370C2)
Length of Program: 3 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Lisa Bailey
Telephone Number: (910) 678-8361
Office Location: Advanced Technology Center, Room 154D
Email: baileyl@faytechcc.edu
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 01/22/10

OFFICE ADMINISTRATION (A25370)
Effective Date: Fall 2010
Revised: 01/22/10

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title                Class  Lab  Clinical  Credit
AC111 College Student Success  1  0  0  1
or
AC115 Success & Study Skills   0  2  0  1

SPRING SEMESTER I
Prefix No. Title                Class  Lab  Clinical  Credit
OST132 Keyboard Skill Building  1  2  0  2
OST136 Word Processing         2  2  0  3
OST137 Office Software Applications  2  2  0  3
OST164 Text Editing Applications  3  0  0  3
OST184 Records Management     2  2  0  3
Major Elective                 0  0  10  1

Totals 13/14 4/6 0 16

SUMMER SEMESTER I
Prefix No. Title                Class  Lab  Clinical  Credit
OST134 Text Entry & Formatting  2  2  0  3
OST138 Advanced Software Appl  2  2  0  3

Totals 4 4 0 6

FALL SEMESTER II
Prefix No. Title                Class  Lab  Clinical  Credit
OST133 Adv Keyboard Skill Bldg  1  2  0  2
OST223 Admin Office Transcript I  2  2  0  3
OST233 Office Publications Design  2  2  0  3
OST236 Adv Word/Information Proc  2  2  0  3
OST286 Professional Development  3  0  0  3

Totals 10 8 10 15

SPRING SEMESTER II
Prefix No. Title                Class  Lab  Clinical  Credit
COM231 Public Speaking         3  0  0  3
or
ENG115 Oral Communication     3  0  0  3
OST135 Adv Text Entry & Format  3  2  0  4
OST165 Adv Text Editing Apps   2  2  0  3
OST289 Administrative Office Mgt  2  2  0  3
Humans/Fine Arts Elective3    0  0  3

Totals 13 6 0 16

TOTAL REQUIRED CREDITS... 67

Co-op Option: Qualified students may elect to take up to one (1) credit hour of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

This degree should prepare graduates for the Microsoft Certified Applications Specialist Exam Series in Access, Excel, PowerPoint, and Word.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
OFFICE ADMINISTRATION/
BASIC OFFICE ADMINISTRATION CERTIFICATE (C25370C1)
Effective: Fall 2010
Revised: 01/22/10

The Basic Office Administration certificate is designed to give individuals the opportunity to acquire basic skills necessary for entry-level employment in today’s modern office.

This certificate program covers keyboarding, office computations, records management, word processing, and office software applications.

Upon completion of this program, students should be able to use these basic skills for entry-level employment or transfer the course credits to the Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER

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SPRING SEMESTER

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<td>OST136 Word Processing</td>
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<td>OST137 Office Software Apps</td>
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TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

OFFICE ADMINISTRATION/
OFFICE FINANCE SPECIALIST CERTIFICATE (C25370C2)
Effective: Fall 2010
Revised: 02/22/10

The Office Finance Specialist certificate is designed to give individuals the opportunity to acquire basic calculation and accounting software skills necessary for entry-level employment in today’s modern office.

This certificate program covers office computations, records management, accounting, spreadsheets, and database software applications.

Upon completion of this program, students should be able to use these basic skills for entry-level employment or transfer the course credits to the Office Administration program for an Associate of Applied Science degree.

Length: 3 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra
Award: Certificate

FALL SEMESTER

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<td>OST153 Office Finance Solutions</td>
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SUMMER SEMESTER

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TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

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.

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

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

Awards

Associate Degree: Paralegal Technology (A25380)
Length of Program: 5 Semesters
Prerequisite: High School Diploma
Diploma: Paralegal Technology (D25380)
Length of Program: 3 semesters
Prerequisite: Bachelor’s Degree
Certificate: Not Applicable
Length of Program: Prerequisite:
Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Ann Taylor
Telephone Number: (910) 678-7379
Office Location: Cumberland Hall, Room 346B
Email: taylora@faytechcc.edu
Department Office: Cumberland Hall, Room 346A
Telephone: (910) 678-8292
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 12/21/09

PARALEGAL TECHNOLOGY (A25380)
Effective: Fall 2010
Revised: 12/21/09

Length: 5 Semesters
Prerequisite: High School Diploma
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class LabWork Exp.Credit
ACA111 College Student Success 1 0 0 1
ACA115 Success & Study Skills 0 2 0 1
CIS110 Introduction to Computers 2 2 0 3
ENG111 Expository Writing 3 0 0 3
LEX110 Intro to Paralegal Study 2 0 0 2
LEX120 Legal Research/Writing I 2 2 0 3
LEX140 Civil Litigation I 3 0 0 3
LEX 210 Real Property I 3 0 0 3

Totals 15/16 4/6 0 18

SPRING SEMESTER I
Prefix No. Title Class LabWork Exp.Credit
LEX121 Legal Research/Writing II 2 2 0 3
LEX141 Civil Litigation II 2 2 0 3
LEX150 Commercial Law 2 2 0 3
LEX211 Real Property II 1 4 0 3
LEX250 Wills & Estates 2 2 0 3
LEX283 Investigations 1 2 0 2

Totals 10 14 0 17

SUMMER SEMESTER I
Prefix No. Title Class LabWork Exp.Credit
COM231 Public Speaking 3 0 0 3
MAT115 Mathematical Models 2 2 0 3

Totals 5 2 0 6

FALL SEMESTER II
Prefix No. Title Class LabWork Exp.Credit
CIS162 MM Presentation Software 2 2 0 3
or
CTS130 Spreadsheet 2 2 0 3
LEX130 Civil Injuries 3 0 0 3
LEX160 Criminal Law & Practice 2 2 0 3
LEX180 Case Analysis 1 2 0 2
LEX260 Bankruptcy & Collections 3 0 0 3
POL120 American Government 3 0 0 3

Totals 14 6 0 17

SPRING SEMESTER II
Prefix No. Title Class LabWork Exp.Credit
COE112 Co-op Work Experience I 0 0 20 2
LEX240 Family Law 3 0 0 3
LEX270 Law Office Mgt/Technology 1 2 0 2
LEX285 Workers’ Comp Law 2 0 0 2
PHI230 Introduction to Logic 3 0 0 3

Totals 9 2 20 12

TOTAL CREDITS HOURS... 70

* The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

Co-op Option: Students are required to take 2 credit hours of co-op.

* The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

PARALEGAL (D25380)
Effective: Fall 2010
Revised Date: 12/21/09

The Paralegal Diploma is a one-year program of study for those who already have a Bachelor’s degree. The diploma program provides intensive practical training in a variety of areas of law. Students who desire to refine the skills acquired through a Bachelor’s degree into marketable job competencies in the legal field will find this to be an excellent opportunity. A Paralegal/Legal Assistant may not practice law, give legal advice, or represent clients in a court of law.

Length: 3 Semesters
Prerequisite: BA Degree
Award: Diploma

FALL SEMESTER I
Prefix No. Title Class Lab LabWork Exp. Credit
CIS110 Introduction to Computers 2 2 0 3
ENG111 Expository Writing 3 0 0 3

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Lex110 Introduction to Paralegal 2 0 0 2
Lex120 Legal Research/Writing I 2 2 0 3
Lex140 Civil Litigation I 3 0 0 3
Lex160 Criminal Law & Procedure 2 2 0 3
Lex180 Case Analysis & Reasoning 1 2 0 2
Lex210 Real Property I 3 0 0 3

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Totals 18 8 0 22

Spring Semester I
Prefix No. Title Class Lab Clinical Credit
Lex121 Legal Research/Writing II 2 2 0 3
Lex141 Civil Litigation II 2 2 0 3
Lex150 Commercial Law I 2 2 0 3
Lex211 Real Property II 1 4 0 3
Lex240 Family Law 3 0 0 3
Lex250 Wills, Estates, & Trust 2 2 0 3
Lex270 Law Office Mgt/Technology 1 2 0 2
Phi230 Introduction to Logic 3 0 0 3

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Totals 15 12 0 23

Summer Semester I
Prefix No. Title Class Lab Clinical Credit
Coe112 Co-op Work Experience I 0 0 20 2

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Totals 0 0 20 2

Total Required Credits ... 47

Co-op Option: Students are required to take 2 credit hours of co-op.

*The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

Pharmacy Technology A45580

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

Awards

Associate Degree: Pharmacy Technology (A45580)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, 1 Unit Biology, 1 Unit Algebra Diploma in Pharmacy Tech., Current Certification in good standing with the Pharmacy Technician Certification Board

Diploma: Pharmacy Technology (D45580)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, 1 Unit Biology, 1 Unit of Algebra

Certificate: Not Applicable
Length of Program: Not Applicable
Prerequisite: None

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Dina Adams
Telephone Number: (910) 678-8229
Office Location: Health Technology Center, Room 253-F
Email: adamsd@faytechcc.edu
Department Office: Health Technology Center, Room 253
Telephone: (910) 678-8392
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/15/11

Pharmacy Technology (A45580)

Effective: Fall 2011
Revised: 11/18/10

Length: 5 Semesters
Prerequisites: 1 Unit Biology, 1 Unit Algebra, Diploma in Pharmacy Technology, Current Certification in good standing with the Pharmacy Technician Certification Board.
Award: Associate in Applied Science

Fall Semester I
Prefix No. Title Class Lab Clinical Credit
Aca Elective 1 0 0 1
Bio163 Basic Anat & Physiology 4 2 0 5
Cis110 Introduction to Computers 2 2 0 3
or
Cis113 Computer Basics 0 2 0 1
Phm110 Introduction to Pharmacy 3 0 0 3
Phm111 Pharmacy Practice I 3 3 0 4
Phm115 Pharmacy Calculations 3 0 0 3

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Totals 14 7 0 17

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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**TOTAL REQUIRED CREDITS.... 46**

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**TOTAL REQUIRED CREDITS.... 67**

Co-Op Option: NA

Students with a felony conviction may have limited certification and employment opportunities.

**PHYSICAL THERAPIST ASSISTANT** (A45620)

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

**Awards**

Associate Degree: Physical Therapist Assistant (A45620)

Length of Program: 5 Semesters

Prerequisite: High School Diploma: satisfactory completion of 2 units of algebra, 1 unit of biology and chemistry

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**Program Information Contact:**
Curriculum Chairperson: Heidi Shearin, PT, DPT
Telephone Number: 678-8259
Office Location: Health Technology Center, 201-D
Email: shearinh@faytechcc.edu
Department Office: Health Technology Center, 201
Telephone: 678-0179
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed only for fall admission. Specific health program admission requirements must be met before a student is eligible for admission.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: 678-8242

**Child Care Financial Assistance:** If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**Revised:** 03/15/11

**PHYSICAL THERAPIST ASSISTANT (A45620)**
Effective: Fall 2011
Revised: 01/26/11

Length: 5 Semesters
Prerequisites: 2 Units of Algebra, 1 Unit Biology & Chemistry
Award: Associate in Applied Science

### FALL SEMESTER I

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### SPRING SEMESTER I

<table>
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<tbody>
<tr>
<td>BIO169</td>
<td>Anatomy &amp; Physiology II</td>
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<td>BIO175</td>
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<td>Therapeutic Exercise</td>
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### SUMMER SEMESTER I

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<td>Physical Therapy Proc III</td>
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<td>PTA170</td>
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### FALL SEMESTER II

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<td>PSY241</td>
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<td>PTA222</td>
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<td>PTA240</td>
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### SPRING SEMESTER II

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<td>PTA260</td>
<td>Adv PTA Clinical Ed</td>
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**TOTAL REQUIRED CREDITS... 76**

**Co-Op Option:** NA

Students with a felony conviction may have limited licensure and employment opportunities.

*Note:* Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog.
PLUMBING D35300

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Awards

Diploma: Plumbing (D35300)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Certificate: Basic Plumbing Certificate (C35300C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Stewart T. Ditch
Telephone Number: (910) 678-8522
Office Location: Cumberland Hall Room 334
Email: ditchs@faytechcc.edu
Department Office: Cumberland Hall Room 334
Telephone: (910) 678-8357
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 11/12/10

PLUMBING (D35300)
Effective: Fall 2011
Revised: 11/12/10

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Diploma

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
BPR130 Blueprint Reading/Const 1 2 0 2
PLU110 Modern Plumbing 4 15 0 9
PLU140 Intro to Plumbing Codes 1 2 0 2
PSY118 Interpersonal Psychology 3 0 0 3

Totals 10 19 0 17

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
CIS110 Introduction to Computers 2 2 0 3
or
CIS113 Computer Basics 0 2 0 1
*ENG101 Applied Communications I 3 0 0 3
PLU120 Plumbing Applications 4 15 0 9
PLU150 Plumbing Diagrams 1 2 0 2
WLD112 Basic Welding Processes 1 3 0 2

----- ----- ----- ----- 

Totals 9 22 0 17

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
PLU130 Plumbing Systems 3 9 0 6
Major Elective 3 0 0 3

----- ----- ----- ----- 

Totals 6 9 0 9

TOTAL REQUIRED CREDITS... 43

*ENG-101 will not transfer to Associate Degree program.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

PLUMBING/ BASIC PLUMBING CERTIFICATE (C35300C1)
Evening/Weekend Program
Effective: Fall 2011
Revised: 11/12/10

This evening certificate program is designed to prepare individuals for entry-level positions in plumbing. Course work includes fundamental practices in plumbing assembly and repair and in basic plumbing codes. Opportunities for employment as plumbing assistants and as parts supply clerks exist throughout the area.

Courses in this program can be transferred directly into the Plumbing diploma curriculum.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
BPR130 Blueprint Reading/Const 1 2 0 2
PSY118 Interpersonal Psychology 3 0 0 3

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
PRACTICAL NURSING

D45660

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

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

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:
Diploma: Practical Nursing (D45660)
Length of Program: 3 semesters
Prerequisite: High School Diploma, 1 Unit of Biology, 1 Unit of Algebra, & 1 Unit of Chemistry
Certificate: Not Applicable
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: Graduates are eligible to take the National Council Licensure Examination. (NCLEX – PN)

Programmatic Accreditation:
Approved by: National League for Nursing, 61 Broadway, New York, NY 10006, 1 (800) 669-1656 or North Carolina Board of Nursing, P.O. Box 2129, Raleigh, NC 27602, 1 (919) 782-3211

Program Information Contact:
Program Coordinator: Sandra Monroe
Telephone Number: (910) 678-8355
Office Location: HTC, Room 169-H
Email: monroes@faytechcc.edu
Department Office: Health Technology Center, Room 169

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
TOTAL REQUIRED CREDITS... 46

Co-op Option: NA

*NUR-101, NUR-102 and NUR-103 will not transfer to Associate Degree program.

Students with a felony conviction may have limited licensure and employment opportunities.

RADIOTHERAPY

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body. Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists’ national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians’ offices, medical laboratories, government agencies, and industry.

Awards

Associate Degree: Radiography (A45700)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, 2 Units of Algebra, 1 Unit of Biology, 1 Unit of Chemistry

Certificate: Not Applicable
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

Programmatic Accreditation: Joint Review Committee on Education in Radiologic Technology

Program Information Contact:
Curriculum Chairperson: Anita McKnight
Telephone Number: (910) 678-8303
Office Location: Health Technology Center, Room 169-G
Email: mcknighta@faytechcc.edu
Department Office: Health Technology Center, Room 169
Telephone: (910) 678-8264
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/15/11

RADIOGRAPHY (A45700)
Effective: Fall 2011
Revised: 11/18/10

Length: 5 Semesters
Prerequisites: 2 Units Algebra, 1 Unit Biology, and Chemistry
Award: Associate in Applied Science

FALL SEMESTER I

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<th>Prefix No.</th>
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SPRING SEMESTER I

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SUMMER SEMESTER I

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FALL SEMESTER II
Prefix No. Title          Class  Lab  Clinical  Credit
PSY150  General Psychology  3   0   0   3
RAD211  RAD Procedures III  2   3   0   3
RAD231  Radiographic Physics II 1   3   0   2
RAD241  Radiobiology/Protection 2   0   0   2
RAD251  RAD Clinical Ed IV   0   0   21  7
RAD281  RAD Clinical Elective 0   0   3   1

Totals                 8   6   24  18

SPRING SEMESTER II
Prefix No. Title          Class  Lab  Clinical  Credit
RAD245  Image Analysis     1   3   0   2
RAD261  RAD Clinical Ed V  0   0   21  7
RAD271  Radiography Capstone 0   3   0   1
Humans/Fine Arts Elective3 0   0   3

Totals                 4   6   21  13

TOTAL REQUIRED CREDITS... 76
Co-Op Option: NA

Students with a felony conviction may have limited certification and employment opportunities.
*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

RESPIRATORY THERAPY A45720
The Respiratory Therapy curriculum prepares individuals to function as Respiratory Care Technicians and/or Respiratory Care Therapists. In these roles, individuals perform diagnostic testing, treatment, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner Examination.

Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

Awards

Associate Degree: Respiratory Therapy (A45720)
Length of Program: 5 Semesters
Prerequisites: 1 Unit of Algebra, 1 Unit of Biology, 1 Unit of Chemistry

Diploma: None
Length of Program: N/A
Prerequisite:

Certificate: None
Length of Program: N/A
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information Contact: NBRC Executive Office, 8310 Nieman Road, Lenexa, KS 66214-1579, NBRC-info@nbrc.org or NC Respiratory Care Board, 1100 Navaho Drive, Suite 242, Raleigh, NC 27609

Program Information Contact:
Curriculum Chairperson: John Holloman
Telephone Number: (910) 678-8316
Office Location: Health Technologies Center, Room 201-H
Email: hollomaj@faytechcc.edu
Department Office: Health Technology Center Room 201
Telephone: (910) 678-0179
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/15/11

RESPIRATORY THERAPY (A45720)
Effective: Fall 2010
Revised: 02/04/10

Length: 5 Semesters
Prerequisites: 1 Unit Algebra, 1 Unit Biology, and Chemistry
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title          Class  Lab  Clinical  Credit
ACA111  College Student Success 1   0   0   1
or
ACA115  Success & Study Skills   0   2   0   1
BIO163  Basic Anatomy & Physiology 4   2   0   5
ENG111  Expository Writing       3   0   0   3
RCP110  Intro to Respiratory Care 3   3   0   4
RCP113  RCP Pharmacology         2   0   0   2
RCP132  RCP Clinical Practice I  0   0   6   2

Totals                 12/13 5/7   6   17

SPRING SEMESTER I
Prefix No. Title          Class  Lab  Clinical  Credit
CIS110  Introduction to Computers 2   2   0   3
or

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

### Awards

- **Associate Degree:** School-Age Education (A55440)
- **Length of Program:** 5 Semesters
- **Prerequisite:** High School Diploma & Algebra I

- **Diploma:** School-Age Education Diploma (D55440)
- **Length of Program:** 5 Semesters
- **Prerequisite:** High School Diploma, Algebra I, & Placement Test Credit Equivalent

### Certificate: Not Applicable

### License or Certification Information: None Required

### Program Information Contact:
- Curriculum Chairperson: Belva Hawley-Demendoza
  - Telephone: (910) 678-8425
- Office Location: Early Childhood Center, Room 203
  - Email: demendob@faytechcc.edu
- Department Office: Early Childhood Center, Room 202
  - Telephone: (910) 678-8566
- FTCC Web Site: [www.faytechcc.edu](http://www.faytechcc.edu)

### Application Deadlines: None

### Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

### Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/01/10

### SCHOOL-AGE EDUCATION (A55440)

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

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Refer to the FTCC website for the most current information. Go to [www.faytechcc.edu](http://www.faytechcc.edu) and click on College Catalog.
### FALL SEMESTER I

<table>
<thead>
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<td>or</td>
<td>CIS113 Computer Basics</td>
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**Totals** | 14/15 | 0 | 17 |

### SPRING SEMESTER I

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<tbody>
<tr>
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**Totals** | 19 | 0 | 19 |

### SUMMER SEMESTER I

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**Totals** | 6 | 0 | 6 |

### FALL SEMESTER II

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<td>COM231</td>
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**Totals** | 15 | 0 | 15 |

### SPRING SEMESTER II

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**Totals** | 9 | 13 | 0 | 14 |

**TOTAL REQUIRED CREDITS... 71**

Co-op Option: NA

*Prospective childcare providers must furnish criminal record history, a health card, and physical examination prior to employment in childcare.*

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### SCHOOL-AGE EDUCATION DIPLOMA (D55440)

**Effective:** Fall 2010  
**Revised:** 03/01/10

**Length:** 5 Semesters  
**Prerequisite:** High School Diploma, Algebra I, & Placement Test Credit Equivalent  
**Award:** Diploma

#### FALL SEMESTER I

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<td>or</td>
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**Totals** | 3/4 | 2/4 | 0 | 5 |

#### SPRING SEMESTER I

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<th>Class</th>
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**Totals** | 11 | 2 | 0 | 12 |

#### SUMMER SEMESTER I

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**Totals** | 6 | 0 | 6 |

#### FALL SEMESTER II

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<td>Children With Exceptional</td>
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<td>EDU285</td>
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<td>EDU289</td>
<td>Adv Issues/School Age</td>
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**Totals** | 9 | 0 | 0 | 9 |

#### SPRING SEMESTER II

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<th>Class</th>
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<tr>
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<td>EDU281</td>
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**Totals** | 7 | 13 | 0 | 12 |

**TOTAL REQUIRED CREDITS... 44**

Co-op Option: NA

*Prospective childcare providers must furnish criminal record history, a health card, and physical examination prior to employment in childcare.*

**Note:** Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
SIMULATION AND GAME DEVELOPMENT  A25450
The Simulation and Game Development Curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the health care industry, engineering, forensics, education, NASA and government agencies.

**Awards**

**Associate Degree:** Simulation and Game Development (A25450)
**Length of Program:** 5 Semesters
**Prerequisite:** High School Diploma and Algebra I

**Diploma:** Simulation Modeling Technician Diploma (D25450)
**Length of Program:** 3 Semesters
**Prerequisite:** High School Diploma, Algebra I, and Placement Test Credit Equivalent

**Certificate:** SGD Basics Certificate (C25450C1)
**Length of Program:** 2 Semesters
**Prerequisite:** High School Diploma

**Certificate:** Interactive 3D Certificate (C25450C2)
**Length of Program:** 2 Semesters
**Prerequisite:** High School Diploma

**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**
Curriculum Chairperson: Kenneth R. Kleiner
Telephone Number: (910) 678-8572
Office Location: ATC 113
Email: kleinerk@faytechcc.edu
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**TOTAL REQUIRED CREDITS... 68**

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note:* Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

### SIMULATION AND GAME DEVELOPMENT/ SIMULATION MODELING TECHNICIAN DIPLOMA (D25450)

**Effective:** Fall 2011  
**Revised:** 02/11/11

**Length:** 3 Semesters  
**Prerequisite:** High School Diploma, Algebra I, and Placement Test Credit Equivalent  
**Award:** Diploma

#### FALL SEMESTER I

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<tr>
<th>Prefix No.</th>
<th>Title</th>
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**Totals**  
11 12 0 16

#### SPRING SEMESTER I

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**Totals**  
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#### TOTAL REQUIRED CREDITS... 48

**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

### SIMULATION AND GAME DEVELOPMENT/ SGD BASICS CERTIFICATE (C25450C1)

**Effective:** Fall 2011  
**Revised:** 02/11/11

Students learn the basics of simulation and game development. They are introduced to programming, 3D modeling, and game design. They are introduced to the history of game development as well as possible jobs in the industry.

**Length:** 2 Semesters  
**Prerequisite:** High School Diploma  
**Award:** Certificate

#### FALL SEMESTER I

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**Totals**  
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#### SPRING SEMESTER I

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**Totals**  
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#### TOTAL REQUIRED CREDITS... 12

**Co-op Option:** NA

### SIMULATION AND GAME DEVELOPMENT/ INTERACTIVE 3D CERTIFICATE (C25450C2)

**Effective:** Fall 2011  
**Revised:** 02/11/11

Students learn the basics of Interactive 3D. They are taught the principles of 3D modeling, Geographic Information Systems, and programming. They are introduced to 2D and 3D editing software, and programming tools.

**Length:** 2 Semesters  
**Prerequisite:** High School Diploma  
**Award:** Certificate

#### FALL SEMESTER I

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<th>Prefix No.</th>
<th>Title</th>
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**Totals**  
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#### SPRING SEMESTER I

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<td>SGD172</td>
<td>Virtual SG Environments</td>
<td>2</td>
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</table>

**Totals**  
6 9 0 9

#### TOTAL REQUIRED CREDITS... 16

**Co-op Option:** NA

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
SPEECH-LANGUAGE PATHOLOGY ASSISTANT A45730
The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnosis, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remediate individual communication problems. Supervised field experience includes working with patients of various ages and various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologist and Audiologist and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

Awards

Associate Degree: Associate in Applied Science (A45730)
Length of Program: 5 Semesters
Prerequisite: Algebra I & 1 Unit of Biology

Diplomas: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Charisse Gainey
Telephone Number: (910) 678-8492
Office Location: Early Childhood Center, Room 204
Email: gaineyc@faytechcc.edu
Department Office: Health Technology Center, Room 201
Telephone: (910) 678-0179
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/15/11

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
TOTAL REQUIRED CREDITS... 66

Co-Op Option: NA

Students with a felony conviction may have limited licensure and employment opportunities.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

SURGICAL TECHNOLOGY A45740

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

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

Graduates of this program will be eligible to apply to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians’ offices, and central supply processing units. Completion of the degree is recommended since it prepares the graduate for advanced placement in the Surgical Environment.

Awards

Associate Degree: Associate in Applied Science (A45740)
Length of Program: 5 Semesters
Prerequisite: 1 Unit of Biology and 1 Unit Algebra

Diploma: Surgical Technology (D45740)
Length of Program: 3 Semesters
Prerequisite: 1 Unit of Biology and 1 Unit Algebra

Diploma: Surgical Technology AAD Bridge Program (D45740B)
Length of Program: 2 Semesters
Prerequisite: 1 Unit of Biology and 1 Unit Algebra, Current Surgical Technologist, Documented 1000 hrs. or more working experience, Documentation of having independently scrubbed on 125 cases, 2 letters of recommendation from former and/or current supervisors

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.


Commission on Accreditation of Allied Health Education Programs (CAAAHP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 www.caahep.org

Program Information Contact:
Curriculum Chairperson: Terry Herring
Telephone Number: (910) 678-8358

Office Location: Health Technologies Center, Room 201-E
Email: herringt@faytechcc.edu
Department Office: Health Technologies Center, Room 201
Telephone: (910) 678-0179
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 03/15/11

SURGICAL TECHNOLOGY (A45740)
Effective: Fall 2011
Revised: 11/18/10

Length: 5 Semesters
Prerequisite: 1 Unit of Biology and 1 Unit of Algebra
Award: Associate Degree in Applied Science

FALL SEMESTER I

Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
**BIO163 Basic Anatomy & Physiology 4 2 0 5
CIS110 Introduction to Computers 2 2 0 3
 or
CIS113 Computer Basics 0 2 0 1
ENG111 Expository Writing 3 0 0 3
*SUR110 Intro to Surg Tech 3 0 0 3
*SUR111 Periop Patient Care 5 6 0 7

Totals 16 10 0 20

SPRING SEMESTER I

Prefix No. Title Class Lab Clinical Credit
**BIO175 General Microbiology 2 2 0 3
PSY150 General Psychology 3 0 0 3
*SUR122 Surgical Procedures I 5 3 0 6
*SUR123 SUR Clinical Practice I 0 0 21 7

Totals 10 5 21 19

SUMMER SEMESTER I

Prefix No. Title Class Lab Clinical Credit
*SUR134 Surgical Procedures II 5 0 0 5
*SUR135 SUR Clinical Practice II 0 0 12 4
*SUR137 Prof Success Prep 1 0 0 1

Totals 6 0 12 10

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
FALL SEMESTER II  

<table>
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<tr>
<th>Prefix No.</th>
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<td>ENG114</td>
<td>Prof Research &amp; Reporting</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<td>COM231</td>
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SPRING SEMESTER II  

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<td>Principles of Management</td>
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<td>ECO151</td>
<td>Survey of Economics</td>
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<td>Adv SUR Clinical Practice</td>
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TOTAL REQUIRED CREDITS... 71

Co-Op Option: NA

**Student Completed Accredited Surgical Technology Program.**  
**Certified Surgical Technologist may be given credit for these courses.**

Students with a felony conviction may have limited certification and employment opportunities.

