2020
2021

FTCC
Fayetteville Technical
Community College

COLLEGE CATALOG

www.faytechcc.edu

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2020-2021

CATALOG

VOLUME XXIX

P.O. BOX 35236, FAYETTEVILLE, NORTH CAROLINA 28303-0236
PHONE (910) 678-8400

Web site: http://www.faytechcc.edu
has the most up-to-date catalog information

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES

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

Revised 06/03/21

THE PRESIDENT'S MESSAGE

Dear Student:

One of the most important decisions an individual can make is the decision to improve quality of life through higher education. At Fayetteville Technical Community College, we are proud to open our doors to all who seek that opportunity and to serve you with high-quality, convenient, and affordable options as you pursue your career goals. Fayetteville Tech offers over 280 academic programs of study that fall under the broad areas of Arts and Humanities, Business, Computer Technology, Engineering/Applied Technology, Health, Math and Sciences, and Public Service. Whether your dream is to continue your education at a four-year college/university after completing two years at FTCC or to acquire skills to help you immediately begin employment after graduation, you will find that FTCC is the catalyst for making your dreams a reality and offers many options for you to consider.

We encourage lifelong learning at FTCC and strive to prepare students for successful experiences, no matter where a student may be on the journey of life. The faculty members and staff are committed to supporting you from the beginning to the end of your journey. FTCC offers many academic support services, student organizations and activities, student leadership opportunities, and athletics to promote a holistic college experience while studying at FTCC. This document will help you navigate relevant information, resources, and procedures available to you at FTCC so that you can make informed decisions and maximum use of your time.

It's never too late to improve your skills and expand your knowledge. Even during challenging times, such as a pandemic, Fayetteville Technical Community College stands committed to serving its students and community, recognizing the importance of providing and sustaining a means for individuals to stay connected to something positive through education. At the end of their educational journeys at FTCC—even during difficult times involving a pandemic—students find themselves better positioned to face tomorrow with renewed strength, knowledge, and confidence to move forward in pursuit of their dream careers.

I encourage you to peruse our website (**www.faytechcc.edu**) or visit our campus locations to learn more about your college. We work hard every day to make FTCC a safe and conducive learning environment for you. Thank