*Note: The Advanced SUR courses are individually tailored for surgical/special areas of concentration. Completion of this advanced clinical degree is recommended for advanced placement in the surgical arena. These considerations are for this program only.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

SURGICAL TECHNOLOGY (D45740)  

Effective: Fall 2011  
Revised: 11/18/10

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

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

Graduates of this program will be eligible to apply to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians’ offices, and central supply processing units.

Length: 3 Semesters  
Prerequisite: 1 Unit Biology and 1 Unit Algebra  
Award: Diploma

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Graduates of this program will be eligible to apply to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians’ offices, and central supply processing units.

Length: 2 Semesters
Prerequisite: 1 Unit of Biology and 1 Unit of Algebra, Current Surgical Technologist, Documented 1000 hours working experience as a Surgical Technologist, Documentation of having independently scrubbed on 125 surgical cases, 2 Letters of Recommendation from former and/or current supervisors
Award: Diploma

FALL SEMESTER I

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
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<th>Lab</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>BIO163</td>
<td>Basic Anat &amp; Physiology</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>5</td>
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<tr>
<td>ENG111</td>
<td>Expository Writing</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SUR110</td>
<td>**Intro to Surg 1st 8 wks</td>
<td>3</td>
<td>0</td>
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<td>SUR111</td>
<td>**Periop Patient Care 2nd 8 wks</td>
<td>5</td>
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SPRING SEMESTER I

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<td>CIS110</td>
<td>Introduction to Computers</td>
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<td>2</td>
<td>0</td>
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<tr>
<td>or</td>
<td>Computer Basics</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
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<tr>
<td>PSY150</td>
<td>General Psychology</td>
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<td>0</td>
<td>0</td>
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<td>SUR122</td>
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<td>0</td>
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<tr>
<td>SUR134</td>
<td>**Surgical Procedures II 2nd 8 wks</td>
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<td>0</td>
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<td>**</td>
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EXPERIENTIAL CREDIT

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<tbody>
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<td>*SUR123</td>
<td>Clinical Practice I</td>
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<td>*SUR135</td>
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<td>*SUR137</td>
<td>Prof Success Prep</td>
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</table>

TOTAL REQUIRED CREDITS.... 48

Co-Op Option: NA

**All surgical courses (SUR) are taught online.

Must be a working Surgical Technologist or on the job training prior to March 2000 with 1000 hours or more of work experience. Documented scrub on 125 surgical cases.

Note: Need two letters of recommendation from former and/or current supervisor.

*Work experience will be applied for lab/clinical experience. (SUR123, SUR 135, and SUR 137)
Students with a felony conviction may have limited certification and employment opportunities.

SURVEYING TECHNOLOGY

A40380

The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

Awards

 Associate Degree: Surveying Technology (A40380)
Length of Program: 5 Semesters
Prerequisite: 2 Units of Algebra

 Diploma: Not Applicable
Length of Program: Prerequisite:

 Certificate: Not Applicable
Length of Program: Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Beymer Bevill, Jr.
Telephone Number: (910) 678-8216
Office Location: Advanced Technology Center, Room 220D
Email: bevillb@faytechcc.edu
Department Office: Advanced Technology Center, Room 244
Telephone: (910) 678-8458
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available.
Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

Child Care Financial Assistance Information: See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/26/11

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
SURVEYING TECHNOLOGY (A40380)
Effective: Fall 2011
Revised: 01/25/11

Length: 5 Semesters
Prerequisite: 2 Units of Algebra
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
ACA Elective 1 0 0 1
CIV125 Civil/Surveying CAD 1 6 0 3
ENG111 Expository Writing 3 0 0 3
MAT171 Precalculus Algebra 3 0 0 3
MAT171A Precalculus Algebra Lab 0 2 0 1
PSY150 General Psychology 3 0 0 3
SRV110 Surveying I 2 6 0 4

Totals 13 14 0 18

SPRING SEMESTER I
Prefix No. Title Class Lab Clinical Credit
CIS113 Computer Basics 0 2 0 1
CIV110 Statics/Strength of Materials 2 6 0 4
MAT172 Precalculus Trigonometry 3 0 0 3
MAT172A Precalculus Trig Lab 0 2 0 1
Major Elective 3 0 3

Totals 7 13 0 12

SUMMER SEMESTER I
Prefix No. Title Class Lab Clinical Credit
CIV111 Soils and Foundations 2 3 0 3
SRV111 Surveying II 2 6 0 4

Totals 4 9 0 7

FALL SEMESTER II
Prefix No. Title Class Lab Clinical Credit
CIV211 Hydraulics and Hydrology 2 3 0 3
PHY151 College Physics 3 2 0 4
SRV210 Surveying III 2 6 0 4
SRV220 Surveying Law 2 2 0 3

Totals 9 13 0 14

SPRING SEMESTER II
Prefix No. Title Class Lab Clinical Credit
COM231 Public Speaking 3 0 0 3
SRV230 Subdivision Planning 1 6 0 3
SRV240 Topo/Site Surveying 2 6 0 4
Humanities/Fine Arts Elective 0 0 3
Major Elective 2 3 0 3

Totals 11 15 0 16

TOTAL REQUIRED CREDITS.... 67

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

2+2 Transfer: Students desiring to pursue a Bachelors of Technology should take MAT 263/263A or MAT 271.

Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

WEB TECHNOLOGIES A25290
The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Awards

Associate Degree: Web Technologies (A25290)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and Algebra I

Diploma: Not applicable
Length of Program:
Prerequisite:

Certificate: Web Basics Certificate (C25290C1)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Certificate: Web Programming Certificate (C25290C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma and Algebra I or Placement Test Equivalent

Certificate: Web Management Certificate (C25290C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma and Algebra I or Placement Test Equivalent

Certificate: Web Back-Office Certificate (C25290C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma

Certificate: Server Side Web Programming Certificate (C25290C5)
Length of Program: 3 Semesters
Prerequisite: High School Diploma and Algebra I or Placement Test Equivalent

Certificate: Web Database Certificate (C25290C6)
Length of Program: 3 Semesters
Prerequisite: High School Diploma

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Kenneth R. Kleiner
Telephone Number: (910) 678-8572
Office Location: ATC 113
Email: kleinerk@faytechcc.edu
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8242

Child Care Financial Assistance Information: Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/01/11

WEB TECHNOLOGIES (A25290)
Effective: Fall 2011
Revised: 04/01/11

Length: 5 Semesters
Prerequisite: High School Diploma and Algebra I t
Award: Associate in Applied Science

FALL SEMESTER I
Prefix No. Title Class Lab Work Exp. Credit
ACA Elective 1 0 0 1
CIS110 Introduction to Computers 2 2 0 3
CIS115 Intro to Prog & Logic 2 3 0 3
NET110 Networking Concepts 2 2 0 3
NET215 Networking Basics 1 4 0 3
WEB110 Internet/Web Fundamentals 2 2 0 3
WEB111 Intro to Web Graphics 2 2 0 3
Totals 10/11 11/13 0 16

SPRING SEMESTER I
Prefix No. Title Class Lab Work Exp. Credit
DBA110 Database Concepts 2 3 0 3
ENG111 Expository Writing 3 0 0 3
MAT140 Survey of Mathematics 3 0 0 3
NOS110 Operating System Concepts 2 3 0 3
WEB115 Web Markup and Scripting 2 2 0 3
WEB120 Intro Internet Multimedia 2 2 0 3
Totals 14 10 0 18

SUMMER SEMESTER I
Prefix No. Title Class Lab Work Exp. Credit
COM231 Public Speaking 3 0 0 3
Social/Behavioral Elective 3 0 0 3
Totals 6 0 0 6

FALL SEMESTER II
Prefix No. Title Class Lab Work Exp. Credit
CTS115 Info Sys Business Concept 3 0 0 3
SEC110 Security Concepts 3 0 0 3
WEB140 Web Development Tools 2 2 0 3
WEB210 Web Design 2 2 0 3
Major Elective 2 2 0 3
Totals 12 6 0 15

SPRING SEMESTER II
Prefix No. Title Class Lab Work Exp. Credit
WEB182 PHP Programming 2 2 0 3
WEB230 Implementing Web Serv 2 2 0 3
WEB250 Database Driven Websites 2 2 0 3
Humanities/Fine Arts Elective3 0 0 3
Major Elective 2 2 0 3
Totals 11 8 0 15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

WEB TECHNOLOGIES/WEB BASICS CERTIFICATE (C25290C1)
Effective: Fall 2011
Revised: 04/01/11

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Certificate

TOTAL REQUIRED CREDITS.... 70

WEB TECHNOLOGIES/WEB BASICS CERTIFICATE (C25290C1)
Effective: Fall 2011
Revised: 04/01/11

Students learn the basics of web design using HTML/XHTML. They are taught the principles of web page design. They are also introduced to various web design software packages.

Length: 3 Semesters
Prerequisite: High School Diploma
Award: Certificate

FALL SEMESTER I
Prefix No. Title Class Lab Clinical Credit
WEB110 Internet/Web Fund 2 2 0 3
WEB111 Intro to Web Graphics 2 2 0 3
Totals 4 4 0 6

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**SPRING SEMESTER I**

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<td>WEB120</td>
<td>Intro Internet Multimedia</td>
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Totals: 4 4 0 6

**FALL SEMESTER II**

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Totals: 4 4 0 6

**TOTAL REQUIRED CREDITS**... 18

**WEB TECHNOLOGIES/WEB PROGRAMMING CERTIFICATE (C25290C2)**

Effective: Fall 2011
Revised: 04/01/11

Students are introduced to the basics of programming for the Internet. Emphasis is given to JavaScript.

Length: 2 Semesters
Prerequisite: High School Diploma and Algebra 1 or Placement Test Equivalent
Award: Certificate

**FALL SEMESTER I**

<table>
<thead>
<tr>
<th>Prefix No.</th>
<th>Title</th>
<th>Class</th>
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<th>Clinical</th>
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<td>Introduction to Computers</td>
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<td>2</td>
<td>0</td>
<td>3</td>
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<tr>
<td>CIS115</td>
<td>Intro to Prog &amp; Logic</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<td>WEB110</td>
<td>Internet/Web Fundamentals</td>
<td>2</td>
<td>2</td>
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Totals: 6 7 0 9

**SPRING SEMESTER I**

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<td>Web Markup and Scripting</td>
<td>2</td>
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Totals: 2 2 0 3

**TOTAL REQUIRED CREDITS**... 12

**WEB TECHNOLOGIES/WEB BACK-OFFICE CERTIFICATE (C25290C4)**

Effective: Fall 2011
Revised: 04/01/11

Students are introduced to the basics of operating systems and networking concepts. They are given further information specific to at least two different operating systems. They are introduced to some of the different protocols in use on the Internet.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

**FALL SEMESTER I**

<table>
<thead>
<tr>
<th>Prefix No.</th>
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**SPRING SEMESTER I**

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Totals: 3/4 6/7 0 9

**TOTAL REQUIRED CREDITS**... 18

**WEB TECHNOLOGIES/WEB BACK-OFFICE CERTIFICATE (C25290C4)**

Effective: Fall 2011
Revised: 04/01/11

Students are introduced to the basics of operating systems and networking concepts. They are given further information specific to at least two different operating systems. They are introduced to some of the different protocols in use on the Internet.

Length: 2 Semesters
Prerequisite: High School Diploma
Award: Certificate

**FALL SEMESTER I**

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Totals: 6 7 0 9

**TOTAL REQUIRED CREDITS**... 18

Co-op Option: NA

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
WEB TECHNOLOGIES/  
SERVER SIDE WEB PROGRAMMING CERTIFICATE  
(C25290C5)  
Effective: Fall 2011  
Revised: 04/01/11

Students are exposed to server-based programming languages. Emphasis is placed on those languages that enhance or add functionality to the website.

Length: 3 Semesters  
Prerequisite: High School Diploma and Algebra 1 or Placement Test  
Equivalent  
Award: Certificate

FALL SEMESTER I  
Prefix No. Title  
CIS115 Intro to Prog & Logic  
SEC110 Security Concepts  

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SPRING SEMESTER I  
Prefix No. Title  
CSC151 JAVA Programming  
WEB180 Active Server Pages  
WEB182 PHP Programming  

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FALL SEMESTER II  
Prefix No. Title  
CSC251 Adv JAVA Programming  

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Totals  

TOTAL REQUIRED CREDITS… 18  
Co-op Option: NA

WEB TECHNOLOGIES/  
WEB DATABASE CERTIFICATE (C25290C6)  
Effective: Fall 2011  
Revised: 04/01/11

Students learn the basics of web design using HTML/XHTML. Students learn how to create and manipulate databases. Students learn how to incorporate database(s) into web sites.

Length: 3 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

SPRING SEMESTER I  
Prefix No. Title  
CIS110 Introduction to Computers  
WEB110 Internet/Web Fund  

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Totals  

TOTAL REQUIRED CREDITS… 18  
Co-op Option: NA

WELDING TECHNOLOGY  
D50420

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

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

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

Awards

Associate Degree: Not Applicable  
Length of Program:  
Prerequisite:

Diploma: Welding Technology (D50420)  
Length of Program: 3 Semesters  
Prerequisite: High School Diploma  
Certificate: Basic Welding Technology Certificate (C50420C1)  
Length of Program: 2 Semesters  
Prerequisite: High School Diploma  
Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:  
Program Coordinator: Charles Bureau  
Telephone Number: (910) 678-1031  
Office Location: Lafayette Hall, Room 149A  
Email: bureauc@faytechcc.edu

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Department Office: Lafayette Hall, Room 120  
Telephone: (910) 678-8383  
FTCC Web Site: www.faytechcc.edu

**Application Deadlines:** The program is designed for a student to enter during the FALL SEMESTER. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8242

**Child Care Financial Assistance Information:** See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486

**ATTENTION:** If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

**WELDING TECHNOLOGY (D50420)**

Effective: Fall 2011  
Revised: 02/09/11

Length: 3 Semesters  
Prerequisite: High School Diploma  
Award: Diploma

### FALL SEMESTER I

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<td>WLD141 Symbols &amp; Specifications</td>
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<td>WLD143 Welding Metallurgy</td>
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**Totals**  
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### SPRING SEMESTER I

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**Totals**  
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**TOTAL REQUIRED CREDITS.... 17**

**Co-op Option:** NA

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**WELDING TECHNOLOGY/  
BASIC WELDING TECHNOLOGY (C50420C1)**

Evening/Weekend Program

Effective: Fall 2011  
Revised: 02/09/11

This evening certificate program is designed to give individuals the opportunity to acquire fundamental skills in welding. Coursework includes electrode welding and cutting processes and welding symbols and specifications.

Excellent employment opportunities as entry-level welding apprentices in industry, manufacturing and construction exist throughout the region. Courses in this program can be transferred directly into the Welding Technology diploma program.

Length: 2 Semesters  
Prerequisite: High School Diploma  
Award: Certificate

### FALL SEMESTER I

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<td>WLD110 Cutting Processes</td>
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**Totals**  
3 17 0 9

**TOTAL REQUIRED CREDITS.... 17**

**Co-op Option:** NA

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*ENG101 will not transfer to Associate Degree program.*

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**COURSE DESCRIPTIONS**

**ACA 111 College Student Success**
- Prerequisites: None
- Corequisites: None
- Component: None

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 & Study Skills**
- Prerequisites: None
- Corequisites: None
- Component: None

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 118 College Study Skills**
- Prerequisites: None
- Corequisites: None
- Component: None

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. This course is highly recommended for developmental (I.P.A.S.S.) students and should be taken their 1st semester.

**ACC 111 Financial Accounting**
- Prerequisites: ENG 090, RED 090, MAT 070 or Placement Test Credit Equivalent.
- Corequisites: None
- Component: None

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. 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 120 Prin of Financial Acct**
- Prerequisites: ENG-090 RED-090, MAT-070, or Placement Test Credit Equivalent.
- Corequisites: None
- Component: ACC 120AA, ACC 120BB

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

**ACC 121 Prin of Managerial Acct**
- Prerequisites: ACC 120
- Corequisites: None
- Component: ACC 121AA, ACC 121BB

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

**ACC 129 Individual Income Taxes**
- Prerequisites: MAT-060 or Placement Test Credit Equivalent
- Corequisites: None
- Component: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. This course is also available through the Virtual Learning Community (VLC).

**ACC 130 Business Income Taxes**
- Prerequisites: ACC-111 or ACC-120
- Corequisites: None
- Component: None

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. This course is also available through the Virtual Learning Community (VLC).

**ACC 131 Federal Income Taxes**
- Prerequisites: ACC 111 or ACC 120
- Corequisites: None
- Component: None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

**ACC 140 Payroll Accounting**
- Prerequisites: ACC 115 or ACC 120
- Corequisites: None
- Component: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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. This course is also available through the Virtual Learning Community (VLC).

ACC 150 Acct Software Appl
Prerequisites: ACC 115 or ACC 120
Corequisites: None
Component: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. This course is also available through the Virtual Learning Community (VLC).

ACC 220 Intermediate Accounting I
Prerequisites: ACC 120 and ACC 121
Corequisites: None
Component: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. This course is also available through the Virtual Learning Community (VLC).

ACC 221 Intermediate Accounting II
Prerequisites: ACC 220
Corequisites: None
Component: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting
Prerequisites: ACC 121
Corequisites: None
Component: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 226 Adv Managerial Acct
Prerequisites: ACC 121 and ACC 225
Corequisites: None
Component: None
This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

ACC 227 Practices in Accounting
Prerequisites: ACC 220
Corequisites: None
Component: None
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.

ACC 240 Governmental & Not-for-Profit Accounting
Prerequisites: ACC 121
Corequisites: None
Component: None
This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 250 Advanced Accounting
Prerequisites: ACC 220
Corequisites: None
Component: None
This course is designed to analyze special accounting issues, which may include business combinations, partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.

ACC 269 Audit & Assurance Servcs
Prerequisites: ACC 220
Corequisites: None
Component: None
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

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

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

**AHR 112 Heating Technology**  
Prerequisites: AHR 110  
Corequisites: None  
Component: None  
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

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

**AHR 114 Heat Pump Technology**  
Prerequisites: AHR 110 or AHR 113  
Corequisites: None  
Component: None  
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**AHR 115 Refrigeration Systems**  
Prerequisites: All courses required: AHR 110, AHR 130  
Corequisites: None  
Component: None  
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**  
Prerequisites: None

Corequisites: None  
Component: None  
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 130 HVAC Controls**  
Prerequisites: AHR 111 or ELC 111  
Corequisites: None  
Component: None  
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

**AHR 133 HVAC Servicing**  
Prerequisites: AHR 112 or AHR 113  
Corequisites: None  
Component: None  
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**  
Prerequisites: AHR 112  
Corequisites: None  
Component: None  
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

**AHR 160 Refrigerant Certification**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR 180 HVACR Customer Relations**  
Prerequisites: AHR 114  
Corequisites: None  
Component: None  
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.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course covers the fundamental means of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

**AHR 250 HVAC System Diagnostics**

Prerequisites: AHR 112
Component: None

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers’ specifications.

**ALT 120 Renewable Energy Tech**

Prerequisites: None
Component: None

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 on humans and their environment.

**ALT 220 Photovoltaic Sys Tech**

Prerequisites: None
Component: None

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.

**ANT 210 General Anthropology**

Prerequisites: ENG-111
Component: None

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

**ANT 220 Cultural Anthropology**

Prerequisites: ENG-111
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ANT 221 Comparative Cultures**

Prerequisites: ENG-111
Corequisites: None
Component: None
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ANT 230 Physical Anthropology**

Prerequisites: ENG-111
Corequisites: None
Component: None
This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ANT 230A Physical Anthropology Lab**

Prerequisites: ENG-111
Corequisites: ANT 230
Component: None
This course provides laboratory work that reinforces the material presented in ANT 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ANT 240 Archaeology**

Prerequisites: ENG-111
Corequisites: None
Component: None
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ARA 111 Elementary Arabic I**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. 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 Arabic 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.

**ARA 112 Elementary Arabic II**

Prerequisites: Take ARA 111
Corequisites: None
Component: None
This course includes the basic fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. 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 Arabic and demonstrate further 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.

**ARA 181 Arabic Lab I**

Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the modern standard Arabic language. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Arabic and to demonstrate cultural awareness. 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.

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
ARA 182 Arabic Lab II
Prerequisites: Take ARA-181
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the modern standard Arabic language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate cultural awareness. 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 general education course in Humanities/Fine Arts.

ARA 211 Intermediate Arabic I
Prerequisites: Take ARA 112
Corequisites: None
Component: None
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 be able to demonstrate simple conversations and read works written in modern standard Arabic. 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.

ARA 212 Intermediate Arabic II
Prerequisites: Take ARA 211
Corequisites: None
Component: None
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 be able to demonstrate an ability to conduct conversations and to read literary and non-fiction texts in modern standard Arabic. 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.

ARC 111 Introduction to Architectural Technology
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112 Construction Materials & Methods
Prerequisites: None
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 113 Residential Architectural Tech
Prerequisites: ARC 111
Corequisites: ARC 112
Component: None
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

ARC 114 Architectural CAD
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot scaled architectural drawings.

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

ARC 131 Building Codes
Prerequisites: ARC 112 or CAR 111
Corequisites: None
Component: None
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

ARC 210 Intro to Sustain Design
Prerequisites: ARC 111
Corequisites: None
Component: None
This course introduces concepts and principles related to sustainable site development and architectural design. Topics include low impact and sustainable site development, water efficiency, energy efficiency, material and resource management, indoor environmental quality, and return on investment. Upon completion, students should be able to articulate and integrate sustainable design principles into site and architectural design.

ARC 211 Light Construction Technology
Prerequisites: ARC 111
Corequisites: ARC 112
Component: None
This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

**ARC 213 Design Project**

Prerequisites: All courses required: ARC 111, ARC 112 and ARC 114
Corequisites: None
Component: None
This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

**ARC 220 Advanced Architect CAD**

Prerequisites: ARC 114
Corequisites: None
Component: None
This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

**ARC 221 Architectural 3-D CAD**

Prerequisites: ARC 114
Corequisites: None
Component: None
This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.

**ARC 230 Environmental Systems**

Prerequisites: ARC 111 and MAT 121, MAT 151, MAT 161, MAT 171, or MAT 175
Corequisites: None
Component: None
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

**ARC 231 Architectural Presentations**

Prerequisites: ARC 111
Corequisites: None
Component: None
This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

**ARC 235 Architectural Portfolio**

Prerequisites: ARC 221
Corequisites: None
Component: None
This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

**ARC 240 Site Planning**

Prerequisites: ARC 111
Corequisites: None
Component: None
This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

**ARC 250 Survey of Architecture**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

**ARC 261 Solar Technology**

Prerequisites: ARC 111
Corequisites: None
Component: None
This course introduces passive and active solar design theory and application. Topics include passive solar design, active solar theory, heat loss analysis, and other related topics. Upon completion, students should be able to design a passive solar system.

**ARC 264 Digital Architecture**

Prerequisites: ARC 114 and ARC 114A OR DFT 151 AND DFT 152
Corequisites: None
Component: None
This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

**ART 111 Art Appreciation**

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

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
ART 113 Art Methods and Materials
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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

ART 115 Art History Survey II
Prerequisites: None
Corequisites: None
Component: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community VLC).

ART 116 Survey of American Art
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 117 Non-Western Art History
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 118 Art by Women
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 121 Design I
Prerequisites: ART 121
Corequisites: None
Component: None
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 122 Design II
Prerequisites: ART 121
Corequisites: None
Component: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 131 Drawing I
Prerequisites: None
Corequisites: None
Component: None
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 132 Drawing II
Prerequisites: ART 131
Corequisites: None
Component: None
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
ART 135 Figure Drawing I  00 06 00 03
Prerequisites: ART 131
Corequisites: None
Component: None
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 171 Computer Art I  00 06 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 212 Gallery Assistantship I  00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 213 Gallery Assistantship II  00 02 00 01
Prerequisites: ART 212
Corequisites: None
Component: None
This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 214 Portfolio and Résumé  00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 222 Wood Design I  00 06 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 223 Wood Design II  00 06 00 03
Prerequisites: ART 222
Corequisites: None
Component: None
This course provides a continuation of the skills and techniques used in ART 222. Emphasis is placed on woodcarving and other processes. Upon completion, students should be able to use original designs in the creation of functional and sculptural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 231 Printmaking I  00 06 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 232 Printmaking II  00 06 00 03
Prerequisites: ART 231
Corequisites: None
Component: None
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 235 Figure Drawing II  00 06 00 03
Prerequisites: ART 135
Corequisites: None
Component: None
This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 240 Painting I  00 06 00 03
Prerequisites: None
Corequisites: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**ART 241 Painting II** 00 06 00 03
Prerequisites: ART 240
Corequisites: None
Component: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**ART 242 Landscape Painting** 00 06 00 03
Prerequisites: ART 240
Corequisites: None
Component: None

This course introduces and practices the skills and techniques of open-air painting. Emphasis is placed on techniques of painting summer foliage, skies, and mountains, and the elements of aerial perspective. Upon completion, students should be able to complete an open-air landscape painting employing brush, knife, scumbling, and glazing techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**ART 244 Watercolor** 00 06 00 03
Prerequisites: None
Corequisites: None
Component: None

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 245 Metals I** 00 06 00 03
Prerequisites: None
Corequisites: None
Component: None

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 246 Metals II** 00 06 00 03
Prerequisites: ART 245
Corequisites: None
Component: None

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**ART 250 Surface Design: Textiles** 00 06 00 03
Prerequisites: None
Corequisites: None
Component: None

This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batiking, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**ART 260 Photography Appreciation** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**ART 261 Photography I** 00 06 00 03
Prerequisites: None
Corequisites: None
Component: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**ART 262 Photography II** 00 06 00 03
Prerequisites: ART 261
Corequisites: None
Component: None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**ART 263 Color Photography**
Prerequisites: ART 262  
Corequisites: None  
Component: None  
This course provides an introduction to the procedures and processes involved in color photography. Emphasis is placed on the study of light, filtration, exposure, and films along with the processing and printing of color negative materials. Upon completion, students should be able to demonstrate an understanding of color principles, theories, and processes by using them creatively in the production of color prints. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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**ART 264 Digital Photography I**
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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**ART 265 Digital Photography II**
Prerequisites: ART 264  
Corequisites: None  
Component: None  
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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**ART 267 Videography II**
Prerequisites: ART 266  
Corequisites: None  
Component: None  
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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**ART 281 Sculpture I**
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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**ART 282 Sculpture II**
Prerequisites: ART 281  
Corequisites: None  
Component: None  
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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**ART 283 Ceramics I**
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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**ART 284 Ceramics II**
Prerequisites: ART 283  
Corequisites: None  
Component: None  
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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**ART 285 Ceramics III**
Prerequisites: ART 284  
Corequisites: None  
Component: None  
This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student’s artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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**ART 286 Ceramics IV**
Prerequisites: ART 285  
Corequisites: None  
Component: None  
This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student’s artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium.

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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 accuracy to expressive American Sign Language and demonstrate cultural awareness.

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

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

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 152 General Astronomy II 03 00 00 03
Prerequisites: AST 151
Corequisites: AST 152A
Component: None
This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 152A General Astronomy II Lab 00 02 00 01
Prerequisites: AST 151
Corequisites: AST 152
Component: None
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 151 General Astronomy I 03 00 00 03
Prerequisites: None
Corequisites: AST 151A
Component: None
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

AST 151A General Astronomy I Lab 00 02 00 01
Prerequisites: None
Corequisites: AST 151
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

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

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

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

AUB 122 Non-Structural Damage II  
Prerequisites: AUB 121
Corequisites: None
Component: None
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I  
Prerequisites: None
Corequisites: None
Component: None
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II  
Prerequisites: AUB 131
Corequisites: None
Component: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding  
Prerequisites: None
Corequisites: None
Component: None
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives  
Prerequisites: None
Corequisites: None
Component: None
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 141 Mech & Elec Components I  
Prerequisites: None
Corequisites: None
Component: None
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 162 Autobody Estimating  
Prerequisites: None
Corequisites: None
Component: None
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.

AUT 113 Automotive Servicing I  
Prerequisites: AUT 151, AUT 163, AUT 183, AUT 211, AUT 231
Corequisites: None
Component: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service.
information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 115 Engine Fundamentals  
Prerequisites: None  
Corequisites: AUT 116  
Component: None  
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/repair of automotive engines using appropriate tools, equipment, procedures, and service information. This course will become obsolete effective Fall 2008.

AUT 116 Engine Repair  
Prerequisites: None  
Corequisites: None  
Component: None  
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  
Prerequisites: None  
Corequisites: AUT 116  
Component: None  
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  
Prerequisites: None  
Corequisites: AUT 141A  
Component: None  
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Suspension & Steering Lab  
Prerequisites: None  
Corequisites: AUT 141  
Component: None  
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 141 Brakes Systems Lab  
Prerequisites: None  
Corequisites: AUT 141A  
Component: None  
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 and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151 Brake Systems  
Prerequisites: None  
Corequisites: AUT 151  
Component: None  
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A Brakes Systems Lab  
Prerequisites: None  
Corequisites: AUT 151  
Component: None  
This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151. This course will become obsolete effective Fall 2008.

AUT 152 Brake Systems Lab  
Prerequisites: None  
Corequisites: AUT 151  
Component: None  
This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151. This course will become obsolete effective Fall 2008.

AUT 161 Basic Auto Electricity  
Prerequisites: None  
Corequisites: None  
Component: None  
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.

AUT 162 Chassis Electrical & Electronics  
Prerequisites: None  
Corequisites: One course required: AUT 163, COE 111 or COE 212  
Component: None  
This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems. This course will become obsolete effective Fall 2008.

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<td>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.</td>
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AUT 163A Chassis Electrical & Electronics Lab    02  03  00  03
Prerequisites: AUT 161                          02  04  00  04
Corequisites: AUT 163A                          02  03  00  03
Component: None                                  02  04  00  04
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 171 Auto Climate Control                     04  00  00  04
Prerequisites: None                              04  00  00  04
Corequisites: None                               04  00  00  04
Component: None                                  04  00  00  04
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance 1                     03  00  00  03
Prerequisites: None                              03  00  00  03
Corequisites: AUT 181A                          03  00  00  03
Component: None                                  03  00  00  03
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A Engine Performance 1 Lab                03  00  00  03
Prerequisites: None                              03  00  00  03
Corequisites: AUT 181A                          03  00  00  03
Component: None                                  03  00  00  03
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 driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance 2                     06  00  00  04
Prerequisites: AUT 181                          06  00  00  04
Corequisites: None                               06  00  00  04
Component: None                                  06  00  00  04
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 211 Automotive Machining                      06  00  00  04
Prerequisites: AUT 116 and AUT 116A              06  00  00  04
Corequisites: None                               06  00  00  04
Component: None                                  06  00  00  04
This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.

AUT 221 Auto Transm/Transaxles                    03  00  00  03
Prerequisites: None                              03  00  00  03
Corequisites: AUT 221A                          03  00  00  03
Component: None                                  03  00  00  03
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A Auto Transm/Transax Lab                  03  00  00  01
Prerequisites: None                              03  00  00  01
Corequisites: AUT 221                           03  00  00  01
Component: None                                  03  00  00  01
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 Man Trans/Axles/Drtrains                 03  00  00  03
Prerequisites: None                              03  00  00  03
Corequisites: AUT 231A                          03  00  00  03
Component: None                                  03  00  00  03
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
AUT 231A Man Trans/Ax/Dtrains Lab  00 03 00 01
Prerequisites: None
Corequisites: AUS 231
Component: None
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 Adv Engine Performance  02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course utilizes service information and specialized test equipment to diagnose and 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 diagnosis and repair.

BAF 110 Principles of Banking  03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 111 Teller Training  03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

BAF 131 Fund of Bank Lending  03 00 00 03
Prerequisites: ACC 120
Corequisites: None
Component: None
This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the “C”’s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 222 Money and Banking  03 00 00 03
Prerequisites: RED-080
Corequisites: None
Component: None
This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank’s organization and operation. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 232 Consumer Lending  03 00 00 03
Prerequisites: RED-080
Corequisites: None
Component: None
This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

BAF 234 Residential Mortgage Lending  03 00 00 03
Prerequisites: RED-080
Corequisites: None
Component: None
This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.

BAF 235 Analyzing Financial Statements  03 00 00 03
Prerequisites: ACC 120
Corequisites: None
Component: None
This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements.

BIO 090 Foundations of Biology  03 02 00 04
Prerequisites: None
Corequisites: RED 090
Component: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

**BIO 092 Basics of Cell Biology**

Prerequisites: None  
Corequisites: RED 090 or Placement Test Credit Equivalent  
Component: None  
This course covers basic cell biology. Emphasis is placed on biological chemistry, cell structure and function, cellular metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

**BIO 094 Concepts of Human Biology**

Prerequisites: None  
Corequisites: RED 090 or Placement Test Credit Equivalent  
Component: None  
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

**BIO 106 Introduction to Anat/Phys/Micro**

Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. This course is intended for certificate and diploma programs.

**BIO 110 Principles of Biology**

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

**BIO 111 General Biology I**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 112 General Biology II**

Prerequisites: BIO 111  
Corequisites: None  
Component: None  
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 120 Introductory Botany**

Prerequisites: BIO 110 or BIO 111  
Corequisites: None  
Component: None  
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 130 Introductory Zoology**

Prerequisites: BIO 110 or BIO 111  
Corequisites: None  
Component: None  
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 140 Environmental Biology**

Prerequisites: None  
Corequisites: BIO 140A  
Component: None  
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).

**BIO 140A Environmental Biology Lab**

Prerequisites: None  
Corequisites: BIO 140  
Component: None  

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**BIO 161 Intro to Human Biology**  
03 00 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

**BIO 163 Basic Anatomy and Physiology**  
04 02 00 05  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 165 Anatomy and Physiology I**  
03 03 00 04  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

**BIO 166 Anatomy and Physiology II**  
03 03 00 04  
Prerequisites: BIO 165  
Corequisites: None  
Component: None  
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been Approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

**BIO 168 Anatomy and Physiology I**  
03 03 00 04  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 169 Anatomy and Physiology II**  
03 03 00 04  
Prerequisites: BIO 168  
Corequisites: None  
Component: None  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 175 General Microbiology**  
02 02 00 03  
Prerequisites: One course required: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168  
Corequisites: None  
Component: None  
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 180 Biological Chemistry**  
02 02 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 221 Botany I**  
03 00 04  
Prerequisites: BIO 112  
Corequisites: None  
Component: None
This course provides an introduction to the higher vascular plants. Topics include the structure, function, growth, life cycles, reproduction, and economic importance. Upon completion, students should be able to describe the biology and value of the higher vascular plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 222 Botany II 03**
- Prerequisites: BIO 112
- Corequisites: None
- Component: None
- This course includes a survey of the plant kingdom complete with a plant collection and field work. Emphasis is placed on ecology and the taxonomy of higher plants. Upon completion, students should be able to classify common plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 223 Field Botany 02**
- Prerequisites: BIO 112
- Corequisites: None
- Component: None
- This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classification, identification, and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 230 Entomology 03**
- Prerequisites: BIO 112
- Corequisites: None
- Component: None
- This course covers the biology of insects. Topics include harmful and beneficial insects, their identification, classification, life cycles, behavior, distribution, economic importance, and the methods involved in collection and preservation. Upon completion, students should be able to identify common insects and describe their biology and ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 232 Vertebrate Zoology 03**
- Prerequisites: BIO 112
- Corequisites: None
- Component: None
- This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to demonstrate increased knowledge and comprehension of zoology as it applies to life. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 240 Waste Management 03**
- Prerequisites: BIO 110 or BIO 111 or BIO 140 and BIO 140A
- Corequisites: None
- Component: None
- This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 250 Genetics 03**
- Prerequisites: BIO 112
- Corequisites: None
- Component: None
- This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**BIO 275 Microbiology 03**
- Prerequisites: One course required: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
- Corequisites: None
- Component: None
- This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**BIO 280 Biotechnology 02**
- Prerequisites: BIO 111 or CHM 151
- Corequisites: None
- Component: None
- 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 285 Research & Measurement 02**
- Prerequisites: BIO 112 and CHM 132
- Corequisites: None
- Component: None
- This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources, and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**BPR 130 Blueprint Reading:**

**Construction**

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Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

**BTC 181 Basic Lab Techniques**

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Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

**BTC 250 Molecular Genetics**

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Prerequisites: BIO 112  
Corequisites: None  
Component: None  
This course covers the basic principles of molecular genetics. Topics will include Mendelian inheritance, DNA replication, RNA transcription, translation of proteins, chromosome structure, and evolution. Upon completion, students should be able to demonstrate knowledge of molecular genetics and principles of heredity.

**BTC 281 Bioprocess Techniques**

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Prerequisites: BTC 181  
Corequisites: None  
Component: None  
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

**BTC 285 Cell Culture**

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Prerequisites: BIO 275  
Corequisites: None  
Component: None  
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

**BTC 286 Immunological Techniques**

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Prerequisites: BTC 285  
Corequisites: None  
Component: None  
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.

**BTC 288 Biotech Lab Experience**

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Prerequisites: BIO 250, BTC 281, and BTC 285 or 286  
Corequisites: None  
Component: None  
This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

**BUS 110 Introduction to Business**

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Prerequisites: ENG-070 RED-080 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BUS 115 Business Law I**

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Prerequisites: ENG-080 RED-090 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BUS 116 Business Law II**

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

**BUS 121 Business Math**

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Prerequisites: MAT 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**BUS 125 Personal Finance**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: MAT-060 RED-080 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.*

**BUS 135 Principles of Supervision**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: RED-070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. This course is also available through the Virtual Learning Community (VLC).*

**BUS 137 Principles of Management**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: ENG-080 RED-080 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**BUS 139 Entrepreneurship I**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: BUS-110 and ENG-080 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.*

**BUS 153 Human Resource Management**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: RED-070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.*

**BUS 171 Government Contracts**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: ENG-080, MAT-060, and RED-090 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course provides an introduction to the procurement process, concepts, policies and procedures associated with government contracting. Topics include procurement requirements, work specifications, procurement requests, and acquisition work planning. Upon completion, students should be able to demonstrate an understanding of the acquisition and contract management functions.*

**BUS 175 Contract Negotiations**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: ENG-080 and RED-090 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course covers theory, strategies, techniques and tactics for negotiating contracts, and principles and practices of negotiations for government, corporate or institutional procurements. Topics include preparation and conduct of negotiations and methods of dealing with situations under different types of negotiations. Upon completion, students should be able to effectively negotiate contracts.*

**BUS 177 Employment Law & Regulations**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 03 | 00 | 00 | 03  
*Prerequisites: BUS 115  
Corequisites: None  
Component: None  
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. This course is also available through the Virtual Learning Community (VLC).*

**BUS 225 Business Finance**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 02 | 02 | 00 | 03  
*Prerequisites: ACC 120 and CIS-110, CIS-111, or GST-137  
Corequisites: None  
Component: None  
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.*

**BUS 228 Business Statistics**  
**CLASS** | **LAB** | **CLINIC** | **CREDIT**  
--- | --- | --- | ---  
| 02 | 02 | 00 | 03  
*Prerequisites: Take MAT 115, MAT 140 or MAT 161, and CIS-110 or CIS-111 and RED-080 or Placement Test Credit Equivalent  
Corequisites: None*
Component: None
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 230 Small Business Management 03 00 00 03
Prerequisites: ENG-080 and RED-080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 234 Training and Development 03 00 00 03
Prerequisites: ENG-080 and RED-080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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. This course is also available through the Virtual Learning Community (VLC).

BUS 236 Adv Training & Dev 03 00 00 03
Prerequisites: BUS 234
Corequisites: None
Component: None
This course covers the skills necessary for presenting active training programs applying the principles learned in BUS 234. Emphasis is placed on the equipment and materials employed by various media techniques. Upon completion, students should be able to make a variety of presentations based on audience, purpose of presentation, and presentation objectives.

BUS 240 Business Ethics 03 00 00 03
Prerequisites: RED-080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 03 00 00 03
Prerequisites: ENG-080 and RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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/discharging 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. This course is also available through the Virtual Learning Community (VLC).

BUS 255 Org Behavior in Business 03 00 00 03
Prerequisites: RED-080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 Recruit Select & Personnel Planning 03 00 00 03
Prerequisites: ENG-080 and RED-080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

BUS 258 Compensation and Benefits 03 00 00 03
Prerequisites: ENG-080 and RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

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BUS 259 HRM Applications  
Prerequisites: All courses required: BUS 217, BUS 234, BUS 256, BUS 258
Corequisites: None
Component: None
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. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

BUS 260 Business Communication  
Prerequisites: ENG 111 and CIS 110, CIS 111, CIS 113, or OST 137
Corequisites: None
Component: None
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  
Prerequisites: None
Corequisites: None
Component: None
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 274 Contract Administration  
Prerequisites: ENG-080, MAT-070, and RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers the technical and fundamental procedures of contract management. Topics include contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, subcontract management, and audit. Upon completion, students should be able to apply the principles of administering contracts.

BUS 276 Government Contract Law  
Prerequisites: BUS 115
Corequisites: None
Component: None
This course provides an introduction to government contract law, contract clauses and provisions, and legal aspects associated with contracting. Topics include contractual relationships with the federal government, state and municipal agencies, contract formation, governmental liability, and the dispute process. Upon completion, students should be able to apply ethical issues and laws covered to procurement and contract management decisions.

BUS 278 Contract Cost and Pricing  
Prerequisites: BUS 121, ENG-080, and RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers the establishment and administration of equitable costing and pricing systems in contracting for goods and services. Emphasis is placed on determining total price and estimating the elements of cost including labor, materials, indirect costs, and profit. Upon completion, students should be able to apply cost and pricing techniques to procurement and contracting issues.

BUS 285 Business Management Issues  
Prerequisites: ACC 120, BUS 110, BUS 115, BUS 137, MKT 120, and ECO 251 or ECO 252
Corequisites: None
Component: None
This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

CAR 110 Introduction to Carpentry  
Prerequisites: None
Corequisites: None
Component: None
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 Carpentry I  
Prerequisites: None
Corequisites: None
Component: None
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II  
Prerequisites: A set of courses is required: CAR 111 or CAR 111AA and CAR 111BB
Corequisites: None
Component: None
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. 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.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>HRS</th>
<th>Lab HRS</th>
<th>Clinic HRS</th>
<th>Credit HRS</th>
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<tbody>
<tr>
<td>CAR 113</td>
<td>Carpentry III</td>
<td>03</td>
<td>09</td>
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<td>Prerequisites:</td>
<td>A set of courses is required: CAR 111 or CAR 111AA and CAR 111BB</td>
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<td>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.</td>
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<tr>
<td>CAR 114</td>
<td>Residential Building Codes</td>
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<tr>
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<td>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.</td>
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<tr>
<td>CAR 115</td>
<td>Residential Planning/Estimating</td>
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<td>Prerequisites:</td>
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<td>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.</td>
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<td>CCT 112</td>
<td>Ethics &amp; High Technology</td>
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<td>This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value system and apply ethical considerations in identifiable cyber crime investigations.</td>
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<td>CCT 231</td>
<td>Technology Crimes &amp; Law</td>
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<td>This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.</td>
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<td>CCT 240</td>
<td>Data Recovery Techniques</td>
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<td>This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.</td>
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and respond with increasing proficiency to spoken and written Chinese and demonstrate cultural awareness. 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.

CHI 211 Intermediate Chinese I  03 00 00 03
Prerequisites: Take CHI 112
Corequisites: None
Component: None
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 expressions in modern standard Chinese. 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.

CHI 212 Intermediate Chinese II  03 00 00 03
Prerequisites: Take CHI 211
Corequisites: None
Component: None
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 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.

CHM 081 Basic Chemistry I  03 02 00 04
Prerequisites: None
Corequisites: MAT 070
Component: None
This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

CHM 082 Basic Chemistry II  03 02 00 04
Prerequisites: CHM 081
Corequisites: None
Component: None
This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

CHM 090 Chemistry Concepts  04 00 00 04
Prerequisites: None
Corequisites: None
Component: None
This course is a laboratory for CHM 115. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 115. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical concepts presented in CHM 115. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Corequisites: None
Component: None
This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 094 Fundamentals of Chemistry  03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
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 098 Basic Biological Chemistry  03 02 00 04
Prerequisites: Take 1 course: MAT 060, MAT 070, MAT 080, NAT 090, MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175
Corequisites: MAT 070
Component: None
This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

CHM 115 Concepts in Chemistry  03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 115A Concepts in Chemistry Lab  00 02 00 01
Prerequisites: None
Corequisites: CHM 115
Component: None
This course is a laboratory for CHM 115. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 115. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical concepts presented in CHM 115. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: None
Component: None
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 130A General, Organic, & Biochemistry Lab
Prerequisites: None
Corequisites: CHM 130
Component: None
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 131 Introduction to Chemistry
Prerequisites: None
Corequisites: None
Component: This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A Introduction to Chemistry Lab
Prerequisites: None
Corequisites: CHM 131
Component: This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 Organic and Biochemistry
Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 135 Survey of Chemistry I
Prerequisites: MAT 070
Corequisites: None
Component: None
This course provides an introduction to inorganic chemistry. Emphasis is placed on measurement, atomic structure, bonding, molecular geometry, nomenclature, reactions, the mole concept, stoichiometric calculations, states of matter, and the gas laws. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 136 Survey of Chemistry II
Prerequisites: CHM 135
Corequisites: None
Component: None
This course is a continuation of CHM 135 with further study of inorganic reactions and an introduction to organic, biological, and nuclear chemistry. Topics include solutions, acid-base theory, redox reactions, chemical kinetics, organic chemistry, biochemistry, and nuclear chemistry. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 151 General Chemistry I
Prerequisites: MAT 161
Corequisites: None
Component: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochernistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 152 General Chemistry II
Prerequisites: CHM 151
Corequisites: None
Component: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 251 Organic Chemistry I
Prerequisites: CHM 152
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 252 Organic Chemistry II 03 03 00 04
Prerequisites: CHM 251
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CIS 070 Fundamentals of Computing 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110 Introduction to Computers 02 02 00 03
Prerequisites: RED-070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

CIS 111 Basic PC Literacy 01 02 00 02
Prerequisites: RED-070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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. This course is also available through the Virtual Learning Community (VLC).

CIS 113 Computer Basics 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. This course is also available through the Virtual Learning Community (VLC).

CIS 115 Intro to Prog & Logic Software 02 03 00 03
Prerequisites: Take 1 course: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

CIV 110 Statics/Strength of Materials 02 05 00 04
Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
Component: None
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 demonstrate original interactive multimedia presentation implementing all of these resources in a professional manner.

CIV 111 Soils and Foundations 02 03 00 03
Prerequisites: CIV 110
Corequisites: None
Component: None
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Corequisites</th>
<th>Component</th>
<th>Class</th>
<th>Lab</th>
<th>Clinic</th>
<th>Credit</th>
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<tr>
<td>CIV 210 Engineering Materials</td>
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<td>CIV 211 Hydraulics and Hydrology</td>
<td>CIV 110 or MEC 250</td>
<td>None</td>
<td>None</td>
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<td>CIV 212 Environmental Planning</td>
<td>CIV 211</td>
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<tr>
<td>CIV 222 Reinforced Concrete</td>
<td>CIV 110</td>
<td>None</td>
<td>None</td>
<td>02</td>
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<tr>
<td>CIV 230 Construction Estimating</td>
<td>One course required: CIS 110, CIS 111 or ERG 115</td>
<td>None</td>
<td>None</td>
<td>02</td>
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<td>00 03</td>
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</tr>
</tbody>
</table>

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

**CJC 113 Juvenile Justice**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. This course is also available through the Virtual Learning Community (VLC).

**CJC 114 Investigative Photography**  
Prerequisites: None  
Corequisites: None  
Component: None  
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, the 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 investigations.

**CJC 116 Introduction to Information Security**  
Prerequisites: CIS 110 or CIS 111  
Corequisites: None  
Component: None  
This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

**CJC 121 Law Enforcement Operations**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**CJC 122 Community Policing**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

**CJC 131 Criminal Law**  
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

**CJC 132 Court Procedure & Evidence**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. This course is also available through the Virtual Learning Community (VLC).

**CJC 141 Corrections**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**CJC 144 Crime Scene Processing**  
Prerequisites: None  
Corequisites: None  
Component: None  
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 145 Crime Scene CAD**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, students should be able to produce and plot a crime scene drawing.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Class Hrs</th>
<th>Lab Hrs</th>
<th>Clinic Hrs</th>
<th>Credit Hrs</th>
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<tr>
<td>CJC 146</td>
<td>Trace Evidence</td>
<td>02</td>
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<tr>
<td>Prerequisites: None</td>
<td></td>
<td>Corequisites: None</td>
<td>Component: None</td>
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<tr>
<td>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.</td>
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</table>

| CJC 151     | Introduction to Loss Prevention                   | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention. |

| CJC 160     | Terrorism: Underlying Issue                       | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists’ activities and complete a threat assessment for terrorists’ incidents. |

| CJC 161     | Intro Homeland Security                           | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies. |

| CJC 162     | Intel Analysis & Sec Mgmt                         | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| This course examines intelligence analysis and its relationship to the security management of terrorist attacks and other threats to national security of the United States. Topics include a historic overview, definitions and concepts, intelligence evolution-politicization-operations-strategies, surveillance, analysis perspectives, covert action, and ethics. Upon completion, students should be able to outline intelligence policies, evaluate source information, implement intelligence techniques and analysis, identify threats, and apply ethical behaviors. |

| CJC 163     | Trans and Border Security                         | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| This course provides an in-depth view of modern border and transportation security including the technologies used for detecting potential threats from terrorists and weapons. Topics include an overview of security challenges, detection devices and equipment, transportation systems, facilities, threats and counter-measures, and security procedures, policies and agencies. Upon completion, students should be able to describe border security, the technologies used to enforce it, and the considerations and strategies of border security agencies. |

| CJC 193     | Selected Topics in Criminal Justice              | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. |

| CJC 211     | Counseling                                       | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling. |

| CJC 212     | Ethics & Comm Relations                           | 03        | 00     | 00        | 03        |
| Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent | Corequisites: None | Component: None |
| This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. This course is also available through the Virtual Learning Community (VLC). |

| CJC 213     | Substance Abuse                                  | 03        | 00     | 00        | 03        |
| Prerequisites: None |                                      | Corequisites: None | Component: None |
| 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. |

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CJC 214 Victimology 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215 Organization & Administration 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 216 Computer System Security Investigation 03 00 00 03
Prerequisites: CJC 116
Corequisites: None
Component: None
This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 217 Net Security Troubleshooting 03 00 00 03
Prerequisites: CJC 216
Corequisites: None
Component: None
This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 221 Investigative Principles 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. This course is also available through the Virtual Learning Community (VLC).

CJC 222 Criminalistics 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223 Organized Crime 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
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 03 00 00 03
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. This course is also available through the Virtual Learning Community (VLC).

CJC 232 Civil Liability 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues,
and other related topics. Up on completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 233 Correctional Law 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241 Community-Based Correction 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 244 Footwear and Tire Imprints 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.

CJC 245 Friction Ridge Analysis 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
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 Adv Friction Ridge Analys 02 03 00 03
Prerequisites: CJC 245
Corequisites: None
Component: None
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued 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 249 Forensic Accounting 02 02 00 03
Prerequisites: ACC 220
Corequisites: None
Component: None
This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 250 Forensic Biology I 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
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 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
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.

CJC 252 Forensic Chemistry II 03 02 00 04
Prerequisites: CJC 251
Corequisites: None
Component: None
This course provides a study of specialized areas of chemistry specifically related to forensic science. Topics include properties of light, emission and absorption spectra, spectrophotometry, gas and liquid chromatography, and related topics in organic and biochemistry. Upon completion, students should be able to demonstrate an understanding of specialized concepts in forensic chemistry.

COE 111 Co-op Work Experience I 00 00 10 01
Prerequisites: None
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. This course is also available through the Virtual Learning Community (VLC).

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COE 112 Co-op Work Experience I
Prerequisites: None
Corequisites: None
Component: None
This course provides work experience with a college approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113 Co-op Work Experience I
Prerequisites: None
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I
Prerequisites: None
Corequisites: One course required: COE 111, COE 112, COE 113 or COE 114
Component: None
This course description may be written by the individual colleges.

COE 121 Co-op Work Experience II
Prerequisites: COE 111 COE 112 or COE 113
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122 Co-op Work Experience II
Prerequisites: COE 111 COE 112 or COE 113
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 123 Co-op Work Experience II
Prerequisites: One course required: COE 111, COE 112 or COE 113
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125 Work Exp Seminar II
Prerequisites: None
Corequisites: COE 121, COE 122, COE-123, or COE-124
Component: None
This course description may be written by the individual colleges.

COE 131 Co-op Work Experience III
Prerequisites: One course required: COE 121, COE 122 or COE 123
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132 Co-op Work Experience III
Prerequisites: One course required: COE 121, COE 122 or COE 123
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 133 Co-op Work Experience III
Prerequisites: One course required: COE 121, COE 122, or COE 123
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 211 Co-op Work Experience IV
Prerequisites: One course required: COE 131 or COE 132 or COE 133
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 212 Co-op Work Experience IV
Prerequisites: One course required: COE 131, COE 132 or COE 133
Corequisites: None
Component: None
This course provides work experience with a college-approved employer in an area related to the student’s program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

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COM 120 Intro Interpersonal Com  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit
Corequisites: None
Component: None
This course introduces the principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COM 231 Public Speaking  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit
Corequisites: None
Component: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

COM 232 Election Rhetoric  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit
Corequisites: None
Component: None
This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

COM 233 Persuasive Speaking  
Prerequisites: ENG 112 or ENG 113
Corequisites: None
Component: None
This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

COM 251 Debate I  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit
Corequisites: None
Component: None
This course continues the study of debate begun in COM 251. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to demonstrate proficiency in research skills, logic, and presentation of ideas within the context of formal debate. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement as a premajor and/or elective course requirement.

COM 252 Debate II  
Prerequisites: COM 251
Corequisites: None
Component: None
This course continues the study of debate begun in COM 251. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to demonstrate proficiency in research skills, logic, and presentation of ideas within the context of formal debate. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

COS 111 Cosmetology Concepts I  
Prerequisites: None
Corequisites: COS 112
Component: None
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  
Prerequisites: None
Corequisites: COS 111
Component: None
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  
Prerequisites: None
Corequisites: COS 114
Component: None
This course covers more comprehensive cosmetology concepts. 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 apply these cosmetology concepts in the salon setting.

COS 114 Salon II  
Prerequisites: None
Corequisites: COS 113
Component: COS 114AA and COS 114BB
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.

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COS 115 Cosmetology Concepts III 04 00 00 04
Prerequisites: None
Corequisites: COS 116
Component: COS 115AA, COS 115BB
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 00 12 00 04
Prerequisites: None
Corequisites: COS 115
Component: COS 116AA, COS 116BB
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 02 00 00 02
Prerequisites: None
Corequisites: COS 118
Component: None
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 00 21 00 07
Prerequisites: COS 114
Corequisites: COS 117
Component: None
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 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
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 00 18 00 06
Prerequisites: None
Corequisites: None
Component: None
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 04 06 00 06
Prerequisites: None
Corequisites: None
Component: None
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 Esthetics Concepts II 02 00 00 02
Prerequisites: COS 119
Corequisites: None
Component: None
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 00 18 00 06
Prerequisites: COS 120
Corequisites: None
Component: None
This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, 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 Technology II 04 06 00 06
Prerequisites: COS 121
Corequisites: None
Component: None
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 223 Contemp Hair Coloring 01 03 00 02
Prerequisites: COS 111 and COS 112
Corequisites: None
Component: None
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 01 03 00 02
Prerequisites: COS 111 and COS 112
Corequisites: None
Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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 240 Contemporary Design**  
Prerequisites: COS 111 and COS 112  
Corequisites: None  
Component: None  
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

**COS 250 Computerized Salon Ops**  
Prerequisites: COS 111 and COS 112  
Corequisites: None  
Component: None  
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

**CSC 133 C Programming**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

**CSC 134 C++ Programming**  
Prerequisites: CIS 115  
Corequisites: None  
Component: None  
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.

**CSC 135 COBOL Programming**  
Prerequisites: CIS 115  
Corequisites: None  
Component: None  
This course introduces computer programming using the COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

**CSC 139 Visual BASIC Prog**  
Prerequisites: CIS 115  
Corequisites: None  
Component: None  
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.

**CSC 141 Visual C++ Prog**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces computer programming using the Visual 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, debug, and implement objects using the appropriate environment at a beginning level.

**CSC 151 JAVA Programming**  
Prerequisites: CIS 115  
Corequisites: None  
Component: None  
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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**CSC 153 C# Programming**  
Prerequisites: None  
Corequisites: None  
Component: None  
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, debug, and implement objects using the appropriate environment at the beginning level.

**CSC 191 Selected Topics in Computer Programming**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

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CSC 234 Advanced C++  
Prerequisites: CSC 134  
Corequisites: None  
Component: None  
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays / tables, file management / processing techniques, data structures, sub - programs, interactive processing, sort / merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 235 Advanced COBOL  
Prerequisites: CSC 135  
Corequisites: None  
Component: None  
This course is a continuation of CSC 135 using the COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays / tables, file management / processing techniques, data structures, sub - programs, interactive processing, sort / merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 Advanced Visual BASIC  
Prerequisites: CSC 139  
Corequisites: None  
Component: None  
This course is a continuation of CSC 139 using the Visual BASIC programming language with object - oriented programming principles. Emphasis is placed on event - driven programming methods, including creating and manipulating objects, classes, and using object - oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre - major and / or elective course requirement.

CSC 251 Advanced JAVA Programming  
Prerequisites: CSC 151  
Corequisites: None  
Component: None  
This course is a continuation of CSC 151 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, and implement objects using the appropriate environment.

CSC 258 JAVA Enterprise Programs  
Prerequisites: CSC 151  
Corequisites: None  
Component: None  
This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client / server enterprise application using the JEE framework.

CSC 289 Programming Capstone Proj  
Prerequisites: CTS 285  
Corequisites: None  
Component: None  
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CST 131 OSHA/Safety/Certification  
Prerequisites: None  
Corequisites: None  
Component: None  
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 211 Construction Surveying  
Prerequisites: Take 1 course: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175  
Corequisites: None  
Component: None  
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/Structures  
Prerequisites: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 and ARC 112, CAR 112, or CST 112  
Corequisites: None  
Component: None  
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  
Prerequisites: BPR 130 or MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175  
Corequisites: None  
Component: None  
This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take - off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take - off of materials and equipment needs and plan the labor to construct a residential structure.

CTS 115 Info Sys Business Concept  
Prerequisites: RED-070 or Placement Test Credit Equivalent  
Corequisites: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the ‘hybrid business manager’ and the potential offered by new technology and systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**CTS 120 Hardware/Software Support**  
02 03 00 03  
Prerequisites: CIS 110 or CIS 111  
Corequisites: None  
Component: None  
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**  
02 02 00 03  
Prerequisites: MAT-070 and CIS 110 or CIS 111 or OST 137  
Corequisites: None  
Component: None  
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

**CTS 191 Selected Topics in Information Systems**  
00 02 00 01  
Prerequisites: Enrollment in the program  
Corequisites: None  
Component: None  
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

**CTS 220 Adv Hard/Software Support**  
02 03 00 03  
Prerequisites: CTS 120  
Corequisites: None  
Component: None  
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 230 Advanced Spreadsheet**  
02 02 00 03  
Prerequisites: CTS 130  
Corequisites: None  
Component: None  
This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

**CTS 271 Desktop Support: Operating System**  
02 02 00 03  
Prerequisites: NOS-110 and CIS-110 or CIS-111  
Corequisites: None  
Component: None  
This course is designed to prepare students for a foundation in desktop support certification in an operating system. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support an operating system. Upon completion, students should be able to prepare for industry-level certifications and utilize advanced support tools to resolve operating system end-user problems.

**CTS 272 Desktop Support: Applications**  
02 02 00 03  
Prerequisites: CIS-110 or CIS-111  
Corequisites: None  
Component: None  
This course is designed to prepare students for a foundation in Desktop Support Certification in Office productivity applications. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support office productivity products. Upon completion, students should be able to prepare for industry-level certification and utilize advanced support tools to resolve office productivity end-user problems.

**CTS 285 Systems Analysis & Design**  
03 00 00 03  
Prerequisites: CIS 115  
Corequisites: None  
Component: None  
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**  
01 04 00 03  
Prerequisites: CTS 285  
Corequisites: None  
Component: None  
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.

**CUL 110 Sanitation & Safety**  
02 00 00 02  
Prerequisites: RED-070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
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

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illness, and other related topics. Upon completion, students should be able to
demonstrate an understanding of the content necessary for successful
completion of a nationally recognized food/safety/sanitation exam.

**CUL 110A Sanitation & Safety Lab**

**CLASS** 00 02 00 01
**LAB** 00 01 00 01
**CLINIC** 00 00 00 00
**CREDIT** 00 00 00 00

**Prerequisites:** RED 070 or Placement Test Credit Equivalent

**Corequisites:** CUL 110

**Component:** None

This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

**CUL 111 Success in Hosp Studies**

**CLASS** 01 00 00 00 01
**LAB** 00 01 00 00 01
**CLINIC** 00 00 00 00 01
**CREDIT** 00 00 00 00 01

**Prerequisites:** None

**Corequisites:** None

**Component:** None

This course provides an orientation to the resources available and academic skills necessary to achieve success in a hospitality program. Emphasis is placed on technical and interpersonal skills, study skills, ethics, professionalism and time management as they relate to a hospitality field. Upon completion, students should be able to manage their learning experiences to successfully meet their educational goals.

**CUL 112 Nutrition for Foodservice**

**CLASS** 03 00 00 03 02
**LAB** 00 01 00 03 02
**CLINIC** 00 00 00 00 02
**CREDIT** 00 00 00 00 02

**Prerequisites:** RED 080 ENG 080 or Placement Test Credit equivalent

**Corequisites:** None

**Component:** None

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 Fdsv Lab**

**CLASS** 00 03 00 01 02
**LAB** 00 01 00 03 01
**CLINIC** 00 00 00 00 02
**CREDIT** 00 00 00 00 02

**Prerequisites:** RED 080 ENG 080 or Placement Test Credit equivalent

**Corequisites:** CUL 112

**Component:** None

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**

**CLASS** 02 00 00 02 02
**LAB** 00 01 00 02 02
**CLINIC** 00 00 00 00 02
**CREDIT** 00 00 00 00 01

**Prerequisites:** ENG 080, MAT 060, and RED 080 or Placement Test Credit Equivalent

**Corequisites:** None

**Component:** None

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

**CUL 120A Purchasing Lab**

**CLASS** 00 02 00 01 01
**LAB** 00 02 02 00 01
**CLINIC** 00 00 00 00 01
**CREDIT** 00 00 00 00 01

**Prerequisites:** ENG 080, MAT 060, RED 080 or Placement Test Credit Equivalent

**Corequisites:** CUL 120

**Component:** None

This course provides a laboratory experience for enhancing student skills in purchasing for foodservice operations. Emphasis is placed on practical experiences in yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.

**CUL 125 Hospitality Information Systems**

**CLASS** 01 02 00 02 02
**LAB** 00 02 02 00 02
**CLINIC** 00 00 00 00 02
**CREDIT** 00 00 00 00 02

**Prerequisites:** MAT 060 and RED 080 or Placement Test Credit Equivalent

**Corequisites:** None

**Component:** None

This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

**CUL 130 Menu Design**

**CLASS** 02 00 00 02 02
**LAB** 00 02 00 02 02
**CLINIC** 00 00 00 00 02
**CREDIT** 00 00 00 00 02

**Prerequisites:** ENG 080, MAT 060, RED 070 or Placement Test Credit Equivalent

**Corequisites:** None

**Component:** None

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

**CUL 135 Food & Beverage Service**

**CLASS** 02 00 00 02 02
**LAB** 00 02 00 02 02
**CLINIC** 00 00 00 00 02
**CREDIT** 00 00 00 00 02

**Prerequisites:** None

**Corequisites:** None

**Component:** None

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

**CUL 135A Food & Beverage Service Lab**

**CLASS** 00 02 00 01 01
**LAB** 00 02 02 00 01
**CLINIC** 00 00 00 00 01
**CREDIT** 00 00 00 00 01

**Prerequisites:** None

**Corequisites:** CUL 135

**Component:** None

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

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CUL 140 Basic Culinary Skills  
Prerequisites: MAT-060, RED-070, or Placement Test Credit  
Corequisites: None  
Component: None  
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 kitchen 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 150 Food Science  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

CUL 160 Baking I  
Prerequisites: MAT 060 and RED 070 or Placement Test Credit  
Corequisites: CUL 110  
Component: None  
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated 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 160A Baking I Lab  
Prerequisites: None  
Corequisites: CUL 110 and CUL 160  
Component: None  
This course provides a laboratory experience for enhancing student skills in basic baking. Emphasis is placed on the practical experiences of yeast/chemically leavened products, laminated pastry dough, batter pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate a basic proficiency in bakeshop applications.

CUL 170 Garde Manger I  
Prerequisites: MAT 060 and RED 070, or Placement Test Credit Equivalent  
Corequisites: CUL 110  
Component: None  
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 170A Garde Manger I Lab  
Prerequisites: None  
Corequisites: CUL 110 and CUL 170  
Component: None  
This course provides a laboratory experience for enhancing student skills in basic cold food preparation techniques and pantry production. Emphasis is placed on the practical experiences that include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to demonstrate proficiency in the design of a cold food display.

CUL 180 International & American Reg Cuisine  
Prerequisites: CUL 140  
Corequisites: None  
Component: None  
This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.

CUL 185 Nutritional Cuisine  
Prerequisites: CUL 110 CUL 140  
Corequisites: None  
Component: None  
This course introduces students to a healthful approach to food preparation by choosing techniques, ingredients, and portion sizes that have positive health benefits. Topics include food allergens, and preparation of quality ingredients incorporating plant based foods and flavor enhancers to preserve flavor, texture, appearance and nutritional value. Upon completion, students should be able to demonstrate the integration of culinary tradition and nutritional science for healthful cooking.

CUL 214 Wine Appreciation  
Prerequisites: RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings.

CUL 230 Global Cuisines  
Prerequisites: CUL 110 and CUL 140  
Corequisites: None  
Component: None  
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 230A Global Cuisines Lab  
Prerequisites: CUL 110 and CUL 140  
Corequisites: CUL 230  
Component: None  
This course provides a laboratory experience for enhancing student skills with cuisines from around the world. Emphasis is placed on production

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of global cuisines based on historical and geographical influences, ingredients, customs, and cooking techniques. Upon completion, students should be able to exhibit an understanding of the culinary practices and techniques of specific countries.

CUL 240 Advanced Culinary Skills 01 08 00 05
Prerequisites: CUL 110 and CUL 140
Corequisites: None
Component: None
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 250 Classical Cuisine 01 08 00 05
Prerequisites: CUL 110, CUL 140 and CUL 240
Corequisites: None
Component: None
This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 250A Classical Cuisine Lab 00 03 00 01
Prerequisites: CUL 110, CUL 140 and CUL 240
Corequisites: CUL 250
Component: None
This course provides a laboratory experience for enhancing student skills in the classical kitchen. Emphasis is placed on practical experiences with the Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to exhibit culinary skills and techniques as they pertain to a classical/upscale restaurant or banquet settings.

CUL 260 Baking II 01 04 00 03
Prerequisites: CUL 110 and CUL 160
Corequisites: None
Component: None
This course is designed to further students’ knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

CUL 260A Baking II Lab 00 03 00 01
Prerequisites: CUL 110 and CUL 160
Corequisites: CUL 260
Component: None
This course provides a laboratory experience for enhancing student skills in classical desserts, laminated pastry dough, cake and torte decorating. Topics include practical experiences with classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to perform cake-decorating techniques, produce pastry showpieces, and prepare and plate assorted pastries.

CUL 270 Garde Manager II 01 04 00 03
Prerequisites: CUL 110, CUL 140 and CUL 170
Corequisites: None
Component: None
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 Manager II Lab 00 03 00 01
Prerequisites: CUL 110, CUL 140 and CUL 170
Corequisites: CUL 270
Component: None
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 273 Career Development 01 00 00 01
Prerequisites: ENG 080 and RED 080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces students to career planning/management practices that serve as a foundation for success in the hospitality industry. Emphasis is placed on self assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search.

CUL 275 Catering Cuisine 01 08 00 05
Prerequisites: CUL 110, CUL 140, and CUL 240
Corequisites: None
Component: None
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 280 Pastry & Confections 01 04 00 03
Prerequisites: CUL 110, CUL 140, and CUL 160
Corequisites: None
Component: None
This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
CUL 280A Pastry & Confections Lab 00 03 00 01
Prerequisites: CUL 110, CUL 140, and CUL 160
Corequisites: CUL 280
Component: None
This course provides a laboratory experience for enhancing student skills in confections/candy, chocolate techniques, transfer sheets, pulled/blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on practical experiences with showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.

CUL 283 Farm-To-Table 02 06 00 05
Prerequisites: CUL 110 and CUL 140
Corequisites: None
Component: None
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 proficiency in the execution of plated desserts, dessert platters and showpieces.

DAN 110 Dance Appreciation 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of environmental.

DAN 211 Dance History I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an in-depth study of world dance from pre-history to 1800. Emphasis is placed on examining the dance and dancers of diverse cultures including Africa, Asia, and Europe. Upon completion, students should be able to analyze the common need to dance and the forms, religions, and cultural values it embodies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DAN 212 Dance History II 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an in-depth study of world dance from 1800 to the present. Emphasis is placed on Western theatrical dance (ballet, modern dance, tap, and jazz) and the personal characteristics that shaped it. Upon completion, students should be able to analyze culturally diverse dance forms and their cross-pollination which have produced the "pan world dance of today". This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DBA 110 Database Concepts 02 03 00 03
Prerequisites: CIS 110 or CIS 111
Corequisites: None
Component: None
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 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
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 which create, update, and produce reports.

DBA 220 Oracle DB Programming II 02 02 00 03
Prerequisites: DBA 120
Corequisites: None
Component: None
This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation.

DEN 100 Basic Orofacial Anatomy 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This course is intended for certificate and diploma programs.

DEN 101 Preclinical Procedures 04 06 00 07
Prerequisites: Department Approval
Corequisites: DEN 102 and DEN 111
Component: None
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. This course is intended for certificate and diploma programs.

DEN 102 Dental Materials 03 04 00 05
Prerequisites: Department Approval
Corequisites: DEN 101
Component: None
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office.

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and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This course is intended for certificate and diploma programs.

DEN 103 Dental Sciences
Prerequisites: None
Corequisites: None
Component: None
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This course is intended for certificate and diploma programs.

DEN 104 Dental Health Education
Prerequisites: A set of courses is required: DEN 101 and DEN 111
Corequisites: DEN 106
Component: None
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This course is intended for certificate and diploma programs.

DEN 105 Practice Management
Prerequisites: None
Corequisites: DEN 106
Component: None
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This course is intended for certificate and diploma programs.

DEN 106 Clinical Practice I
Prerequisites: All courses required: DEN 101, DEN 102 and DEN 111
Corequisites: All courses required: DEN 104, DEN 105 and DEN 112
Component: None
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. This course is intended for certificate and diploma programs.

DEN 107 Clinical Practice II
Prerequisites: DEN 106
Corequisites: None
Component: None
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. This course is intended for certificate and diploma programs.

DEN 108 Orofacial Anatomy
Prerequisites: Requires enrollment in the Dental Assisting or Dental Hygiene program.
Corequisites: BIO 163
Component: None
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 Infection/Hazard Control
Prerequisites: None
Corequisites: None
Component: None
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

DEN 112 Dental Radiography
Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program
Corequisites: DEN 100 or DEN 110 and DEN 111
Component: None
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 Dental Hygiene Preclinical Lecture
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 121
Component: None
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 Preclinical Lab
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 120
Component: None
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
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 220

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Component: None
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene Program and DEN 110
Corequisites: DEN 130
Component: None
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and 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 00 02 00 01
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 140
Component: None
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 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene and DEN 120
Corequisites: DEN 131
Component: None
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 00 00 09 03
Prerequisites: Enrollment in Dental Hygiene Program and DEN 121
Corequisites: DEN 130
Component: None
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 01 00 00 01
Prerequisites: Enrollment in Dental Hygiene and DEN 130
Corequisites: DEN 141
Component: None
This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

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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 01 00 00 01
Prerequisites: Enrollment in Dental Hygiene Program and DEN 220
Corequisites: DEN 231
Component: None
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.

DEN 231 Dental Hygiene Clinic IV 00 00 12 04
Prerequisites: Enrollment in Dental Hygiene Program and DEN 221
Corequisites: DEN 230
Component: None
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 02 00 03 03
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 220
Component: None
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

DEN 233 Professional Development 02 00 00 02
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: DEN 230
Component: None
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

DFT 119 Basic CAD 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151 CAD I 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
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 02 03 00 03
Prerequisites: DFT-151
Corequisites: None
Component: None
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.

DRA 111 Theater Appreciation 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a study of the art, craft, and business of the theater. Emphasis is placed on the audiences appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theater terms and to recognize the contributions of various theater artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 112 Literature of the Theater 03 00 00 03
Prerequisites: DRA 111
Corequisites: None
Component: None
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 115 Theater Criticism 03 00 00 03
Prerequisites: DRA 111
Corequisites: None
Component: None
This course is designed to develop a critical appreciation of the theater from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theater performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 120 Voice for Performance 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 122 Oral Interpretation**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**DRA 124 Readers Theatre**

Prerequisites: None  
Corequisites: None  
Component: None  
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. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 126 Storytelling**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world’s repertory of traditional lore. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**DRA 128 Children’s Theatre**

Prerequisites: None  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 130 Acting I**

Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an applied study of the actor’s craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 131 Acting II**

Prerequisites: DRA 130  
Corequisites: None  
Component: None  
This course provides additional hands-on practice in the actor’s craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 132 Stage Movement**

Prerequisites: None  
Corequisites: DRA 111  
Component: None  
This course provides an applied study of selected principles of stage movement for actors. Topics include improvisation, mime, stage combat, clowning, choreography, and masks. Upon completion, students should be able to focus properly on stage, to create characters, and to improvise scenes, perform mimes, fight, clown, juggle, and waltz. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 135 Acting for the Camera I**

Prerequisites: None  
Corequisites: None  
Component: None  
This course provides additional hands-on study of the camera actor’s craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 136 Acting for the Camera II**

Prerequisites: DRA 135  
Corequisites: None  
Component: None  
This course provides additional hands-on study of the camera actor’s craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 140 Stagecraft I**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**DRA 141 Stagecraft II**

Prerequisites: DRA 140  
Corequisites: None
DRA 145 Stage Make-up  
Class: 01  
Lab: 02  
Clinic: 00  
Credit: 02

Prerequisites: None  
Corequisites: None  
Component: None

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 150 Stage Management  
Class: 03  
Lab: 00  
Clinic: 00  
Credit: 03

Prerequisites: Take DRA-140  
Corequisites: None  
Component: None

This course covers the skills necessary for a stage manager of school or professional productions. Emphasis is placed on scheduling, rehearsal documentation and management, personnel, paperwork, and organization. Upon completion, students should be able to effectively stage-manage entertainment productions. 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.

DRA 160 Box OFFICE and Publicity  
Class: 01  
Lab: 03  
Clinic: 00  
Credit: 02

Prerequisites: None  
Corequisites: None  
Component: None

This course covers the creation of a publicity program and the setup and operation of the theatre box office. Emphasis is placed on the use of an effective play marketing scheme and the smooth operation of the box office. Upon completion, students should be able to set up and run a marketing system and box office. 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.

DRA 170 Play Production I  
Class: 00  
Lab: 09  
Clinic: 00  
Credit: 03

Prerequisites: None  
Corequisites: None  
Component: None

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

DRA 171 Play Production II  
Class: 00  
Lab: 09  
Clinic: 00  
Credit: 03

Prerequisites: DRA 170  
Corequisites: None  
Component: None

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

DRA 175 Teleplay Production I  
Class: 00  
Lab: 09  
Clinic: 00  
Credit: 03

Prerequisites: None  
Corequisites: None  
Component: None

This course provides an applied laboratory study of the processes involved in production of a dramatic television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing dramatic television programming. Upon completion, students should be able to participate in an assigned position with a college dramatic television production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 176 Teleplay Production II  
Class: 00  
Lab: 09  
Clinic: 00  
Credit: 03

Prerequisites: DRA 175  
Corequisites: None  
Component: None

This course provides an applied laboratory study of the processes involved in production of a sit-com television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing sit-com television programming. Upon completion, students should be able to participate in an assigned position with a college sit-com television production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 211 Theatre History I  
Class: 03  
Lab: 00  
Clinic: 00  
Credit: 03

Prerequisites: None  
Corequisites: None  
Component: None

This course covers the development of theater from its origin to the closing of the British theater 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 theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 212 Theatre History II  
Class: 03  
Lab: 00  
Clinic: 00  
Credit: 03

Prerequisites: None  
Corequisites: None  
Component: None

This course covers the development of theater from 1660 through the diverse influences which shaped the theater of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama.

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

DRA 240 Lighting for the Theatre 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. 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.

DRA 243 Scene Design 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the analysis, research, design, and problem solving related to scene design. Emphasis is placed on director/designer communication, concepting, researching, rendering, and modeling of designs. Upon completion, students should be able to demonstrate skills in communication, design process, rendering, and modeling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 250 Theatre Management 01 03 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces the organization and operation of a theatre. Emphasis is placed on organization, communication, networking with other organizations, and grant writing. Upon completion, students should be able to demonstrate an understanding of the structure and operation of a theatre organization. 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.

DRA 260 Directing 00 06 00 03
Prerequisites: DRA 130
Corequisites: DRA 140
Component: None
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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 270 Play Production III 00 09 00 03
Prerequisites: Take DRA-171
Corequisites: None
Component: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved 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.

DRA 271 Play Production IV 00 09 00 03
Prerequisites: Take DRA-270
Corequisites: None
Component: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved 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.

ECM 168 Electronic Business 02 02 00 03
Prerequisites: ENG 080 and RED 080, or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

ECM 210 Intro. to E-Commerce 02 02 00 03
Prerequisites: ENG 080 and RED 080, or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site. This course is also available through the Virtual Learning Community (VLC).

ECM 220 E-Commerce Plan. & Implem. 02 02 00 03
Prerequisites: ENG 090, ENG 090A, RED 090, or Placement Test Credit Equivalent and must be an E-Commerce major.
Corequisites: None
Component: None
This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business. This course

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is a unique concentration requirement of the E-Commerce concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

**ECM 230 Capstone Project** 01 06 00 03
Prerequisites: ECM 220, ENG 090, ENG 090A, RED-090, or Placement Test Credit Equivalent and CIS 110, CIS 111, or WEB 110
Corequisites: None
Component: None
This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

**ECO 151 Survey of Economics** 03 00 00 03
Prerequisites: MAT 060 and RED 080, or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ECO 251 Principles of Microeconomics** 03 00 00 03
Prerequisites: ENG 080, MAT 070, and RED 090, or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**ECO 252 Principles of Macroeconomics** 03 00 00 03
Prerequisites: ENG 080, MAT 070, and RED 090, or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**EDU 118 Princ & Prac of Inst Asst** 03 00 00 03
Prerequisites: ENG 080, RED 080
Corequisites: None
Component: None
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

EDU 146 Child Guidance  03 00 00 03
Prerequisites: Take ENG 080 and RED 080
Corequisites: None
Component: None
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

EDU 147 Behavior Disorders  03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

EDU 148 Learning Disabilities  04 02 00 05
Prerequisites: None
Corequisites: None
Component: None
This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

EDU 151 Creative Activities  03 00 00 03
Prerequisites: Take ENG 080 and RED 080
Corequisites: None
Component: None
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 151A Creative Activities Lab  00 02 00 01
Prerequisites: Take ENG 080 and RED 080
Corequisites: EDU 151
Component: None
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety, & Nutrition  03 00 00 03
Prerequisites: Take ENG 080 and RED 080
Corequisites: None
Component: None
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. This course is also available through the Virtual Learning Community (VLC).

EDU 157 Active Play  02
Prerequisites: ENG 080 and RED 080
Corequisites: None
Component: None
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 162 Observ & Assess in ECE  03 00 00 03
Prerequisites: ENG 080 and RED 080
Corequisites: None
Component: None
This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163 Classroom Mgt & Instruct  03 00 00 03
Prerequisites: ENG 080 and RED 080
Corequisites: None
Component: None
This course covers management and instructional techniques with school-
age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

**EDU 184 Early Child Intro Pract** 01 03 00 02
Prerequisites: ENG 080, RED 080, and EDU 119
Corequisites: None
Component: None
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

**EDU 186 Reading & Writing Methods** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers concepts, resources, and methods for teaching reading and writing to school-age 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 developmentally appropriate reading and writing experiences.

**EDU 188 Issues in Early Childhood Education** 02 00 00 02
Prerequisites: ENG 080 and RED 080
Corequisites: None
Component: None
This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

**EDU 216 Foundations of Education** 04 00 00 04
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).

**EDU 220 Prog Poli in Early Interv** 03 00 00 03
Prerequisites: ENG 090, RED 090 and EDU 144
Corequisites: None
Component: None
This course covers program policies, issues, legislation, and service delivery models included in early intervention. Emphasis is placed on trends and policies in early intervention relating to programs for infants and young children with disabilities, family roles, and research outcomes. Upon completion, students should be able to identify roles and responsibilities, describe the referral and placement options and explain the different service delivery models.

**EDU 221 Children with Exceptional** 03 00 00 03
Prerequisites: EDU 144, EDU 145, ENG 090, and RED 090
Corequisites: None
Component: None
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course is also available through the Virtual Learning Community (VLC).

**EDU 222 Learn w/ Behav Disord** 03 00 00 03
Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145
Corequisites: None
Component: None
This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

**EDU 223 Specific Learning Disab** 03 00 00 03
Prerequisites: ENG 090, RED 090, EDU 144, EDU 145
Corequisites: None
Component: None
This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

**EDU 234 Infants, Toddlers, & Twos** 03 00 00 03
Prerequisites: ENG 090, RED 090, and EDU 119
Corequisites: None
Component: None
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and

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 education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

**EDU 234A Infants/Toddlers/Twos Lab** 00 02 00 01  
Prerequisites: ENG 090 and RED 090  
Corequisites: EDU 234  
Component: None  
This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children’s development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.

**EDU 235 School-Age Development & Program** 03 00 00 03  
Prerequisites: ENG 090 and RED 090  
Corequisites: None  
Component: None  
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. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

**EDU 243 Learning Theory** 03 00 00 03  
Prerequisites: ENG 090 and RED 090  
Corequisites: None  
Component: None  
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

**EDU 245 Policies and Procedures** 03 00 00 03  
Prerequisites: ENG 090 and RED 090  
Corequisites: None  
Component: None  
This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

**EDU 247 Sensory & Physical Disab** 03 00 00 03  
Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145  
Corequisites: None  
Component: None  
This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

EDU 248 Developmental Delays 03 00 00 03  
Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145  
Corequisites: None  
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

**EDU 250 PRAXIS I Preparation** 01 00 00 01  
Prerequisites: ENG 090 and RED 090  
Corequisites: None  
Component: None  
This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

**EDU 256 Inst Strat/Social Studies** 02 02 00 03  
Prerequisites: ENG 090, RED 090  
Corequisites: None  
Component: None  
This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study.

**EDU 257 Inst Strat/Math** 02 02 00 03  
Prerequisites: ENG 090, RED 090, MAT 060  
Corequisites: None  
Component: None  
This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study.

**EDU 258 Inst Strategies/Science** 02 02 00 03  
Prerequisites: ENG 090, RED 090  
Corequisites: None  
Component: None  
This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/study techniques, and critical thinking. Upon completion, students should be able to...
be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study.

EDU 259 Curriculum Planning 03 00 00 03
Prerequisites: ENG 090, RED 090, and EDU 119
Corequisites: None
Component: None
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children’s development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 Early Childhood Administration I 03 00 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: EDU 119
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 262 Early Childhood Administration II 03 00 00 03
Prerequisites: ENG 090, RED 090, and EDU 261
Corequisites: EDU 119
Component: None
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children’s development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 263 School-Age Program Admin 02 00 00 02
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
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 275 Effective Teacher Training 02 00 00 02
Prerequisites: ENG 090, RED 090
Corequisites: None
Component: None
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students’ time-on-task.

EDU 264 Language & Literacy Exp 03 00 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 271 Educational Technology 02 02 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 284 Early Child Capstone Prac 01 09 00 04
Prerequisites: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 281 Instruc Strat/Read & Writ 02 02 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 282 Early Childhood Literature 03 00 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 283 Effective Teacher Training 02 00 00 02
Prerequisites: ENG 090, RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 284 Early Child Capstone Prac 01 09 00 04
Prerequisites: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 285 Language & Literacy Exp 03 00 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 286 Early Childhood Literature 03 00 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 287 Educational Technology 02 02 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 288 Early Childhood Literature 03 00 00 03
Prerequisites: ENG 090 and RED 090
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

EDU 289 Early Child Capstone Prac 01 09 00 04
Prerequisites: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Corequisites: None
Component: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. This course is also available through the Virtual Learning Community (VLC).

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This course is designed to allow students to apply 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/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 285 Internship Exp-School Age 01 09 00 04
Prerequisites: ENG 090, RED 090, EDU 144, EDU 145, EDU 118, EDU 163
Corequisites: Component: None
This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 289 Adv Issues/School Age 02 00 00 02
Prerequisites: ENG 090, RED 090
Corequisites: None
Component: None
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

EDU 298 Seminar in Early Childhood 03 00 00 03
Prerequisites: Enrollment in program
Corequisites: None
Component: None
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar topics. Upon completion, students should be able to critically analyze issues and establish informed opinions.

EFL 083 Grammar III 05 00 00 05
Prerequisites: EFL 082
Corequisites: None
Component: None
This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercised integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.

EFL 084 Grammar IV 05 00 00 05
Prerequisites: EFL 083
Corequisites: None
Component: None
This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved proficiency, comprehension, and grammatical accuracy.

EFL 091 Composition I 05 00 00 05
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions.

EFL 092 Composition II 05 00 00 05
Prerequisites: EFL 091
Corequisites: None
Component: None
This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and understand the major elements of the writing process, sentence, paragraph, and essay.

EFL 093 Composition III 05 00 00 05
Prerequisites: EFL 092
Corequisites: None
Component: None
This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes.

EFL 094 Composition IV 05 00 00 05
Prerequisites: EFL 093
Corequisites: None
Component: None
This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, and the writing process; and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience.

EFL 095 Composition V 05 00 00 05
Prerequisites: EFL 094
Corequisites: None
Component: None
This course is designed to prepare advanced non-native speakers of English for college-level composition courses. Emphasis is placed on the study and process of writing formal essays and research papers and the analysis of literary, expository, and descriptive writings. Upon completion, students should be able to write and analyze professional and

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and conduits. Upon completion, students should be able to properly equipment; lighting; overcurrent protection; conductors; branch circuits; reading; planning, layout; and installation of electrical distribution Code. Topics include NEC, electrical safety, and electrical blueprint electrical installations and the requirements of the National Electrical Code. This course introduces the care/usage of tools and materials used in components, operation of test equipment; and other related topics. Upon completion, students should be able to successfully use the NEC.

ELC 118 National Electrical Code 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 121 Electrical Estimating 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

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ELC 128 Intro to PLC
Prerequisites: None
Corequisites: None
Component: None
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 PLCs and create simple programs. This course is also available through the Virtual Learning Community (VLC).

ELC 131 DC/AC Circuit Analysis
Prerequisites: One course required: MAT 080, MAT 090, MAT 095 or MAT 161 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
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 have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 131A DC/AC Circuit Analysis Lab
Prerequisites: None
Corequisites: ELC 131
Component: None
This course introduces 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, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 229 Applications Project
Prerequisites: None
Corequisites: None
Component: None
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.

ELC 229 Intro to Microprocessors
Prerequisites: None
Corequisites: None
Component: None
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 233 Microprocessor Systems**  
Prerequisites: ELN 232  
Corequisites: None  
Component: None  
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

**ELN 234 Communication Systems**  
Prerequisites: ELN 131 and ELN 133  
Corequisites: None  
Component: None  
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 275 Troubleshooting**  
Prerequisites: ELN 131 and ELN 133  
Corequisites: ELN 232  
Component: None  
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.

**EMS 110 EMT-Basic**  
Prerequisites: Departmental Approval  
Corequisites: None  
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

**EMS 115 Defense Tactics for EMS**  
Prerequisites: Department Approval  
Corequisites: None  
Component: None  
This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

**EMS 120 Intermediate Interventions**  
Prerequisites: EMS 110  
Corequisites: EMS 121, EMS 130 and EMS 131  
Component: None  
This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

**EMS 121 EMS Clinical Practicum I**  
Prerequisites: EMS 110  
Corequisites: EMS 120, EMS 130 and EMS 131  
Component: None  
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

**EMS 125 EMS Instructor Methodology**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

**EMS 130 Pharmacology I for EMS**  
Prerequisites: EMS 110  
Corequisites: EMS 120 and EMS 131  
Component: None  
This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

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EMS 131 Advanced Airway Management
Prerequisites: EMS 110
Corequisites: EMS 120 and EMS 130
Component: None
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150 Emergency Vehicles & EMS Communication
Prerequisites: None
Corequisites: None
Component: None
This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Advanced Patient Assessment
Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, ongoing assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II
Prerequisites: EMS 121 or EMS 122 and COE 121
Corequisites: None
Component: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 230 Pharmacology II for EMS
Prerequisites: EMS 130
Corequisites: None
Component: None
This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course.

EMS 231 EMS Clinical Practicum III
Prerequisites: EMS 221
Corequisites: None
Component: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Special Needs Patients
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

EMS 241 EMS Clinical Practicum IV
Prerequisites: EMS 231
Corequisites: None
Component: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

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EMS 250 Advanced Medical Emergency 02 03 00 03
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Advanced Trauma Emergencies 01 03 00 02
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course provides an in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies 02 02 00 03
Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131
Corequisites: None
Component: None
This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

EMS 280 EMS Bridging Course 02 02 00 03
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone 01 03 00 02
Prerequisites: All courses required: EMS 220, EMS 250 and EMS 260
Corequisites: None
Component: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG 070 Basic Language Skills 02 02 00 03
Prerequisites: Placement
Corequisites: No Corequisites
Component: None
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 080 Writing Foundations 03 02 00 04
Prerequisites: ENG 070 or Placement Test Credit Equivalent.
Corequisites: RED 080 Placement Test Credit Equivalent.
Component: None
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

ENG 090 Composition Strategies 03 00 00 03
Prerequisites: ENG 080 or Placement Test Credit Equivalent.
Corequisites: ENG 090A and RED 90 or Placement Test Credit Equivalent.
Component: None
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.

ENG 090A Composition Strategies Lab 00 02 00 01
Prerequisites: None
Corequisites: ENG 090
Component: None
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 095 Reading & Comp Strategies 05 00 00 05
Prerequisites: ENG 085 or ENG 080 and RED 080 or Placement Test Credit Equivalent
Corequisites: ENG 095A
Component: None
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

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ENG 095A Reading & Comp Strat Lab 00 02 00 01
Prerequisites: ENG 085 or ENG 080 and RED 080 or Placement Test Credit Equivalent
Corequisites: ENG 095
Component: None
This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

ENG 101 Applied Communications I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This course is intended for certificate and diploma programs.

ENG 102 Applied Communications II 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This course is intended for certificate and diploma programs.

ENG 111 Expository Writing 03 00 00 03
Prerequisites: ENG-090 and RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 112 Argument-Based Research 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 113 Literature-Based Research 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 114 Professional Research & Reporting 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 115 Oral Communication 03 00 00 03
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 125 Creative Writing I 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 126 Creative Writing II 03 00 00 03
Prerequisites: ENG 125
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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ENG 131 Introduction to Literature 03 00 00 03
Prerequisites: ENG 111
Corequisites: One course required: ENG 112, ENG 113, or ENG 114
Component: None
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 132 Introduction to Drama 03 00 00 03
Prerequisites: ENG 111
Corequisites: One course required: ENG 112, ENG 113, or ENG 114
Component: None
This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 133 Introduction to the Novel 03 00 00 03
Prerequisites: ENG 111
Corequisites: One course required: ENG 112, ENG 113, or ENG 114
Component: None
This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 134 Introduction to Poetry 03 00 00 03
Prerequisites: ENG 111
Corequisites: One course required: ENG 112, ENG 113, or ENG 114
Component: None
This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 135 Introduction to Short Fiction 03 00 00 03
Prerequisites: ENG 111
Corequisites: One course required: ENG 112, ENG 113, or ENG 114
Component: None
This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 231 American Literature I 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113, or ENG 114
Corequisites: None
Component: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232 American Literature II 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 233 Major American Writers 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 234 Modern American Poets 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course covers the works of selected major modern American poets. Topics include each poet’s theory and practice of poetry and the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 241 British Literature I 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 242 British Literature II 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Component: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 243 Major British Writers 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 251 Western World Literature I 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 252 Western World Literature II 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 253 The Bible as Literature 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible’s literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identify and analyze selected books and passages using appropriate literary conventions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 261 World Literature I 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

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

ENG 262 World Literature II 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

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

ENG 263 World Literature III 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

This course introduces selected works from the Neoclassical period to the present. Emphasis is placed on historical and cultural context, themes, aesthetic features of individual works, and historical and cultural contexts. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 271 Contemporary Literature 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 272 Southern Literature 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 273 African-American Literature 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 274 Literature by Women 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Component: None

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

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Corequisites: None
Component: None
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 275 Science Fiction 03 00 00 03
Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
Component: None
This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

EPT 120 Sociology of Disaster 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

EPT 130 Mitigation & Preparedness 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.

EPT 150 EMS Incident Management 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the fully integrated incident management system for EMS response to high impact incidents. Topics include mass casualty incidents, terrorists events, communications, training, triage, law and fire incident command. Upon completion, students should be able to implement and operate within the National Incident Management System.

EPT 210 Response & Recovery 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

EPT 220 Terrorism and Emer. Mgt. 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topic include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to demonstrate how to up and operate an effective emergency operations center.

ETR 220 Innovation and Creativity 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 240 Funding for Entrepreneurs 03 00 00 03
Prerequisites: ACC 120
Corequisites: None
Component: None
This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO’s, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

FIP 120 Intro to Fire Protection 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics

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include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Ed 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 128 Detection & Investigation 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

FIP 132 Building Construction 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions meeting NFPA 1021.

FIP 136 Inspections & Codes 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.

FIP 140 Industrial Fire Protect 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan, organize, and evaluate an industrial facility’s fire protection, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 152 Fire Protection Law 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. This course is also available through the Virtual Learning Community (VLC).

FIP 164 OSHA Standards 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 180 Wildland Fire Behavior 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles of wildland fire behavior and meteorology. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.

FIP 184 Wildland Fire Safety 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers safety principles used when working in the wildland fire environment. Emphasis is placed on personal safety and working with equipment, aircraft, and fire-ground operations. Upon completion, students should be able to demonstrate wildland fire safety procedures through written and performance evaluations.

FIP 220 Fire Fighting Strategies 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.

FIP 221 Adv Fire Fighting Strat 03 00 00 03
Prerequisites: FIP 220
Corequisites: None
Component: None
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics

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include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 224 Instructional Methodology 04 00 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.

FIP 228 Local Govt Finance 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.

FIP 229 Fire Dynamics and Combust 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

FIP 230 Chem of Hazardous Mat I 05 00 00 05
Prerequisites: None
Corequisites: None
Component: None
This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232 Hydraulics & Water Dist 02 02 00 03
Prerequisites: MAT 115, MAT 120, MAT 121, MAT 140, MAT 151, MAT 161, MAT 171, or MAT 175
Corequisites: None
Component: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 236 Emergency Management 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate a knowledge of comprehensive emergency management and the integrated emergency management system.

FIP 240 Fire Service Supervision 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor’s job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.

FIP 248 Fire Svc Personnel Adm 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the basics of setting up and administering the personnel functions of fire protection organizations. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

FIP 256 Munic Public Relations 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 276 Managing Fire Services 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021.

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FIP 277 Fire and Social Behavior
Prerequisites: None
Corequisites: None
Component: None
This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.

FLO 189 Basic Floral Design
Prerequisites: None
Corequisites: None
Component: None
This course provides general knowledge of floral design on a non-commercial level. Topics include simple corsage work, vase arrangements, and holiday novelty items. Upon completion, students should be able to tie a bow and construct simple corsages, bud vases, and holiday items.

FRE 111 Elementary French I
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112 Elementary French II
Prerequisites: FRE 111
Corequisites: None
Component: None
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.

FRE 181 French Lab 1
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 182 French Lab 2
Prerequisites: FRE 181
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 211 Intermediate French I
Prerequisites: FRE 112
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212 Intermediate French II
Prerequisites: FRE 211
Corequisites: None
Component: None
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 221 French Conversation
Prerequisites: FRE 212
Corequisites: None
Component: None
This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 281 French Lab 3
Prerequisites: FRE 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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FRE 282 French Lab 4
Prerequisites: FRE 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FSE 112 Principles of Funeral Service
Prerequisites: None
Corequisites: None
Component: None
This course covers the principles of funeral service and various religious and cultural customs of funeral service in the US. Emphasis is placed on Protestant, Catholic, Jewish, and other religious groups and the professional and ethical obligations of the profession. Upon completion, students should be able to demonstrate an understanding of religious and cultural traditions and how various funeral services are conducted.

FSE 114 Embalming Chemistry
Prerequisites: Take one course: CHM 081, CHM 090, CHM 092, CHM 094, CHM 135, or CHM 151
Corequisites: None
Component: None
This course covers the fundamentals of organic chemistry and biochemistry as related to the funeral service profession. Emphasis is placed on chemical changes in the human body during life, after death, and during chemical preservation. Upon completion, students should be able to use various embalming chemicals and mix embalming solutions for laboratory use.

FSE 116 Funeral Law and Ethics
Prerequisites: None
Corequisites: None
Component: None
This course covers fundamentals of mortuary law and ethical considerations relevant to the funeral profession. Emphasis is placed on North Carolina Mortuary Law, OSHA requirements, anatomical donations, vital statistics, and general law relative to mortuary law. Upon completion, students should be able to demonstrate an understanding of the legal and ethical aspects of funeral service.

FSE 118 Embalming Anatomy
Prerequisites: Take one course: BIO 090, BIO 092, BIO 094, or BIO 111
Corequisites: None
Component: None
This course covers the general anatomy needed in funeral service. Emphasis is placed on medical terminology and the normal structure and function of the human body with special consideration of the circulatory system. Upon completion, students should be able to understand the normal structure and function of the human body and how it relates to the embalming process.

FSE 120 Embalming Microbiology
Prerequisites: FSE 118
Corequisites: None
Component: None
This course is a survey of the basic principles of microbiology and related funeral service considerations. Emphasis is placed on sanitation, disinfection, public health, and embalming practices as it relates to various microorganisms. Upon completion, students should be able to characterize various microbial agents and discuss topical, chemical, and biological methods of control.

FSE 210 Embalming Theory I
Prerequisites: FSE 118
Corequisites: FSE 211 or COE 112F
Component: None
This course introduces various embalming procedures and the purpose, history, and need for embalming. Emphasis is placed on laboratory equipment, post mortem changes, and the proper use of embalming chemicals. Upon completion, students should be able to identify various instruments and relate theoretical case analysis to embalming procedures used in the funeral home.

FSE 211 Embalming Lab I
Prerequisites: None
Corequisites: FSE 210
Component: None
This course provides hands-on experience with general embalming techniques. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to utilize sanitation and disinfection procedures correctly and properly prepare human remains for burial.

FSE 212 Embalming Theory II
Prerequisites: A course from each set: FSE 210 and FSE 211 or COE112F
Corequisites: FSE 213 or COE 122F
Component: None
This course is a continuation of FSE 210 and covers more detailed embalming procedures. Topics include anatomical consideration for embalming, case analysis, positioning features, arterial injection, cavity treatment, autopsies, and other post mortem conditions. Upon completion, students should be able to demonstrate knowledge of embalming theory and sanitation to protect the public health.

FSE 213 Embalming Lab II
Prerequisites: FSE 210 and FSE 211 or COE 111
Corequisites: FSE 212
Component: None
This course provides hands-on experience in more advanced embalming skills. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to determine the proper techniques to be utilized in each particular embalming situation.

FSE 214 Pathology
Prerequisites: None
Corequisites: None
Component: None
This course is a general survey of the disease process. Topics include...
pathological terminology, basic body functions, trauma, disease process, and etiology. Upon completion, students should be able to recognize medical terminology used in completing death certificates and understand the disease process.

**FSE 215 Funeral Home Operations** 04 00 00 04
Prerequisites: None
Corequisites: None
Component: None
This course covers funeral home operations, including business techniques and effective counseling skills. Topics include establishing a funeral home, choosing and financing a location, building, merchandising, caskets, vaults, planning, and counseling techniques and philosophies. Upon completion, students should be able to understand the proper procedures for operating a funeral home and relate more effectively to those experiencing grief.

**FSE 216 Restorative Arts** 02 04 00 04
Prerequisites: FSE 118
Corequisites: None
Component: None
This course covers the terminology used and pathological conditions observed during the restoration process. Topics include basic restoration, anatomical modeling, expression, use of photographs, legal aspects, pathological discoloration, cosmetics, and solvents. Upon completion, students should be able to utilize materials and techniques in the restoration of human remains.

**FSE 217 Funeral Service Projects** 01 02 00 02
Prerequisites: FSE 212, FSE 216 and Department Chairperson approval
Corequisites: None
Component: None
This course provides an overview of funeral service practices and procedures, including computer software used in the funeral service profession. Emphasis is placed on utilizing funeral service software and on topics required for licensure. Upon completion, students should be able to enter information, generate documents, and demonstrate knowledge of the topics covered on state or national licensure exams.

**GEL 111 Introductory Geology** 03 02 00 04
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**GEL 113 Historical Geology** 03 02 00 04
Prerequisites: GEL 111 or GEL 120
Corequisites: None
Component: None
This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**GEL 120 Physical Geology** 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course provides a study of the structure and composition of the earth’s crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth’s crust. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**GEL 220 Marine Geology** 03 02 00 04
Prerequisites: GEL 120
Corequisites: None
Component: None
This course presents a detailed examination of coastal and sea floor geology. Emphasis is placed on coastal and sea floor landforms and processes that shape these features. Upon completion, students should be able to describe the origin and evolution of both coastal and sea floor landforms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**GEL 230 Environmental Geology** 03 02 00 04
Prerequisites: GEL 111, GEL 120 or PHS 130
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**GEO 110 Introduction to Geography** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**GEO 111 World Regional Geography** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and

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demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).

**GEO 112 Cultural Geography**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth’s cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**GEO 113 Economic Geography**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**GEO 121 North Carolina Geography**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is a survey of the physical and cultural landscapes of North Carolina. Topics include physical characteristics of North Carolina, settlement patterns, resource use, and cultural variations. Upon completion, students should be able to demonstrate knowledge of the distinct physical and cultural features of North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**GEO 130 General Physical Geography**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**GEO 131 Physical Geography I**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**GEO 132 Physical Geography II**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**GER 111 Elementary German I**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**GER 112 Elementary German II**  
Prerequisites: GER 111  
Corequisites: None  
Component: None  
This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**GER 181 German Lab 1**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
### GER 182 German Lab 2
- **Prerequisites:** GER 181
- **Corequisites:** None
- **Component:** None

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### GER 211 Intermediate German I
- **Prerequisites:** GER 112
- **Corequisites:** None
- **Component:** None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

### GER 212 Intermediate German II
- **Prerequisites:** GER 211
- **Corequisites:** None
- **Component:** None

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

### GER 221 German Conversation
- **Prerequisites:** GER 212
- **Corequisites:** None
- **Component:** None

This course provides an opportunity for intensive communication in spoken German. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### GER 281 German Lab 3
- **Prerequisites:** GER 182
- **Corequisites:** None
- **Component:** None

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### GER 282 German Lab 4
- **Prerequisites:** GER 281
- **Corequisites:** None
- **Component:** None

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### GIS 111 Introduction to GIS
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

### GIS 112 Introduction to GPS
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.

### GIS 161 Intro to Comp/BASIC & C++
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course introduces the electronic computer and includes a general description of computer design and operation, associated vocabulary, and most widely used applications. Emphasis is placed on hands-on experience with software. Upon completion, students should be able to utilize and depict calculations, decision-making and branching and looping functions processing, and top-down programming methodology.

### GRD 110 Typography I
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Class HRS</th>
<th>Lab HRS</th>
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<td>Component: None</td>
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<td>This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.</td>
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</tbody>
</table>

| **GRD 121 Drawing Fundamentals I**              | 01        | 03      | 00         | 02         |
| Prerequisites: None                             |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. |           |         |            |            |

| **GRD 131 Illustration I**                      | 01        | 03      | 00         | 02         |
| Prerequisites: ART 131, DES 125, or GRD 121    |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. |           |         |            |            |

| **GRD 132 Illustration II**                     | 01        | 03      | 00         | 02         |
| Prerequisites: GRD 131                         |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork. |           |         |            |            |

| **GRD 141 Graphic Design I**                   | 02        | 04      | 00         | 04         |
| Prerequisites: None                             |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. |           |         |            |            |

| **GRD 142 Graphic Design II**                  | 02        | 04      | 00         | 04         |
| Prerequisites: ART 121 or GRD 141, and GRD 110, GRD 151 |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. |           |         |            |            |

| **GRD 151 Computer Design Basics**             | 01        | 04      | 00         | 03         |
| Prerequisites: None                             |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course covers design and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. |           |         |            |            |

| **GRD 152 Computer Design Tech I**             | 01        | 04      | 00         | 03         |
| Prerequisites: GRD 151                         |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. |           |         |            |            |

| **GRD 153 Computer Design Tech II**            | 01        | 04      | 00         | 03         |
| Prerequisites: GRD 152                         |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale. |           |         |            |            |

| **GRD 167 Photographic Imaging I**             | 01        | 04      | 00         | 03         |
| Prerequisites: None                             |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. |           |         |            |            |

| **GRD 168 Photographic Imaging II**            | 01        | 04      | 00         | 03         |
| Prerequisites: GRD 167                         |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints. |           |         |            |            |

| **GRD 220 Calligraphy**                        | 02        | 00      | 00         | 01         |
| Prerequisites: None                             |           |         |            |            |
| Corequisites: None                              |           |         |            |            |
| Component: None                                 |           |         |            |            |
| This course covers calligraphy as a design element. Emphasis is placed on the history, methods, materials, tools, and techniques of hand lettering. Upon completion, students should be able to use a variety of pens, brushes, inks, paint, and surfaces to produce several finished calligraphic works. |           |         |            |            |

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
GRD 241 Graphic Design III  
Prerequisites: GRD 142 and GRD 152  
Corequisites: None  
Component: None  
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV  
Prerequisites: GRD 241 and GRD 153  
Corequisites: None  
Component: None  
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 247 Design Applications IV  
Prerequisites: None  
Corequisites: GRD 242  
Component: None  
This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifications for reproduction.

GRD 263 Illustrative Imaging  
Prerequisites: GRD 151 and GRD 152  
Corequisites: None  
Component: None  
This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives.

GRD 265 Digital Print Production  
Prerequisites: GRD 151 or GRA 151  
Corequisites: None  
Component: None  
This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

GRD 271 Multimedia Design I  
Prerequisites: GRD 151 and GRD 152  
Corequisites: None  
Component: None  
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audio/video, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GRD 272 Multimedia Design II  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.

GRD 280 Portfolio Design  
Prerequisites: COM 231 or ENG 115, and GRD 142, GRD 153, GRD 241, and GRD 152 or GRA 152  
Corequisites: None  
Component: None  
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GRD 282 Advertising Copywriting  
Prerequisites: ENG 111  
Corequisites: None  
Component: None  
This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.

GRD 285 Client/Media Relations  
Prerequisites: ENG 111, GRD 142, and GRA 121 or GRA 152 or GRD 152  
Corequisites: None  
Component: None  
This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients’ advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

HEA 110 Personal Health/Wellness  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HEA 112 First Aid & CPR  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.
HET 232 Med/Hvy Duty Brake Sys Lab
Prerequisites: None
Corequisites: None
Component: HET 231
This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231.

HET 233 Suspension and Steering
Prerequisites: None
Corequisites: None
Component: None
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

HIS 111 World Civilizations I
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 112 World Civilizations II
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 114 Comparative World History
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
education core requirement in social/behavioral sciences.

**HIS 115 Introduction to Global History**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**HIS 116 Current World Problems**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**HIS 121 Western Civilization I**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**HIS 122 Western Civilization II**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course introduces western civilization form the modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**HIS 131 American History I**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**HIS 132 American History II**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**HIS 141 Genealogy & Local History**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**HIS 142 Women and History**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**HIS 167 The Vietnam War**  
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit  
Corequisites: None  
Component: None  
This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course examines American diplomacy from the Colonial period to the present. Topics include the Monroe Doctrine, expansionism and imperialism, the world wars, the Cold War, and America’s role in a changing world. Upon completion, students should be able to analyze significant developments and trends in the diplomatic history of the United States. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>HIS 221 African-American History</td>
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<td>HIS 229 History of Africa</td>
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HIS 271 The French Revolution Era  
Prerequisites: ENG-111  
Corequisites: None  
Component: None  
This course traces the causes and effects of the French Revolution. Topics include the Enlightenment; Jacobins; Reign of Terror; Napoleon’s republic, empire, and wars; and the French Revolution’s impact upon world history. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments during the French revolutionary era. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIT 212 ICD-9-CM Coding  
Prerequisites: MED 116  
Corequisites: None  
Component: None  
This course covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes.

HIT 214 CPT/Other Coding Systems  
Prerequisites: HIT 212  
Corequisites: None  
Component: None  
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. This course will concentrate more specifically in the area of inpatient coding.

HIT 215 Reimbursement Methodology  
Prerequisites: HIT 212  
Corequisites: None  
Component: None  
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. In addition, a review of the hospital coding exam will be administered in preparation to sit for the AAPC CPC-H certification exam.

HMT 110 Intro to Healthcare Mgt  
Prerequisites: ENG 070 and RED 070, or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
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  
Prerequisites: OST 142  
Corequisites: None  
Component: None  
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  
Prerequisites: HMT 110  
Corequisites: None  
Component: None  
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 administer state and national standards and regulations as they apply to long-term care. None

HMT 212 Mgt of Healthcare Org  
Prerequisites: HMT 110  
Corequisites: None  
Component: None  
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  
Prerequisites: HMT 110 and ACC 121  
Corequisites: None  
Component: None  
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.

HOR 110 Introduction to Landscaping  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.

HOR 112 Landscape Design I  
Prerequisites: HOR 170  
Corequisites: None  
Component: None  
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper

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plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

**HOR 114 Landscape Construction**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction technique, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

**HOR 116 Landscape Management I**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

**HOR 118 Equipment Operation & Maintenance**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

**HOR 134 Greenhouse Operations**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

**HOR 142 Fruit & Vegetable Production**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

**HOR 150 Introduction to Horticulture**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course is a study of sexual and asexual reproduction of plants. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

**HOR 152 Horticultural Practices**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

**HOR 160 Plant Materials I**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. This course is also available through the Virtual Learning Community (VLC).

**HOR 162 Applied Plant Science**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

**HOR 164 Horticultural Pest Management**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

**HOR 166 Soils & Fertilizers**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

**HOR 168 Plant Propagation**

| Component: None |
| Corequisites: None |
| Prerequisites: None |

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction technique, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

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Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 170 Horticultural Computer Apps 01 03 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.

HOR 213 Landscape Design II 02 02 00 03
Prerequisites: HOR-112
Corequisites: None
Component: None
This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HOR 215 Landscape Irrigation 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

HOR 251 Insects & Diseases 02 02 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.

HOR 253 Horticulture Turfgrass 02 02 00 03
Prerequisites: HOR 162 or HOR 166
Corequisites: None
Component: None
This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

HOR 255 Interiorscapes 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings.

HOR 257 Arboriculture Practices 01 03 00 02
Prerequisites: HOR 160 or LSG 111
Corequisites: None
Component: None
This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 260 Plant Materials II 02 02 00 03
Prerequisites: HOR 160
Corequisites: None
Component: None
This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 275 Horticulture Production Management 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces starting and/or managing a horticulture production operation. Emphasis is placed on types of horticulture production businesses, production management practices and skills, and appropriate safety measures for equipment, personnel, and facilities. Upon completion, students should be able to identify various types of production businesses, prepare appropriate schedules and inventories, and manage personnel/facilities for safe crop production.

HOR 277 Horticulture Sales & Services 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces various strategies for marketing horticulture products and services. Topics include wholesale, retail, and consignment sales; advertising media; costing products and services; preparing estimates, bids, and proposals; and consumer relations. Upon completion, students should be able to develop a marketing strategy for various horticulture products and services.

HOR 278 Horticulture Business Entrepreneurship 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, legal aspects of licenses, worker safety and facility criteria, and creating inventories, schedules, and financial statements. Upon completion, students should be able to prepare appropriate schedules and financial statements and demonstrate knowledge of legal standards for equipment and personnel.
HRM 110 Intro to Hosp & Tourism  03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Component: None
This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

HRM 120 Front Office Procedures  03 00 00 03
Prerequisites: MAT 050 and RED 070, or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

HRM 124 Guest Service Management  02 02 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting.

HRM 125 Etiquette for Hospitality  01 00 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers social skills needed to effectively interact within organizational and customer situations. Topics include general social manners, personal appearance, table manners, restaurant and meeting etiquette, and business interaction. Upon completion, students should be able to function with confidence in various social, cultural, and professional situations.

HRM 140 Legal Issues-Hospitality  03 00 00 03
Prerequisites: RED 080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

HRM 145 Hospitality Supervision  03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers the growth and progress of the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry. Supervisory skills unique to the hospitality and service industry.

HRM 210 Meetings & Event Planning  03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.

HRM 215 Restaurant Management  03 00 00 03
Prerequisites: Take CUL-135 and CUL-135A or HRM-124. Take ENG 070, MAT 050, RED 070, or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

HRM 220 Cost Control-Food & Bev  03 00 00 03
Prerequisites: Take MAT-115, MAT-140, OR MAT-161 AND CIS-110 OR CIS-111
Corequisites: None
Component: None
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

HRM 220A Food & Beverage Controls Lab 00 02 00 01
Prerequisites: Take MAT-115, MAT-140, OR MAT-161 AND CIS-110 OR CIS-111
Corequisites: HRM 220
Component: None
This course is a laboratory to accompany HRM 220. Emphasis is placed on practical computer applications of food and beverage control procedures. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

HRM 230 Club & Resort Management  03 00 00 03
Prerequisites: ENG-070, MAT-060, and RED-070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

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This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.

**HRM 240 Marketing for Hospitality** 03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

**HRM 245 Human Resource Mgmt-Hosp** 03 00 00 03
Prerequisites: Take CUL 135 and CUL 135A or HRM 124. Take ENG-070, MAT-050, and RED-070 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
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.

**HRM 280 Mgmt Problems-Hospitality** 03 00 00 03
Prerequisites: HRM 110, ENG 080, or Placement Test Credit Equivalent, and BUS 137 or HRM 215
Corequisites: None
Component: None
This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

**HUM 110 Technology and Society** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**HUM 115 Critical Thinking** 03 00 00 03
Prerequisites: RED 090 and ENG 090 or ENG 111 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).

**HUM 120 Cultural Studies** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**HUM 121 The Nature of America** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**HUM 122 Southern Culture** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

**HUM 130 Myth in Human Culture** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
HUM 150 American Women’s Studies 03 00 00 03
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 160 Introduction to Film 02 02 00 03
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

HUM 161 Advanced Film Studies 02 02 00 03
Prerequisites: HUM 160
Corequisites: None
Component: None
This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include film production techniques, film genres, examination of master directors’ styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 170 The Holocaust 03 00 00 03
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 211 Humanities I 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind’s answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 212 Humanities II 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind’s answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 220 Human Values and Meaning 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 230 Leadership Development 03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (TAC 11/16/05)

HYD 110 Hydraulics/Pneumatics I 02 03 00 03
Prerequisites: None
Corequisites: None
Component: None
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.

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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.

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This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. This course is also available through the Virtual Learning Community (VLC).

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This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

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This course covers workplace environmental, health, and safety issues. 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 issues.

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This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

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This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

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This course introduces the fundamental elements of the Italian 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 Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian 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 Italian and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Prerequisites: ITA 182
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ITAL 212 Intermediate Italian II
Prerequisites: ITA 211
Corequisites: None
Component: None
This course provides a continuation of ITA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ITAL 221 Italian Conversation
Prerequisites: ITA 212
Corequisites: None
Component: None
This course provides an opportunity for intensive communication in spoken Italian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITAL 281 Italian Lab 3
Prerequisites: ITA 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITAL 282 Italian Lab 4
Prerequisites: ITA 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITN 150 Internet Protocols
Prerequisites: None
Corequisites: None
Component: None
This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols. This course is also available through the Virtual Learning Community (VLC).

JPN 111 Elementary Japanese I
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to communicate competently in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

JPN 112 Elementary Japanese II
Prerequisites: JPN 111
Corequisites: None
Component: None
This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to communicate competently in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

JPN 211 Intermediate Japanese I
Prerequisites: JPN 112
Corequisites: None
Component: None
This course includes 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 be able to carry on simple daily conversations, read and write ‘Katakana’ and ‘Hiragana’, and to comprehend simple written sentences with some ‘Kanji’ (Chinese characters) included. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

JPN 212 Intermediate Japanese II
Prerequisites: JPN 211
Corequisites: None
Component: None
This course provides continuation of communicative competence in speaking, listening comprehension, reading, and writing at an

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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 be able to carry on simple daily conversations, read and write ‘Katakana’ and ‘Hiragana’, and to comprehend simple written sentences with some ‘Kanji’ (Chinese characters) included. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LAT 111 Elementary Latin I**
- Prerequisites: None
- Corequisites: None
- Component: None

This course introduces the fundamental elements of Latin within a cultural context. Emphasis is placed on the development of basic reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LAT 112 Elementary Latin II**
- Prerequisites: None
- Corequisites: None
- Component: None

This course is a continuation of LAT 111 focusing on the fundamental elements of Latin within a cultural context. Emphasis is placed on the progressive development of reading, vocabulary, and grammar skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to written Latin and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LAT 141 Culture and Civilization**
- Prerequisites: LAT 212 and LAT 282
- Corequisites: None
- Component: None

This course provides an opportunity to explore issues related to the Roman World. Emphasis is placed on a critical appreciation of the Pro Caelio as a rhetorical speech by demonstrating the ability to translate literally, to analyze and interpret, and to understand the figures of speech in Cicero’s prose composition. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate cultural awareness of Late Republican political history, institutions, and laws. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LAT 142 Lit. & the Roman Republic**
- Prerequisites: LAT 141
- Corequisites: None
- Component: None

This course provides an opportunity to refine and expand skills in Latin with emphasis on original authors and texts as well as the history of the late Roman Republic. Topics include original works of selected poems from Catullus and selected Odes from Horace. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate an understanding of Roman social structures and thoughts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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- Prerequisites: None
- Corequisites: None
- Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**LAT 182 Latin Lab II**
- Prerequisites: LAT 181
- Corequisites: None
- Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to demonstrate increasing proficiency in reading and writing Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**LAT 211 Intermediate Latin I**
- Prerequisites: LAT 112
- Corequisites: None
- Component: None

This course provides a review and expansion of the essential skills of Latin. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to accurately read and comprehend Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LAT 212 Intermediate Latin II**
- Prerequisites: LAT 211
- Corequisites: None
- Component: None

This course provides a continuation of LAT 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to demonstrate increased accuracy in reading and comprehension of Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LAT 231 Reading and Composition**
- Prerequisites: LAT 142
- Corequisites: None
- Component: None

This course provides an opportunity for intensive reading and composition in Latin with emphasis on original authors to enhance and expand Latin reading and writing skills. Topics include original works such as selected Eclogues and Georgics from Vergil. Upon completion, students should be able to demonstrate in writing an in-depth understanding of the reading.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LAT 232 Imperial Literature**
Prerequisites: LAT 231  
Corequisites: None  
Component: None

This course provides an opportunity to refine and expand additional skills in Latin with emphasis on the study of selected books from the Aeneid by Vergil. Emphasis is placed on a critical appreciation of the Aeneid as poetry by demonstrating the ability to translate literally, to analyze and interpret, and to understand dactylic hexameter, scansion and figures of speech in Vergil’s verse. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate an understanding of Imperial religious beliefs, history, institutions and laws. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**LEX 121 Legal Research/Writing II**
Prerequisites: LEX 120  
Corequisites: None  
Component: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. This course is also available through the Virtual Learning Community (VLC).

**LEX 120 Legal Research/Writing I**
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit  
Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. This course is also available through the Virtual Learning Community (VLC).

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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. This course is also available through the Virtual Learning Community (VLC).

LEX 160 Criminal Law & Procedure 02 02 00 03
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 180 Case Analysis & Reasoning 01 02 00 02
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent
Corequisites: LEX 120
Component: None
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 03 00 00 03
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. This course is also available through the Virtual Learning Community (VLC).

LEX 211 Real Property II 01 04 00 03
Prerequisites: LEX 210 MAT 060 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240 Family Law 03 00 00 03
Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. This course is also available through the Virtual Learning Community (VLC).

LEX 250 Wills, Estates, & Trusts 02 02 00 03
Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. This course is also available through the Virtual Learning Community (VLC).

LEX 260 Bankruptcy & Collections 03 00 00 03
Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossessions, contempt, 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 Management/Technology 01 02 00 02
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 283 Investigation 01 02 00 02
Prerequisites: ENG 090 ENG 090A RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/accident records, sketch scenes, and prepare exhibits.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
LEX 285 Workers’ Comp Law
Prerequisites: ENG 090 ENG 090A MAT 060 RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course covers the process of initiating and handling workers’ compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers’ compensation claims.

LOG 110 Introduction to Logistics
Prerequisites: MAT 070 RED 080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry. This course is also available through the Virtual Learning Community (VLC).

LSG 111 Basic Landscape Technology
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic gardening techniques essential to maintaining a landscape.

LSG 121 Fall Gardening Lab
Prerequisites: None
Corequisites: None
Component: None
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

LSG 122 Spring Gardening Lab
Prerequisites: None
Corequisites: None
Component: None
This course provides basic hands-on experience in spring gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

LSG 123 Summer Gardening Lab
Prerequisites: None
Corequisites: None
Component: None
This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

MAC 111 Machining Technology I
Prerequisites: None
Corequisites: None
Component: None
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II
Prerequisites: None
Corequisites: None
Component: None
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 Machining Technology III
Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114 Introduction to Metrology
Prerequisites: None
Corequisites: MAC 111

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121 Introduction to CNC 02 00 00 02
Prerequisites: MAC 111, MAC 112, MAC 132, MAC 152 AND CIS 110 OR CIS 111
Corequisites: None
Component: None
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning 01 03 00 02
Prerequisites: MAC 121
Corequisites: None
Component: None
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 01 03 00 02
Prerequisites: MAC 121
Corequisites: None
Component: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131 Blueprint Reading/Mach I 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 132 Blueprint Reading/Mach II 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 151 Machining Calculations 01 02 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Adv Machining Calc 01 02 00 02
Prerequisites: MAC 151
Corequisites: None
Component: None
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 226 CNC EDM Machining 01 03 00 02
Prerequisites: MAC 121
Corequisites: None
Component: None
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 233 Appl in CNC Machining 02 12 00 06
Prerequisites: MAC 121
Corequisites: None
Component: None
This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

MAC 241 Jigs & Fixtures I 02 06 00 04
Prerequisites: None
Corequisites: None
Component: None
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 02 06 00 04
Prerequisites: None
Corequisites: None
Component: None
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.

MAT 050 Basic Math Skills 03 02 00 04
Prerequisites: Placement
Corequisites: None
Component: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to demonstrate the correct use of measuring instruments.
should be able to perform basic computations and solve relevant mathematical problems.

**MAT 060 Essential Mathematics** 03 02 00 04
Prerequisites: MAT 050 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

**MAT 070 Introductory Algebra** 03 02 00 04
Prerequisites: MAT 060 or Placement Test Credit Equivalent.
Corequisites: RED 080 or Placement Test Credit Equivalent.
Component: None
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. This course is also available through the Virtual Learning Community (VLC).

**MAT 080 Intermediate Algebra** 03 02 00 04
Prerequisites: MAT070 or Placement Test Credit Equivalent.
Corequisites: RED 080
Component: None
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

**MAT 090 Accelerated Algebra** 03 02 00 04
Prerequisites: HS Alg I and Alg II or Placement Test Credit Equivalent.
Corequisites: RED 080 or Placement Test Credit Equivalent.
Component: None
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

**MAT 095 Algebraic Concepts** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology.

**MAT 101 Applied Mathematics I** 02 02 00 03
Prerequisites: MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095
Corequisites: None
Component: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for diploma programs.

**MAT 115 Mathematical Models** 02 02 00 03
Prerequisites: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include application to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

**MAT 120 Geometry and Trigonometry** 02 02 00 03
Prerequisites: One Course Required: Mat 070, MAT 080, MAT 090, MAT 095, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

**MAT 121 Algebra/Trigonometry I** 02 02 00 03
Prerequisites: One course required: MAT 070, MAT 080, MAT 090, OR MAT 095 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

**MAT 122 Algebra/Trigonometry II** 02 02 00 03
Prerequisites: One Course Required: MAT121, MAT 161, MAT 171 OR MAT 175
Corequisites: None
Component: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include
exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

**MAT 140 Survey of Mathematics**
Prerequisites: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**MAT 141 Mathematical Concepts I**
Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, or MAT 171
Corequisites: None
Component: None
This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**MAT 142 Mathematical Concepts II**
Prerequisites: MAT-141
Corequisites: None
Component: None
This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**MAT 151 Statistics I**
Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, or MAT 175 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

**MAT 151A Statistics I Lab**
Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, OR MAT 175 or Placement Test Equivalent.
Corequisites: MAT 151
Component: None
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**MAT 155 Statistical Analysis**
Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

**MAT 155A Statistics Analysis Lab**
Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or Placement Test Credit Equivalent.
Corequisites: MAT 155
Component: None
This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**MAT 161 College Algebra**
Prerequisites: One course required: MAT 080, MAT 090, or MAT 095 or Placement Test Credit Equivalent.
Corequisites: MAT 161A
Component: None
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree. This course is also available through the Virtual Learning Community (VLC).

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
### MAT 161A College Algebra Lab

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**Prerequisites:** One course required: MAT 080, MAT 090, or MAT 095 or Placement Test Credit Equivalent.

**Corequisites:** MAT 161

**Component:** None

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

### MAT 162 College Trigonometry

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**Prerequisites:** MAT 161

**Corequisites:** None

**Component:** None

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

### MAT 162A College Trig Lab

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**Prerequisites:** MAT 161

**Corequisites:** MAT 162

**Component:** None

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

### MAT 165 Finite Mathematics

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**Prerequisites:** One course required: MAT 161, MAT 171, or MAT 175

**Corequisites:** MAT 165A

**Component:** None

This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

### MAT 165A Finite Math Lab

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**Prerequisites:** One course required: MAT 161, MAT 171, or MAT 175

**Corequisites:** MAT 165

**Component:** None

This course is a laboratory for MAT 165. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

### MAT 167 Discrete Mathematics

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**Prerequisites:** MAT 121

**Corequisites:** None

**Component:** None

This course is a study of discrete mathematics with emphasis on applications. Topics include number systems, combinations/permutations, mathematical logic/proofs, sets/counting, Boolean algebra, mathematical induction, trees/graphs, and algorithms. Upon completion, students should be able to demonstrate competence in the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

### MAT 167A Discrete Mathematics Lab

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**Prerequisites:** MAT 121

**Corequisites:** MAT 167

**Component:** None

This course is a laboratory for MAT 167. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

### MAT 171 Precalculus Algebra

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**Prerequisites:** One course required: MAT 080, MAT 090, MAT 095, or MAT 161 or Placement Test Credit Equivalent.

**Corequisites:** MAT 171A

**Component:** None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

### MAT 171A Precalculus Algebra Lab

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**Prerequisites:** One course required: MAT 080, MAT 090, MAT 095, or MAT 161 or Placement Test Credit Equivalent.

**Corequisites:** MAT 171

**Component:** None

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

### MAT 172 Precalculus Trigonometry

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**Prerequisites:** MAT 171

**Corequisites:** MAT 172A

**Component:** None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 172A Precalculus Trig Lab
Prerequisites: MAT 171
Corequisites: MAT 172
Component: None
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 175 Precalculus 04
Prerequisites: Placement Test Credit
Corequisites: MAT 175A
Component: None
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).

MAT 175A Precalculus Lab
Prerequisites: None
Corequisites: MAT 175
Component: None
This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

MAT 210 Logic
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175
Corequisites: MAT 210A
Component: None
This course introduces the concept of deductive logic with emphasis on the use of formal logic in analysis. Topics include traditional logic, propositional logic, and determination of validity including truth tables, Venn diagrams, and translational exercises. Upon completion, students should be able to analyze data based on formal logic or ordinary language discourse. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 210A Logic Lab
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175
Corequisites: MAT 210
Component: None
This course is a laboratory for MAT 210. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 223 Applied Calculus 02
Prerequisites: MAT 122
Component: None
This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.

MAT 252 Statistics II 03
Prerequisites: A set of courses required: MAT 151 and either MAT 121 or MAT 161
Corequisites: None
Component: None
This course provides a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences on multiple sample data taken from business and health, and social, natural, and applied sciences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 252A Statistics II Lab 00
Prerequisites: A set of courses required: MAT 151 and either MAT 121 or MAT 161
Corequisites: MAT 252
Component: None
This course is a laboratory for MAT 252. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 263 Brief Calculus 03
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175
Corequisites: None
Component: None
This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
MAT 263A Brief Calculus Lab 00 02 00 01
Prerequisites: One course required: MAT 161, MAT 171, or MAT 175
Corequisites: MAT 263
Component: None
This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 271 Calculus I 03 02 00 04
Prerequisites: One course required: MAT 172, MAT 175 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 272 Calculus II 03 02 00 04
Prerequisites: MAT 271
Corequisites: None
Component: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 273 Calculus III 03 02 00 04
Prerequisites: MAT 272
Corequisites: None
Component: None
This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 280 Linear Algebra 03 00 00 03
Prerequisites: MAT 271
Corequisites: None
Component: None
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 285 Differential Equations 03 00 00 03
Prerequisites: MAT 272
Corequisites: None
Component: None
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MEC 142 Physical Metallurgy 01 02 00 02
Prerequisites: None
Corequisites: MAC 112
Component: None
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.

MED 116 Introduction to A & P 03 02 00 04
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MKT 120 Principles of Marketing 03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121 Retailing 03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122 Visual Merchandising 03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Component: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Corequisites: None  
Component: None  
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 123 Fundamentals of Selling  03  00  00  03  
Prerequisites: RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales Promotion  03  00  00  03  
Prerequisites: RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 221 Consumer Behavior  03  00  00  03  
Prerequisites: RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

MKT 223 Customer Service  03  00  00  03  
Prerequisites: RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
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. This course is also available through the Virtual Learning Community (VLC).

MKT 225 Marketing Research  03  00  00  03  
Prerequisites: MKT 120 ENG 090 ENG 090A MAT 060 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

MKT 227 Marketing Applications  03  00  00  03  
Prerequisites: ENG 090 ENG 090A MAT 060 RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation a marketing study. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 230 Public Relations  03  00  00  03  
Prerequisites: RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course introduces public relations as it affects communications, strategic planning, and management of the organization. Topics include basic principles and functions of management that guide public relations activities as applied to businesses, services, institutions, and associations. Upon completion, students should be able to perform the communications, evaluation, planning, and research activities of the public relations professional.

MUS 110 Music Appreciation  03  00  00  03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 112 Introduction to Jazz  03  00  00  03  
Prerequisites: None  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 113 American Music  03  00  00  03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces various musical styles, influences, and composers

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of the United States from pre-Colonial times to the present. Emphasis is
placed on the broad variety of music particular to American culture.
Upon completion, students should be able to demonstrate skills in basic
listening and understanding of American music. This course has been
approved to satisfy the Comprehensive Articulation Agreement general
education core requirement in humanities/fine arts.

MUS 114 Non-Western Music
Prerequisites: None
Corequisites: None
Component: None
This course provides a basic survey of the music of the non-Western
world. Emphasis is placed on non-traditional instruments, sources,
and performing practices. Upon completion, students should be able
to demonstrate skills in basic listening and understanding of the art
of non-Western music. This course has been approved to satisfy the
Comprehensive Articulation Agreement general education core
requirement in humanities/fine arts.

MUS 115 Orchestral Music
Prerequisites: None
Corequisites: None
Component: None
This course covers representational orchestral and chamber works from the
Baroque period to the present. Emphasis is placed on the characteristics
of important orchestral forms and styles. Upon completion, students
should be able to demonstrate skills in listening to and analyzing orchestral music.
This course has been approved to satisfy the Comprehensive Articulation
Agreement general education core requirement in humanities/fine arts.
(TAC – 11/16/05)

MUS 121 Music Theory I
Prerequisites: None
Corequisites: None
Component: None
This course provides an in-depth introduction to melody, rhythm, and
harmony. Emphasis is placed on fundamental melodic, rhythmic, and
harmonic analysis, introduction to part writing, ear-training, and sight-
singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 131 Chorus I
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 132 Chorus II
Prerequisites: MUS-131
Corequisites: None
Component: None
This course provides a continuation of studies begun in MUS 131.

MUS 141 Ensemble I
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 142 Ensemble II
Prerequisites: MUS-141
Corequisites: None
Component: None
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to perform in ensembles playing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 181 Show Choir I
Prerequisites: None
Corequisites: None
Component: None
This course provides intermediate training in dance/voice-based performances and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on development of, basic performance skills necessary for choreographed performance. Upon completion, students should be able to demonstrate the foundation competencies necessary to perform the assigned literature in various venues and under various professional conditions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 182 Show Choir II
Prerequisites: MUS-181
Corequisites: None
Component: None
This course provides intermediate training in dance/voice-based performances and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on continued development of skills necessary for professional group choral preparation and performance, as well as effective social interaction with a performance troupe. Upon completion, students should be able to demonstrate the intermediate competencies necessary to perform the assigned literature in various venues and under various professional conditions. This course has been approved to satisfy the Comprehensive Articulation Agreement for

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transferability as a premajor and/or elective course requirement.

MUS 210 History of Rock Music 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (TAC – 11/16/05)

MUS 211 History of Country Music 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (TAC – 11/16/05)

MUS 212 American Musical Theatre 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (TAC – 11/16/05)

MUS 213 Opera and Musical Theatre 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course covers the origins and development of opera and musical theater from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals effect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 231 Chorus III 00 02 00 01
Prerequisites: MUS 132
Corequisites: None
Component: None
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved 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.

NAS 101 Nursing Assistant I 03 04 03 06
Prerequisites: None
Corequisites: None
Component: None
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients’ rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as Nursing Assistant I with the North Carolina Nurse Aide I Registry.

NAS 102 Nursing Assistant II 03 02 06 06
Prerequisites: NAS 101
Corequisites: None
Component: None
This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.

NAS 103 Home Health Care 02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client’s condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home.

NET 110 Networking Concepts 02 02 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. This course is also available through the Virtual Learning Community (VLC).

NET 125 Networking Basics 01 04 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should...
be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

**NET 126 Routing Basics**
Prerequisites: NET 125
Corequisites: None
Component: None
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 175 Wireless Technology**
Prerequisites: NET 110 or NET 125
Corequisites: None
Component: None
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

**NET 225 Routing & Switching I**
Prerequisites: NET 126
Corequisites: None
Component: None
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

**NET 226 Routing & Switching II**
Prerequisites: NET 225
Corequisites: None
Component: None
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, 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 260 Internet Dev & Support**
Prerequisites: NET 110
Corequisites: None
Component: None
This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

**NET 289 Networking Project**
Prerequisites: None
Corequisites: NET 226
Component: None
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.

**NMT 110 Intro to Nuclear Medicine**
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.

**NMT 126 Nuclear Physics**
Prerequisites: NMT 110
Corequisites: None
Component: None
This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.

**NMT 132 Overview-Clinical Nuc Med**
Prerequisites: NMT 110
Corequisites: NMT 212
Component: None
This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.

**NMT 134 Nuclear Pharmacy**
Prerequisites: NMT 110
Corequisites: None
Component: None
This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.

**NMT 211 NMT Clinical Practice I**
Prerequisites: NMT 132
Corequisites: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include ionization absorption, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in nuclear medicine.

NMT 212 Proc for Nuclear Med I  
Prerequisites: None  
Corequisites: NMT 132  
Component: None  
This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures presented in the course.

NMT 215 Non-Imaging Instrumentation  
Prerequisites: NMT 132  
Corequisites: None  
Component: None  
This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.

NMT 217 Radiobiology and Protection  
Prerequisites: NMT 132  
Corequisites: None  
Component: None  
This course covers the principles of radiation biology. Emphasis is placed on the effects of ionizing radiation on body tissue, uses of radiation in medicine, and protective measures. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in nuclear medicine.

NMT 221 NMT Clinical Practice II  
Prerequisites: NMT 132  
Corequisites: None  
Component: None  
This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.

NMT 222 Proc for Nuclear Med II  
Prerequisites: NMT 132  
Corequisites: None  
Component: None  
This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.

NMT 289 Nuc Med Tech Topics  
Prerequisites: NMT 211  
Corequisites: NMT 222  
Component: None  
This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination.

NOS 110 Operating System Concepts  
Prerequisites: RED 070 or Placement Test Credit Equivalent  
Corequisites: None  
Component: None  
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User  
Prerequisites: NOS 110  
Corequisites: None  
Component: None  
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  
Prerequisites: NOS 110  
Corequisites: None  
Component: None  
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 Admin I  
Prerequisites: NOS 120  
Corequisites: None  
Component: None  
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 Admin I  
Prerequisites: NOS 130  
Corequisites: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Component: None
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NOS 240 Novell Admin I 02 02 00 03
Prerequisites: NOS 110
Corequisites: None
Component: None
This course will introduce students to the Novell network operating system. Topics include installing and using NetWare, managing printing, storage space, implementing internet services, and managing security. Upon completion, students should have basic knowledge about implementing NetWare and using its management tools.

NUR 101 Practical Nursing I 07 06 06 11
Prerequisites: Departmental Approval
Corequisites: BIO 163 and NUR 102AA
Component: None
This course introduces concepts as related to the practical nurse’s caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This course must be completed satisfactorily to progress to Nursing 102B and Nursing 103A.
This course is intended for certificate and diploma programs.

NUR 102AA Practical Nursing II 02 00 00 02
Prerequisites: Departmental Approval
Corequisites: BIO 163 and NUR 101
Component: None
This course includes more advanced concepts as related to the practical nurse’s caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on vocational and personal adjustments inherent in the development of practical nurses which must be completed satisfactorily to progress to Nursing 102B and Nursing 103A. This course is intended for certificate and diploma programs.

NUR 102BB Practical Nursing II 06 00 12 10
Prerequisites: NUR 101 and NUR 102AA
Corequisites: CIS 113, NUR 103AA and PSY 110
Component: None
This course includes more advanced concepts as related to the practical nurse’s caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with illnesses and disorders of various body systems, child-bearing family and the pediatric patient which must be completed satisfactorily to progress to Nursing 103B.

This course is intended for certificate and diploma programs.

NUR 103AA Practical Nursing III 02 00 03 03
Prerequisites: NUR 101 and NUR 102AA
Corequisites: CIS 113, NUR 102BB and PSY 110
Component: None
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on reproductive diseases, mental health disorders and parenteral medication administration which must be completed satisfactorily to progress to Nursing 103B. This course is intended for certificate and diploma programs.

NUR 103BB Practical Nursing III 04 00 09 07
Prerequisites: NUR 102BB and NUR 103AA
Corequisites: ENG 111
Component: None
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with disorders involving various body systems which must be completed satisfactorily to successfully complete the program. This course is intended for certificate and diploma programs.

NUR 110 Nursing I 05 03 06 08
Prerequisites: Departmental Approval
Corequisites: BIO 168, PSY 150 and ACA 111
Component: None
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse’s role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

NUR 111 Intro to Health Concepts 04 06 06 08
Prerequisites: None
Corequisites: BIO 168, ENG 111, PSY 150 & ACA 111 or ACA 115
Component: None
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 03 00 06 05
Prerequisites: NUR 111
Corequisites: BIO-169 and PSY-241
Component: None
Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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

**Prerequisites:** NUR 111, NUR-112, & NUR-114  
**Corequisites:** CIS 110 or CIS 113  
**Component:** None  
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

**Prerequisites:** NUR 111  
**Corequisites:** BIO-169 and PSY-241  
**Component:** None  
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 120 Nursing II

**Prerequisites:** NUR 110  
**Corequisites:** BIO 169 and PSY 241  
**Component:** None  
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse’s role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. The focus will be on integumentary, immune, musculoskeletal, gastrointestinal and endocrine functioning.

### NUR 130 Nursing III

**Prerequisites:** NUR 120  
**Corequisites:** CIS 113  
**Component:** None  
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse’s role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. The focus will be on reproductive health, intrapartal, newborn, and postpartal nursing.

### NUR 189 Nursing Transition

**Prerequisites:** Departmental Approval  
**Corequisites:** None  
**Component:** None  
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

#### NUR 210 Nursing IV

**Prerequisites:** NUR 130  
**Corequisites:** BIO 275 and ENG 111  
**Component:** None  
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. The focus will be on psychiatric concepts, community based approaches, renal, cardiovascular, and respiratory functioning.

### NUR 211 Health Care Concepts

**Prerequisites:** NUR-111, NUR-112, NUR-113 and NUR-114  
**Corequisites:** None  
**Component:** None  
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

**Prerequisites:** NUR-111, NUR-112, NUR-113, and NUR-114  
**Corequisites:** None  
**Component:** None  
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

**Prerequisites:** NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212  
**Corequisites:** COM-231 or ENG-115  
**Component:** None  
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

**Prerequisites:** None  
**Corequisites:** None  
**Component:** None  
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN program at the level of the generic student.

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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.

NUR 220 Nursing V  04 03 15 10
Prerequisites: NUR 210
Corequisites: ENG 115 or COM 231 and Humanities/Fine Arts Elective
Component: None
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse’s role as an independent provider and manager of care for a group of individuals and member of a multi-disciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. The focus will be on neurologic and neurosensory functioning, mental health, multisystem trauma and leadership skills.

NUR 221 LPN to ADN Concepts I  06 00 09 09
Prerequisites: None
Corequisites: None
Component: None
This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/agent, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 223 LPN to ADN Concepts II  06 00 09 09
Prerequisites: Take NUR 221
Corequisites: None
Component: None
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

NUT 110 Nutrition  03 00 00 03
Prerequisites: ENG 080 RED 080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
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 food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. This course is also available through the Virtual Learning Community (VLC).

OMT 110 Introduction to Operations Management  03 00 00 03
Prerequisites: MAT 070 RED 080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.

OMT 112 Materials Management  03 00 00 03
Prerequisites: MAT-070 RED 080 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management.

OMT 153 Motivation and Evaluation  02 00 00 02
Prerequisites: None
Corequisites: None
Component: None
This course provides skills for motivation and evaluation of individuals in a workplace setting. Topics include establishing performance expectations, developing techniques for the development of job skills, coaching for optimal performance, and taking corrective actions. Upon completion, students should be able to demonstrate the skills necessary for successful job performance.

OMT 156 Problem-Solving Skills  03 00 00 03
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.

OMT 260 Issues in Operations Mgt.  03 00 00 03
Prerequisites: ISC 121, ISC 210, OMT 112 and ISC 130 OR ISC 131 OR ISC 132 OR ISC 221
Corequisites: None
Component: None
This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.

OST 080 Keyboarding Literacy  01 02 00 02
Prerequisites: None
Corequisites: None
Component: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

### OST 122 Office Computations

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<td>This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.</td>
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### OST 130 Comprehensive Keyboarding

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<td>This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.</td>
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### OST 131 Keyboarding

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<td>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.</td>
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### OST 132 Keyboard Skill Building

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<td>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.</td>
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### OST 133 Advanced Keyboard Skill Building

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<td>Component:</td>
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<td>This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.</td>
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### OST 134 Text Entry & Formatting

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<td>This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. This course is also available through the Virtual Learning Community (VLC).</td>
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### OST 135 Advanced Text Entry & Formatting

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<tr>
<td>Prerequisites:</td>
<td>All courses required: OST 133, OST 134, OST 164 and OST 236</td>
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<td>Corequisites:</td>
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<tr>
<td>This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.</td>
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### OST 136 Word Processing

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<td>Corequisites:</td>
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<td>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. This course is also available through the Virtual Learning Community (VLC).</td>
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### OST 137 Office Software Applications

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<td>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. This course is also available through the Virtual Learning Community (VLC).</td>
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### OST 138 Advanced Software Application

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<td>Prerequisites:</td>
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<td>Component:</td>
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<tr>
<td>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. This course is also available through the Virtual Learning Community (VLC).</td>
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### OST 141 Medical Terms I-Medical Office

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<td>Prerequisites:</td>
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<td>Corequisites:</td>
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<tr>
<td>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.</td>
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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
### OST 142 Medical Terms II-Medical Office

**Prerequisites:** OST 141  
**Corequisites:** None  
**Component:** None  

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

### OST 143 Dental Office Terminology

**Prerequisites:** RED 070 or Placement Test Credit Equivalent  
**Corequisites:** None  
**Component:** None  

This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.

### OST 144 Dental Billing and Coding

**Prerequisites:** OST 143  
**Corequisites:** None  
**Component:** None  

This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.

### OST 145 Medical Coding Billing & Insurance

**Prerequisites:** OST 141  
**Corequisites:** None  
**Component:** None  

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.  
This course is also available through the Virtual Learning Community (VLC).

### OST 146 Medical Legal Issues

**Prerequisites:** RED 070 or Placement Test Credit Equivalent  
**Corequisites:** None  
**Component:** None  

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. This course is also available through the Virtual Learning Community (VLC).

### OST 147 Office Finance Solutions

**Prerequisites:**  
**Corequisites:** None  
**Component:** None  

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

### OST 148 Business Terminology

**Prerequisites:**  
**Corequisites:** None  
**Component:** None  

This course introduces business terminology. Emphasis is placed on terms related to business, including finance, management, accounting, and the global business environment. Upon completion, students should be able to demonstrate the ability to use reference materials to compose and edit text. This course is also available through the Virtual Learning Community (VLC).

### OST 149 Business Communications

**Prerequisites:**  
**Corequisites:** None  
**Component:** None  

This course introduces business communications. 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. This course is also available through the Virtual Learning Community (VLC).

### OST 150 Business Documents

**Prerequisites:**  
**Corequisites:** None  
**Component:** None  

This course introduces the composition of business documents. 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. This course is also available through the Virtual Learning Community (VLC).

### OST 151 Business Writing

**Prerequisites:**  
**Corequisites:** None  
**Component:** None  

This course introduces the development of skills in composing and editing text. This course emphasizes the development of skills in composing and editing business communications that will exemplify the students ability to communicate effectively in an office environment.

### OST 152 Executive Terminology

**Prerequisites:**  
**Corequisites:** None  
**Component:** None  

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

### OST 153 Office Finance Solutions

**Prerequisites:**  
**Corequisites:** None  
**Component:** None  

This course introduces 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

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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
management system.
This course is also available through the Virtual Learning Community (VLC).

**OST 223 Admin Office Transcript I**

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Prerequisites: OST 164 and OST 134 or OST 136
Corequisites: None
Component: None
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

**OST 224 Admin. Ofc Transcript II**

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Prerequisites: OST 223
Corequisites: None
Component: None
This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.

**OST 233 Office Publications Design**

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Prerequisites: OST 134, OST 136, and OST 137
Corequisites: None
Component: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**OST 236 Advanced Word/Information Processing**

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Prerequisites: OST 136
Corequisites: None
Component: None
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

This course is also available through the Virtual Learning Community (VLC).

**OST 241 Medical Office Transcription I**

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Prerequisites: OST 142, OST 164 and MED 121 or OST 141
Corequisites: None
Component: None
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

**OST 242 Medical Office Transcription II**

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Prerequisites: OST 241
Corequisites: None
Component: None
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 medical documents.

**OST 243 Medical Office Simulation**

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Prerequisites: OST 142 and OST 148
Corequisites: OST 285
Component: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.

**OST 244 Medical Document Production**

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Prerequisites: OST 134 OST 142 OST 164
Corequisites: None
Component: None
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

**OST 245 Dental Office Management**

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Prerequisites: OST 147
Corequisites: None
Component: None
This course introduces the organizational structures, professional issues, and major functions of management in a dental office. Topics include communication skills, telephone techniques, patient relations, clinical records, bookkeeping procedures, office equipment, and inventory management. Upon completion, students should be able to apply the concepts of management within a dental office.

**OST 246 Dental Office Simulation**

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Prerequisites: OST 147
Corequisites: None
Component: None
This course introduces dental software systems used to process information in the dental office. Topics include electronic information entering, storing, and retrieving in the dental office billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections in a dental office software system.

**OST 247 Procedure Coding**

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Prerequisites: OST 141 AND OST 148 OR HMT 210
Corequisites: None
Component: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 Diagnostic Coding**

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Prerequisites: OST 141 AND OST 148 OR HMT 210
Corequisites: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Component: None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249 CPC Certification  03  02  00  04
Prerequisites: OST 247 and OST 248
Corequisites: None
Component: None
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

OST 281 Emerg Issues in Med Ofc  03  00  00  03
Prerequisites: OST 130, OST 142, and OST 148
Corequisites: None
Component: None
This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST 284 Emerging Technologies  01  02  00  02
Prerequisites: OST 134, OST 137, and OST 164
Corequisites: None
Component: None
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 285 Adv Emerg Issu in Med Ofc  03  00  00  03
Prerequisites: OST 281
Corequisites: None
Component: None
This course provides an advanced comprehensive discussion of topics familiar to the health care setting. Topics include advanced emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of advanced medical office procedures and treatments.

OST 286 Professional Development  03  00  00  03
Prerequisites: OST 134
Corequisites: None
Component: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multi-cultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Systems Management  02  02  00  03
Prerequisites: OST 134, OST 136, OST 137, and OST 164
Corequisites: None
Component: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PAD 151 Introduction to Public Administration  03  00  00  03
Prerequisites: RED 080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 152 Ethics in Government  03  00  00  03
Prerequisites: RED 080 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator’s role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 251 Public Finance & Budgeting  03  00  00  03
Prerequisites: MAT 070 RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 252 Public Policy Analysis  03  00  00  03
Prerequisites: RED 090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
PAD 253 Introduction to Urban Planning
Prerequisites: PAD 251
Corequisites: None
Component: None
This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

PED 110 Fit and Well for Life
Prerequisites: None
Corequisites: None
Component: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 111 Physical Fitness I
Prerequisites: None
Corequisites: None
Component: None
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 112 Physical Fitness II
Prerequisites: PED 111
Corequisites: None
Component: None
This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 113 Aerobics I
Prerequisites: None
Corequisites: None
Component: None
This course introduces 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 114 Aerobics II
Prerequisites: PED 113
Corequisites: None
Component: None
This course covers advanced levels of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 115 Step Aerobics I
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamentals of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 116 Step Aerobics II
Prerequisites: PED 115
Corequisites: None
Component: None
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 117 Weight Training I
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamentals of step aerobics. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 118 Weight Training II
Prerequisites: PED 117
Corequisites: None
Component: None
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum growth problems through case study analysis.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 120 Walking for Fitness 00 03 00 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 121 Walk, Jog, Run 00 03 00 01
Prerequisites: None
Corequisites: None
Component: None
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 122 Yoga I 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 123 Yoga II 00 02 00 01
Prerequisites: PED 122
Corequisites: None
Component: None
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 124 Run, Swim, Cycle 00 03 00 01
Prerequisites: None
Corequisites: None
Component: None
This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 125 Self-Defense-Beginning 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 126 Self-Defense-Intermediate 00 02 00 01
Prerequisites: PED 125
Corequisites: None
Component: None
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 128 Golf-Beginning 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course emphasizes the fundamentals of golf. Topics include the proper grip, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 129 Golf-Intermediate 00 02 00 01
Prerequisites: PED 128
Corequisites: None
Component: None
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able to demonstrate the knowledge and ability to play a recreational round of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 130 Tennis-Beginning 00 02 00 01
Prerequisites: None
Corequisites: None
Component: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 131 Tennis-Intermediate 00 02 00 01
Prerequisites: PED 130
Corequisites: None
Component: None
This course emphasizes the refinement of playing skills. Topics include...
continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 132 Racquetball-Beginning  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 133 Racquetball-Intermediate  
Prerequisites: PED 132  
Corequisites: None  
Component: None  
This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 135 Fencing-Beginning  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, students should be able to perform elementary foil techniques and demonstrate the basic skills of fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 136 Fencing-Intermediate  
Prerequisites: PED 135  
Corequisites: None  
Component: None  
This course covers more advanced fencing techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, students should be able to participate in competitive fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 137 Badminton  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 138 Archery  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the fundamentals of archery. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 139 Bowling-Beginning  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 140 Bowling-Intermediate  
Prerequisites: PED 139  
Corequisites: None  
Component: None  
This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 141 Tumbling and Gymnastics  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 142 Lifetime Sports  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 143 Volleyball-Beginning  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
**PED 144 Volleyball-Intermediate**

Prerequisites: PED 143  
Corequisites: None  
Component: None  
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 145 Basketball-Beginning**

Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 146 Basketball-Intermediate**

Prerequisites: PED 145  
Corequisites: None  
Component: None  
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 147 Soccer**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 148 Softball**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 149 Flag Football**

Prerequisites: None  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 150 Baseball/Beginning**

Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to play baseball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 151 Baseball/Intermediate**

Prerequisites: PED 150  
Corequisites: None  
Component: None  
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 152 Swimming-Beginning**

Prerequisites: None  
Corequisites: None  
Component: None  
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 153 Swimming-Intermediate**

Prerequisites: PED 152  
Corequisites: None  
Component: None  
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 154 Swimming for Fitness**

Prerequisites: PED 152  
Corequisites: None  
Component: None  
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 155 Water Aerobics**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.
This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 156 Scuba Diving**  
00 02 00 01  
Prerequisites: PED 153  
Corequisites: None  
Component: None  
This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 158 Whitewater Rafting**  
00 02 00 01  
Prerequisites: PED 160  
Corequisites: None  
Component: None  
This course covers the skills necessary to safely participate in whitewater rafting. Topics include raft guiding, paddling skills, scouting rapids, and rigging boats. Upon completion, students should be able to successfully complete a whitewater rafting experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 160 Canoeing-Basic**  
00 02 00 01  
Prerequisites: PED 152  
Corequisites: None  
Component: None  
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 161 Canoeing-Rivers**  
00 02 00 01  
Prerequisites: PED 160  
Corequisites: None  
Component: None  
This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 163 Kayaking-Basic**  
00 02 00 01  
Prerequisites: PED 152  
Corequisites: None  
Component: None  
This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 164 Kayaking-Whitewater**  
00 02 00 01  
Prerequisites: PED 163  
Corequisites: None  
Component: None  
This course covers the skills necessary to safely negotiate Class II and some Class III rapids. Topics include execution of a river roll, maneuvering, rescuing and retrieving kayaker and equipment. Upon completion, students should be able to safely negotiate Class II and some Class III rapids and perform all rescue skills. Some Class III rapids and perform all rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 165 Sport Science as a Career**  
03 00 00 03  
Prerequisites: ENG 090 and RED 090  
Corequisites: None  
Component: None  
This course provides students with foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science Program. This course has been approved by the Transfer Advisory Committee to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PED 166 Orienteering**  
00 02 00 01  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 170 Backpacking**  
00 02 00 01  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 171 Nature Hiking**  
00 02 00 01  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides instruction on how to equip and care for oneself...
on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 172 Outdoor Living**

Prerequisites: None  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 173 Rock Climbing**

Prerequisites: None  
Corequisites: None  
Component: None  
This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 175 Horseback Riding I**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 176 Horseback Riding II**

Prerequisites: PED 175  
Corequisites: None  
Component: None  
This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 181 Snow Skiing-Beginning**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 182 Snow Skiing Intermediate**

Prerequisites: PED 181  
Corequisites: None  
Component: None  
This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 183 Folk Dancing**

Prerequisites: None  
Corequisites: None  
Component: None  
This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 184 Square Dancing I**

Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 185 Square Dancing II**

Prerequisites: PED 184  
Corequisites: None  
Component: None  
This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 186 Dancing for Fitness**

Prerequisites: None  
Corequisites: None  
Component: None  
This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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elective course requirement.

**PED 187 Social Dance-Beginning**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 188 Social Dance-Intermediate**  
Prerequisites: PED 187  
Corequisites: None  
Component: None  
This course covers advanced fundamentals of social dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 210 Team Sports**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 211 New Games**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 217 Pilates I**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body’s core muscles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PED 218 Pilates II**  
Prerequisites: PED 217  
Corequisites: None  
Component: None  
This course provides continued instruction in the pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal pilates practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PED 220 Exercise for Physically Challenged**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 240 Advanced PE Skills**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 250 Officiating/Basketball/Volleyball**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 251 Officiating/ Football/Soccer**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football.

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

**PED 252 Officiating/Baseball/Softball**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 254 Coaching Basketball**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 255 Coaching Football**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching skills in football. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 256 Coaching Baseball**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 257 Coaching Soccer**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the theory and methods of coaching soccer. Emphasis is placed on rules, game strategies, and selected techniques of coaching soccer. Upon completion, students should be able to demonstrate competent coaching skills in soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 259 Prevention & Care of Athletic Injuries**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 260 Lifeguard Training**  
Prerequisites: PED 153  
Corequisites: None  
Component: None  
This course covers the skills, knowledge, and techniques of lifesaving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PET 110 Introduction to PET**  
Prerequisites: Departmental Approval  
Corequisites: None  
Component: None  
This course introduces the students to the Positron Emission Tomography profession. Topics include the history of the profession and the role of the PET technologist, medical ethics and legal issues, and department organizations. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

**PET 112 PET Procedures**  
Prerequisites: Departmental Approval  
Corequisites: None  
Component: None  
This course covers the procedures of Positron Emission Tomography. Topics include all relevant procedures related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in PET procedures through computerized exams and projects.

**PHI 210 History of Philosophy**  
Prerequisites: ENG 111  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**PHI 215 Philosophical Issues**  
Prerequisites: ENG 111  
Corequisites: None

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PHI 220 Western Philosophy I  03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 221 Western Philosophy II  03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 230 Introduction to Logic  03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 240 Introduction to Ethics  03 00 00 03
Prerequisites: ENG 111
Corequisites: None
Component: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
PHM 120 Pharmacology I  
Prerequisites: PHM 110, PHM 111 and PHM 115
Corequisites: Component: None
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125 Pharmacology II  
Prerequisites: PHM 120
Corequisites: Component: None
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 136 Pharmacy Clinical  
Prerequisites: PHM 110, PHM 111 and PHM 115
Corequisites: PHM 118, PHM 120 and PHM 155
Component: None
This course provides an opportunity to work in pharmacy setting under a pharmacist’s supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 138 Pharmacy Clinical  
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to work in pharmacy settings under a pharmacist’s supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140 Trends in Pharmacy  
Prerequisites: PHM 136
Corequisites: PHM 125
Component: None
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

PHM 150 Hospital Pharmacy  
Prerequisites: None
Corequisites: PHM-118
Component: None
This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

PHM 155 Community Pharmacy  
Prerequisites: PHM 110, PHM 111 and PHM 115
Corequisites: PHM 118, PHM 120, and PHM 136
Component: None
This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

PHM 160 Pharm Dosage Forms  
Prerequisites: None
Corequisites: None
Component: None
This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

PHM 165 Pharmacy Prof Practice  
Prerequisites: None
Corequisites: None
Component: None
This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PHS 110 Survey of Phys Science  
Prerequisites: None
Corequisites: None
Component: None
This course introduces the physical environment with emphasis on the forces and composition of the earth and universe. The course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHS 121 Applied Physical Science I  
Prerequisites: None
Corequisites: None
Component: None
This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton’s laws of motion,
momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PHS 122 Applied Physical Science II** 03 02 00 04  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the principles of nuclear energy, modern physics, geology, oceanography, meteorology, and astronomy. Topics include nuclear chemistry, relativity, composition of the earth, geologic processes and time, ocean currents and tides, eroding beaches, climate, weather, atmospheric influences, and the solar system. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PHS 130 Earth Science** 03 02 00 04  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth’s dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PHS 140 Weather and Climate** 03 00 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the nature, origin, processes, and dynamics of the earth’s atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. This course has been approved to satisfy the Comprehensive Articulation Agreement for pre-major and/or elective course requirement.

**PHY 110 Conceptual Physics** 03 00 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**PHY 110A Conceptual Physics Lab** 00 02 00 01  
Prerequisites: None  
Corequisites: PHY 110

Component: None  
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**PHY 121 Applied Physics I** 03 02 00 04  
Prerequisites: None  
Corequisites: None  
Component: None  
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analysis, 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 122 Applied Physics II** 03 02 00 04  
Prerequisites: None  
Corequisites: None  
Component: None  
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

**PHY 125 Health Sciences Physics** 03 02 00 04  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students’ area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

**PHY 131 Physics-Mechanics** 03 02 00 04  
Prerequisites: MAT 121, MAT 161, MAT 171 OR MAT 175  
Corequisites: None  
Component: None  
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton’s laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. applications in engineering technology fields.

**PHY 132 Physics-Electricity & Magnetism** 03 02 00 04  
Prerequisites: PHY 131  
Corequisites: None  
Component: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

**PHY 151 College Physics I**  
03 02 00 04  
Prerequisites: MAT 161, MAT 171 OR MAT 175  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**PHY 152 College Physics II**  
03 02 00 04  
Prerequisites: PHY 151  
Corequisites: None  
Component: None  
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**PHY 153 Modern Topics in Physics**  
03 02 00 04  
Prerequisites: PHY 151  
Corequisites: None  
Component: None  
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**PHY 251 General Physics I**  
03 03 00 04  
Prerequisites: MAT 271  
Corequisites: MAT 272  
Component: None  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**PHY 252 General Physics II**  
03 03 00 04  
Prerequisites: MAT 272 and PHY 251  
Corequisites: None  
Component: None  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

**PHY 253 Modern Physics**  
03 03 00 04  
Prerequisites: PHY 251  
Corequisites: None  
Component: None  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PLU 110 Modern Plumbing**  
04 15 00 09  
Prerequisites: None  
Corequisites: None  
Component: PLU 110AA, PLU 110BB  
This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements. Requirements.

**PLU 120 Plumbing Applications**  
04 15 00 09  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

**PLU 130 Plumbing Systems**  
03 09 00 06  
Prerequisites: None  
Corequisites: None  
Component: None  
This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing

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Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

PLU 150 Plumbing Diagrams 01 02 00 02
Prerequisites: PLU 110
Corequisites: None
Component: None
This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

POL 110 Introduction to Political Science 03 00 00 03
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 120 American Government 03 00 00 03
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130 State & Local Government 03 00 00 03
Prerequisites: ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

POL 210 Comparative Government 03 00 00 03
Prerequisites: ENG-111
Corequisites: None
Component: None
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country’s historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations’ governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 220 International Relations 03 00 00 03
Prerequisites: ENG-111
Corequisites: None
Component: None
This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POR 111 Elementary Portuguese I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the Portuguese 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 Portuguese and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

POR 112 Elementary Portuguese II 03 00 00 03
Prerequisites: POR 111
Corequisites: None
Component: None
This course is a continuation of POR 111 focusing on the fundamental elements of the Portuguese 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 Portuguese and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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POS 115 Processing and Distribution 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course provides an in-depth study of delivery, collection, and Function-Four coordination with customer services. Upon completion, students should be able to explain the flow of mail from sender to receiver and the importance of service standards.

POS 125 Postal Delivery/Collection 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course is an in-depth study of delivery, collection, and Function-Four review. Topics include carrier responsibilities, delivery and collection rules, time keeping, equipment and supplies, mail count and route inspection, parcel post, and Function-Four review. Upon completion, students should be able to explain the duties and skills required in the carrier crafts, the management of delivery services, and staffing and scheduling audits.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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 141 Psychology of Death and Dying** 03 00 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

**PSY 150 General Psychology** 03 00 00 03  
Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None  
Component: None  
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 211 Psychology of Adjustment** 03 00 00 03  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**PSY 237 Social Psychology** 03 00 00 03  
Prerequisites: PSY 150 or SOC 210  
Corequisites: None  
Component: None  
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 239 Psychology of Personality** 03 00 00 03  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioralist, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 241 Developmental Psychology** 03 00 00 03  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 243 Child Psychology** 03 00 00 03  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 246 Adolescent Psychology** 03 00 00 03  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 247 Psychology of Adulthood** 03 00 00 03  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply

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this knowledge to their own lives. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 249 Psychology of Aging**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 255 Introduction to Exceptionality**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

**PSY 259 Human Sexuality**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 263 Educational Psychology**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 265 Behavioral Modification**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

**PSY 271 Sports Psychology**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 275 Health Psychology**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PSY 281 Abnormal Psychology**  
Prerequisites: PSY 150  
Corequisites: None  
Component: None  
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PTA 110 Introduction to Physical Therapy**  
Prerequisites: Departmental Approval  
Corequisites: PHY 125 and PTA 130  
Component: None  
This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

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### PTA 120 Functional Anatomy
Prerequisites: PTA 110
Corequisites: PTA 140 and PTA 150
Component: None
This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

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### PTA 130 Physical Therapy Procedures I
Prerequisites: None
Corequisites: PHY 125 and PTA 110
Component: None
This course includes concepts of injury and repair and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of selected therapeutic modalities. Upon completion, students should be able to safely, correctly, and effectively apply the emphasized techniques and procedures with understanding of correct documentation.

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### PTA 140 Therapeutic Exercise
Prerequisites: PTA 110
Corequisites: PTA 120 and PTA 150
Component: None
This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.

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### PTA 150 Physical Therapy Procedures II
Prerequisites: PTA 130
Corequisites: PTA 120 and PTA 140
Component: None
This course is designed to include the theory and practice of additional therapeutic interventions. Topics include but are not limited to electrotherapy, burn and wound care, biofeedback, and selected data collection methods. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.

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### PTA 160 Physical Therapy Procedures III
Prerequisites: PTA 150
Corequisites: PTA 170 and PTA 180AA
Component: None
This course introduces treatment and measurement techniques and discusses treatment programs for selected neuromusculoskeletal dysfunction and injuries. Topics include soft tissue and joint dysfunction, selected assessment techniques, and various exercise programs. Upon completion, students should be able to demonstrate the application of selected data collection methods and functional interventions.

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### PTA 170 Pathophysiology
Prerequisites: None
Corequisites: PTA 160 and PTA 180AA
Component: None
This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

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### PTA 180 PTA Clinical Education Introduction
Prerequisites: Departmental Approval
Corequisites: None
Component: PTA 180AA, PTA 180BB
This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors. PTA 180A must be completed satisfactorily before registering for PTA 180B.

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### PTA 212 Health Care/Resources
Prerequisites: PTA 222
Corequisites: PTA 260
Component: None
This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.

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### PTA 222 Professional Interactions
Prerequisites: PTA 160
Corequisites: None
Component: None
This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.

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### PTA 240 Physical Therapy Procedures IV
Prerequisites: PTA 160
Corequisites: None
Component: None
This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.

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### PTA 260 Advanced PTA Clinical Education
Prerequisites: PTA 180AA and PTA 180BB
Corequisites: PTA 212
Component: None
This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on

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reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.

RAD 110 RAD Introduction & Patient Care 02 03 00 03
Prerequisites: Departmental Approval
Corequisites: RAD 111 and RAD 151
Component: None
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I 03 03 00 04
Prerequisites: Departmental Approval
Corequisites: All courses required: RAD 110 and RAD 151
Component: None
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II 03 03 00 04
Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151
Corequisites: RAD 121 and RAD 161
Component: None
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I 02 03 00 03
Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151
Corequisites: None
Component: None
This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.

RAD 122 Radiographic Imaging II 01 03 00 02
Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161
Corequisites: RAD 131 and RAD 171
Component: None
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 Radiographic Physics I 01 03 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 RAD Clinical Ed I
Prerequisites: Departmental Approval
Corequisites: All courses required: RAD 110 and RAD 111
Component: None
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 RAD Clinical Ed II 00 00 15 05
Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151
Corequisites: RAD 112 and RAD 121
Component: None
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Ed III 00 00 12 04
Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161
Corequisites: RAD 122 and RAD 131
Component: None
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211 RAD Procedures III 02 03 00 03
Prerequisites: RAD 122
Corequisites: All courses required: RAD 231, RAD 241 and RAD 251
Component: None
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Radiographic Physics II 01 03 00 02
Prerequisites: RAD 171 or RAD 131
Corequisites: None
Component: None
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

RAD 241 Radiation Protection 02 00 00 02
Prerequisites: All courses required: RAD 122, RAD 131 and RAD 171
Corequisites: All courses required: RAD 211, RAD 231 and RAD 251
Component: None
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Prerequisites: Department Approval

This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

RAD 251 RAD Clinical Ed IV

Prerequisites: All courses required: AD 122, RAD 131, RAD 171
Corequisites: All courses required: RAD 211, RAD 231, RAD 241
Component: None

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 251 RAD Clinical Ed V

Prerequisites: RAD 251
Corequisites: All courses required: RAD 245, RAD 281
Component: None

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 Radiography Capstone

Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: RAD 245, RAD 261
Component: None

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RAD 281 RAD Clinical Elective

Prerequisites: Department Approval
Corequisites: All courses required: RAD 245, RAD 261
Component: None

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

RCP 110 Introduction to Respiratory Care

Prerequisites: Departmental Approval
Corequisites: None
Component: None

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics

Prerequisites: RCP 110
Corequisites: None
Component: None

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 113 RCP Pharmacology

Prerequisites: None
Corequisites: RCP 110
Component: None

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.

RCP 114 C-P Anatomy & Physiology

Prerequisites: None
Corequisites: None
Component: None

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115 C-P Pathophysiology

Prerequisites: BIO 163
Corequisites: None
Component: None

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 132 RCP Clinical Practice I

Prerequisites: None
Corequisites: RCP 110
Component: None

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 143 RCP Clinical Practice II

Prerequisites: RCP 110
Corequisites: RCP 111
Component: None

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 152 RCP Clinical Practice III

Prerequisites: RCP-111
Corequisites: None
Component: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 153 RCP Clinical Practice III  00 00 09 03
Prerequisites: RCP 111
Corequisites: None
Component: None

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 210 Critical Care Concepts  03 03 00 04
Prerequisites: RCP 223
Corequisites: None
Component: None

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 211 Advanced Monitoring/Procedures  03 03 00 04
Prerequisites: RCP 210
Corequisites: None
Component: None

This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

RCP 214 Neonatal/Pediatric RC  01 03 00 02
Prerequisites: RCP 111
Corequisites: None
Component: None

This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

RCP 215 Career Prep-Adv Level  00 03 00 01
Prerequisites: None
Corequisites: None
Component: None

This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

RCP 223 Special Practice Lab  00 03 00 01
Prerequisites: RCP 111
Corequisites: None
Component: None

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations. This course provides entry level skills in adult mechanical ventilation.

RCP 236 RCP Clinical Practice IV  00 00 18 06
Prerequisites: RCP-111
Corequisites: RCP-210
Component: None

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 238 RCP Clinical Practice IV  00 00 24 08
Prerequisites: RCP 111
Corequisites: RCP 210
Component: None

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 248 RCP Clinical Practice V  00 00 24 08
Prerequisites: RCP 210
Corequisites: RCP 211
Component: None

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RED 070 Essential Reading Skills  03 02 00 04
Prerequisites: Placement
Corequisites: None
Component: None

This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

RED 080 Introduction to College Reading  03 02 00 04
Prerequisites: RED 070 or Placement Test Credit Equivalent.
Corequisites: None
Component: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Class Hrs</th>
<th>Lab Hrs</th>
<th>Clinic Hrs</th>
<th>Credit Hrs</th>
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</thead>
<tbody>
<tr>
<td>RED 090 Improved College Reading</td>
<td>03</td>
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<td>Prerequisites:</td>
<td>RED 080 or Placement Test Credit Equivalent.</td>
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<td>Corequisites:</td>
<td>None</td>
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<td>Component:</td>
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<td>This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.</td>
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</tbody>
</table>

| REL 110 World Religions | 03 | 00 | 00 | 03 |
| Prerequisites: | ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent |
| Corequisites: | None |
| Component: | None |
| 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC). |

| REL 111 Eastern Religions | 03 | 00 | 00 | 03 |
| Prerequisites: | ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent |
| Corequisites: | None |
| Component: | None |
| This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. |

| REL 112 Western Religions | 03 | 00 | 00 | 03 |
| Prerequisites: | ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent |
| Corequisites: | None |
| Component: | None |
| This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. |

| REL 211 Introduction to Old Testament | 03 | 00 | 00 | 03 |
| Prerequisites: | ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent |
| Corequisites: | None |
| Component: | None |
| This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. |

| REL 212 Introduction to New Testament | 03 | 00 | 00 | 03 |
| Prerequisites: | ENG-090, ENG-090A, RED-090 or Placement Test Credit Equivalent |
| Corequisites: | None |
| Component: | None |
| This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. |

| REL 221 Religion in America | 03 | 00 | 00 | 03 |
| Prerequisites: | ENG-111 |
| Corequisites: | None |
| Component: | None |
| This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. |

| RUS 111 Elementary Russian I | 03 | 00 | 00 | 03 |
| Prerequisites: | RUS 111 |
| Corequisites: | None |
| Component: | None |
| This course introduces the fundamental elements of the Russian 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 Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. |

| RUS 112 Elementary Russian II | 03 | 00 | 00 | 03 |
| Prerequisites: | RUS 111 |
| Corequisites: | None |
| Component: | None |
| This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian 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 Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. |

| RUS 181 Russian Lab 1 | 00 | 02 | 00 | 01 |
| Prerequisites: | None |
| Corequisites: | None |
| Component: | None |
| This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian 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 Russian |

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

**RUS 182 Russian Lab 2**
Prerequisites: RUS 181
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Russian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**RUS 211 Intermediate Russian I**
Prerequisites: RUS 112
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**RUS 212 Intermediate Russian II**
Prerequisites: RUS 211
Corequisites: None
Component: None
This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**RUS 221 Russian Conversation**
Prerequisites: RUS 212
Corequisites: None
Component: None
This course provides an opportunity for intensive communication in spoken Russian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, to express ideas and opinions clearly, and to engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**RUS 281 Russian Lab 3**
Prerequisites: RUS 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**RUS 282 Russian Lab 4**
Prerequisites: RUS 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SEC 110 Security Concepts**
Prerequisites: RED 070 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of 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 150 Secure Communications**
Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
Component: None
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

**SEC 160 Secure Admin I**
Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None
Component: None
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.

**SEC 191 Selected Topics in Security**
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion,
students should be able to demonstrate an understanding of the specific area of study.

**SEC 210 Intrusion Detection**  
02 02 00 03  
Prerequisites: SEC 160  
Corequisites: None  
Component: None  
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

**SEC 220 Defense-In-Depth**  
02 02 00 03  
Prerequisites: None  
Corequisites: SEC 160  
Component: None  
This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.

**SEC 240 Wireless Security**  
02 02 00 03  
Prerequisites: SEC 110 and NET 175  
Corequisites: None  
Component: None  
This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.

**SEC 289 Security Capstone Project**  
01 04 00 03  
Prerequisites: SEC 220  
Corequisites: None  
Component: None  
This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.

**SGD 112 SGD Design**  
02 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.

**SGD 113 SGD Programming**  
02 03 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

**SGD 114 3D Modeling**  
02 03 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

**SGD 124 MMO Programming**  
02 03 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the concepts of Massive Multiplayer On-line Programming for simulations and games. Emphasis is on learning Massive Multiplayer On-line simulation and game programming techniques. Upon completion, students should be able to create a Massive Multiplayer On-line simulation or game.

**SGD 125 SG Artificial Intelligence**  
02 03 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the artificial intelligence concepts related to simulation and game development. Emphasis is placed on expert systems. Upon completion, students should be able to describe the basic concepts and procedures related to the development of artificial intelligence systems used in simulations and games.

**SGD 158 SG Business Management**  
03 00 00 03  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills.. Upon completion, students should be able to understand how a game evolves from concept to the customer.

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This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for producing and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games.

This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.

This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation process and 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

This course introduces the fundamental principles of animation used in simulation and game development. Emphasis is placed on a historical survey of animation, aspects of the animation process and animation techniques. Upon completion, students should be able to produce character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.

This course covers the advanced principles of simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.

This course introduces the tools used to create levels for real-time simulations and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

This course covers machinima techniques in the simulation and game industry. Emphasis is placed on developing movies and animations within industry-standard game engines for simulations and games. Upon completion, students should be able to demonstrate a basic understanding of in-game cinematic creation.

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Capstone course where students working in teams will use the skills learned in the first four courses to build an interactive 3-D object.

This course introduces students to the tools used to capture data in a 3D environment. Emphasis is placed on capturing data from motion capture and/or 3D scanning devices for use in 3D models and animations. Upon completion, students should be able to capture data from a 3D environment and import for use in 3D models, simulations, and animations.

The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development.
development. Upon completion, students should be able to design an advanced simulation or game.

**SGD 213 SGD Programming II**
- **Prerequisites:** SGD 113
- **Corequisites:** None
- **Component:** None
This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

**SGD 214 3D Modeling II**
- **Prerequisites:** SGD-114
- **Corequisites:** None
- **Component:** None
This course introduces the tools used to create and animate advanced 3-dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

**SGD 274 SG Level Design II**
- **Prerequisites:** SGD 174
- **Corequisites:** None
- **Component:** None
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level design and architecture theory, concepts related to “critical path” and “flow,” game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

**SGD 289 SGD Project**
- **Prerequisites:** SGD 212, SGD 213, SGD 214, or SGD 285
- **Corequisites:** None
- **Component:** None
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

**SLP 111 Ethics and Standards for SLPA’s**
- **Prerequisites:** Departmental Approval
- **Corequisites:** None
- **Component:** None
This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.

**SLP 112 SLP Anatomy & Physiology**
- **Prerequisites:** Departmental approval and a set of courses is required: BIO 163 or BIO 169
- **Corequisites:** SLP 130 and SLP 140
- **Component:** None
This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.

**SLP 120 SLPA Administrative Procedures and Management**
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None
This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion, students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.

**SLP 130 Phonetics/Speech Patterns**
- **Prerequisites:** Departmental Approval
- **Corequisites:** SLP 112 and SLP 140
- **Component:** None
This course introduces the International Phonetic Alphabet and the categories of speech sounds, including voice, place, and manner of production. Emphasis is placed on the accurate transcription of normal and abnormal speech samples using the IPA and on the production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and produce natural speech using appropriate breathing, articulation, and pronunciation.

**SLP 140 Normal Communication**
- **Prerequisites:** Departmental Approval
- **Corequisites:** None
- **Component:** None
This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.

**SLP 211 Developmental Disorders**
- **Prerequisites:** All courses required: SLP 111, SLP 130 and SLP 140
- **Corequisites:** All courses required: ASL 111, SLP 120 and SLP 212
- **Component:** None
This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.

**SLP 212 Acquired Disorders**
- **Prerequisites:** SLP 111, SLP 112, SLP 130, and SLP 140
- **Corequisites:** SLP 120 and ASL 111
- **Component:** None
This course is a continuation of SLP 211 and includes an introduction to clinical settings. Emphasis is placed on acquired conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and...
identify characteristics of acquired speech, language, and hearing disorders.

**SLP 220 Assistive Technology**

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Prerequisites: All courses required: SLP 111, SLP 130 and SLP 140  
Corequisites: SLP 211 and SLP 212  
Component: None  
This course introduces the preparation, use, and maintenance of selected communication equipment in the treatment of respective disorders. Emphasis is placed on the collaborative use of assistive equipment for speech, language, and hearing disorders. Upon completion, students should be able to instruct the patient and caregiver in the use and maintenance of assistive communication equipment.

**SLP 230 SLP Fieldwork**

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Prerequisites: SLP 211 and SLP 212  
Corequisites: SLP 231  
Component: None  
This course provides supervised fieldwork experience in speech-language pathology assisting in a minimum of two diverse sites. Emphasis is placed on the use of written protocols in providing patient care. Upon completion, students should be able to integrate ethical concepts into safe and effective clinical practice.

**SLP 231 SLP Fieldwork Seminar**

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Prerequisites: SLP 211 and SLP 212  
Corequisites: SLP 231  
Component: None  
This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on management of clinical problems, conflict resolution, and job seeking and retention skills. Upon completion, students should be able to meet entry-level requirements for speech-language pathology assistants.

**SOC 210 Introduction to Sociology**

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Prerequisites: ENG 090, ENG 090A, and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None  
Component: None  
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**SOC 213 Sociology of the Family**

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Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None  
Component: None  
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**SOC 220 Social Problems**

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Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None  
Component: None  
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).

**SOC 225 Social Diversity**

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Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None  
Component: None  
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**SOC 230 Race and Ethnic Relations**

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Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None  
Component: None  
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**SOC 232 Social Context of Aging**

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Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None  
Component: None  
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SOC 240 Social Psychology**

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Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.  
Corequisites: None

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
Component: None
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 244 Sociology of Death & Dying 03 00 00 03
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 250 Sociology of Religion 03 00 00 03
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religious systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 252 Sociology of Work 03 00 00 03
Prerequisites: ENG 090, ENG 090A and RED 090 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 111 Elementary Spanish I 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II 03 00 00 03
Prerequisites: SPA 111
Corequisites: None
Component: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 120 Spanish for the Workplace 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 Culture and Civilization 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 161 Cultural Immersion 02 03 00 03
Prerequisites: SPA 111
Corequisites: None
Component: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

SPA 181 Spanish Lab 1 00 02 00 01
Prerequisites: SPA 111
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish.

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

**SPA 182 Spanish Lab 2**  
Prerequisites: SPA 181  
Corequisites: None  
Component: None  
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SPA 211 Intermediate Spanish I**  
Prerequisites: SPA 112  
Corequisites: None  
Component: None  
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**SPA 212 Intermediate Spanish II**  
Prerequisites: SPA 211  
Corequisites: None  
Component: None  
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**SPA 215 Spanish Phonetics/Structure**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

**SPA 221 Spanish Conversation**  
Prerequisites: SPA 212  
Corequisites: None  
Component: None  
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SPA 231 Reading and Composition**  
Prerequisites: SPA 212  
Corequisites: None  
Component: None  
This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

**SPA 281 Spanish Lab 3**  
Prerequisites: SPA 182  
Corequisites: None  
Component: None  
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement.

**SPA 282 Spanish Lab 4**  
Prerequisites: SPA 281  
Corequisites: None  
Component: None  
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement.

**SPI 113 Intro. to Spanish Inter.**  
Prerequisites: SPA-211 and ENG-111  
Corequisites: None  
Component: None  
This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

**SPI 114 Ana Skills Spanish Inter.**  
Prerequisites: SPA 211, SPI 113, AND COM 231 or ENG 115  
Corequisites: None  
Component: None  
This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence,
visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

**SPI 213 Review of Grammar** 03 00 00 03
Prerequisites: SPA 211
Corequisites: None
Component: None
This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

**SPI 214 Intro to Translation** 03 00 00 03
Prerequisites: SPI 213 AND ENG 113 pr ENG 114
Corequisites: None
Component: None
This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

**SRV 110 Surveying I** 02 06 00 04
Prerequisites: None
Corequisites: Take one course: MAT 121, MAT 161, MAT 171, or MAT 175
Component: None
This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

**SRV 111 Surveying II** 02 06 00 04
Prerequisites: SRV 110
Corequisites: None
Component: None
This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

**SRV 210 Surveying III** 02 06 00 04
Prerequisites: SRV 110
Corequisites: None
Component: None
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

**SRV 220 Surveying Law** 02 02 00 03
Prerequisites: SRV 110
Corequisites: None
Component: None
This course introduces the law as related to the practice of surveying. Topics include surveyors’ responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

**SRV 230 Subdivision Planning** 01 06 00 03
Prerequisites: All courses required: CIV 211, SRV 111 and SRV 210
Corequisites: None
Component: None
This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, aesthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

**SRV 240 Topo/Site Surveying** 02 06 00 04
Prerequisites: SRV 110
Corequisites: None
Component: None
This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

**SST 110 Intro to Sustainability** 03 00 00 03
Prerequisites: None
Corequisites: None
Component: None
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

**SST 140 Green Building Concepts** 01 03 00 02
Prerequisites: None
Corequisites: None
Component: None
This course introduces green building design, LEED® (Leadership in Energy and Environmental Design) and comparable certifications, and their significance in modern building construction. Topics include LEED certification or similar rating systems, energy efficiency, indoor environmental quality, and sustainable building materials. Upon completion, students should be able to incorporate ecological awareness and sustainable principles within the context of design and construction.

**SST 250 Sustain Capstone Project** 01 06 00 03
Prerequisites: Take SST 110
Corequisites: None
Component: None
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.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
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<tr>
<td><strong>STP 101 Intro Sterile Processing</strong></td>
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<td>Prerequisites: None</td>
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<td>Corequisites: STP 102 and STP 103</td>
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<td>This course is designed to introduce the primary responsibilities of a central sterile technician. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile processing techniques.</td>
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| **STP 102 STP Clinical Practice**                 | 00        | 00      | 09         | 03         |
| Prerequisites: None                               |           |         |            |            |
| Corequisites: STP 101 and STP 103                  |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides supervised experience in sterile processing techniques in a clinical facility. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile processing techniques. |           |         |            |            |

| **STP 103 Prof Success Prep**                     | 01        | 00      | 00         | 01         |
| Prerequisites: None                               |           |         |            |            |
| Corequisites: STP 101 and STP 102                  |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to prepare a résumé, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. This is a diploma-level course. |           |         |            |            |

| **SUR 110 Introduction to Surgical Technology**   | 03        | 00      | 00         | 03         |
| Prerequisites: Departmental Approval              |           |         |            |            |
| Corequisites: SUR 111                             |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include: professional behaviors, medical terminology, interdepartmental/peer/relationships, operating room environment/safety, pharmacology, anesthesia, incision sites, physiology of wound healing, and biomedical sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment. |           |         |            |            |

| **SUR 111 Periop Patient Care**                   | 05        | 06      | 00         | 07         |
| Prerequisites: Departmental Approval              |           |         |            |            |
| Corequisites: SUR 110                             |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills. |           |         |            |            |

| **SUR 122 Surgical Procedures I**                 | 05        | 03      | 00         | 06         |
| Prerequisites: SUR 110 and SUR 111                 |           |         |            |            |
| Corequisites: SUR 123 or STP 101                   |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. |           |         |            |            |

| **SUR 123 SUR Clinical Practice I**               | 00        | 00      | 21         | 07         |
| Prerequisites: All courses required: SUR 110, SUR 111 |           |         |            |            |
| Corequisites: SUR 122                             |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles. |           |         |            |            |

| **SUR 134 Surgical Procedures II**                | 05        | 00      | 00         | 05         |
| Prerequisites: SUR 123 or STP 101                 |           |         |            |            |
| Corequisites: None                                |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. |           |         |            |            |

| **SUR 135 SUR Clinical Practice II**              | 00        | 00      | 12         | 04         |
| Prerequisites: SUR 123                            |           |         |            |            |
| Corequisites: SUR 134                             |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist. |           |         |            |            |

| **SUR 137 Prof Success Preparation**              | 01        | 00      | 00         | 01         |
| Prerequisites: SUR 123                            |           |         |            |            |
| Corequisites: SUR 134 and SUR 135                  |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. |           |         |            |            |

| **SUR 210 Advanced SUR Clinical Practice**        | 00        | 00      | 06         | 02         |
| Prerequisites: Departmental Approval              |           |         |            |            |
| Corequisites: None                                |           |         |            |            |
| Component: None                                   |           |         |            |            |
| This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area. |           |         |            |            |

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.
### SUR 211 Advanced Theoretical Concepts
- **Prerequisites:** Departmental Approval
- **Corequisites:** None
- **Component:** None

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

### TRF 110 Intro Turfgrass Cult & ID
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

### WEB 110 Internet/Web Fundamentals
- **Prerequisites:** RED 070 or Placement Test Credit Equivalent
- **Corequisites:** None
- **Component:** None

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. This course is also available through the Virtual Learning Community (VLC).

### WEB 111 Intro to Web Graphics
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

### WEB 115 Web Markup and Scripting
- **Prerequisites:** WEB-110
- **Corequisites:** None
- **Component:** None

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. This course is also available through the Virtual Learning Community (VLC).

### WEB 120 Intro Internet Multimedia
- **Prerequisites:** WEB-110
- **Corequisites:** None

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

### WEB 140 Web Development Tools
- **Prerequisites:** WEB-120
- **Corequisites:** None
- **Component:** None

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

### WEB 180 Active Server Pages
- **Prerequisites:** CIS 115
- **Corequisites:** None
- **Component:** None

This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.

### WEB 182 PHP Programming
- **Prerequisites:** CIS 115 and WEB 120
- **Corequisites:** None
- **Component:** None

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

### WEB 183 Perl Programming
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course introduces students to the Perl Programming language. Topics include programming techniques using CGI script, input/output operations, sequence, iteration, selection, arithmetic operations, subroutines, modules, integrating database, pattern matching and other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs.

### WEB 191 Selected Topics in Web Tech.
- **Prerequisites:** None
- **Corequisites:** None
- **Component:** None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

### WEB 210 Web Design
- **Prerequisites:** WEB-110
- **Corequisites:** None
- **Component:** None

This course introduces intermediate to advanced web design techniques.

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Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. This course is also available through the Virtual Learning Community (VLC).

**WEB 220 Advanced Multimedia**  
Prerequisites: WEB 120 and WEB 140  
Corequisites: None  
Component: None  
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

**WEB 230 Implementing Web Serv**  
Prerequisites: NET 110 or NET 125  
Corequisites: None  
Component: None  
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

**WEB 240 Internet Security**  
Prerequisites: WEB 110 and SEC 110 or CIS 110 or CIS 111  
Corequisites: None  
Component: None  
This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

**WEB 250 Database Driven Websites**  
Prerequisites: DBA 110  
Corequisites: None  
Component: None  
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

**WLD 110 Cutting Processes**  
Prerequisites: None  
Corequisites: WLD 115  
Component: None  
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

**WLD 112 Basic Welding Processes**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

**WLD 115 SMAW (Stick) Plate**  
Prerequisites: None  
Corequisites: WLD 110  
Component: None  
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

**WLD 116 SMAW (Stick) Plate/Pipe**  
Prerequisites: WLD 115  
Corequisites: None  
Component: None  
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

**WLD 121 GMAW (MIG) FCAW/Plate**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

**WLD 131 GTAW (TIG) Plate**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

**WLD 141 Symbols & Specifications**  
Prerequisites: None  
Corequisites: None  
Component: None  
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

**WLD 143 Welding Metallurgy**  
Prerequisites: None  
Corequisites: WLD 115  
Component: None  
This course introduces the concepts of welding metallurgy. Emphasis
is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

**WLD 261 Certification Practices**

01 03 00 02

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131

Corequisites: None

Component: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

**WLD 262 Inspection & Testing**

02 02 00 03

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131

Corequisites: WLD 261

Component: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.
**FULL-TIME FACULTY WITH DEGREES**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department/Program</th>
<th>Institution/Location</th>
</tr>
</thead>
<tbody>
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</tr>
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<tr>
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<tr>
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<td>Elizabeth Black</td>
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B.A.S., Campbell University
M.S., Capella University

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B.A., University of North Carolina at Pembroke
M.L.S., North Carolina Central University

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J.D., Campbell University

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Vice President for Academic & Student Services
B.S.E., Northwest Missouri State University
M.S.E., Northwest Missouri State University
Ph.D., University of Missouri

Dustin Taylor
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B.S., North Carolina State University

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1. THOMAS R. MCLEAN ADMINISTRATION BUILDING (ADM)
   - President - Rm. 1
   - Cashier, Student Acts. - Rm. 107 & 109
2. PAUL H. THOMPSON LIBRARY (LRC)
   - Library Reference - Rm. 104
   - Library - Second Floor
3. CUMBERLAND HALL (CUH)
4. LAFAYETTE HALL (LH)
   - Facility Services - Rm. 100A
   - Rose Garden Reservations - Rm. 100A
5. HORACE SISK BUILDING (HOS)
   - Evening Office, Curriculum - Rm. 610F
5A. CULINARY DINING - Rm 700 (CAF)
5B. GYMNASIUM - Rm. 801 (GYM)
6. NEILL CURRIE BUILDING (NCB)
   - Continuing Education Registration
   - 3D Learning & Discovery Center - Rm. 7A
7. TONY RAND STUDENT CENTER (SDC)
   - Admissions - Rm. 118
   - Registrar Office - Rm. 114
   - Financial Aid Office - Rm. 137
   - VA Office - Rm. 119
   - Counseling Services
   - Security - Rm. 132
   - Multipurpose Rooms - Rms. 9 & 11
8. CENTER FOR BUSINESS & INDUSTRY (CBI)
   - Industry Training - Rm. 104
   - Business Training - Rm. 106
   - Small Business Center - Rm. 135
9. ADVANCED TECHNOLOGY CENTER (ATC)
   - Computer Lab - Rm. 104
10. CONTINUING EDUCATION CENTER (CEC)
    - Assessment Testing - Rm. 149
    - Adult Basic Education - Rm. 201A
    - Adult High School Diploma - Rm. 203A
    - GED Testing - Rm. 205
11. HEALTH TECHNOLOGIES CENTER (HTC)
    - Dental Clinic - Rm. 102
12. EARLY CHILDHOOD EDUCATION CENTER (ECC)
    - Day Care Center - Ground Floor
13. AUTO BODY SHOP COMPLEX (AUB)
14. SALON & SPA SERVICES EDUCATIONAL CENTER (SSEC)
15. HARRY F. SHAW VIRTUAL COLLEGE CENTER (VCC)
    - NC Information Highway Classroom - Rm. 101
    - Institutional Advancement - Rm. 102
    - Audio Visual Check Out - Room 123
    - Success Center - Rm. 232
16. SPRING LAKE CAMPUS (SLC)
    - Admissions & Registrar - Rm. 101
    - NC Information Highway Classroom - Rm. 119
    - William S. Weltons, Sr. Memorial Auditorium - Rm. 121
17. HORTICULTURE EDUCATIONAL CENTER (HEC)
    - Multipurpose Room - Rm. 102
18. ART DEPARTMENT (TEMPORARY LOCATION) (HOL)
19. SPRING LAKE LIBRARY

REV 02/2011
FTCC Mission Statement

“Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development.”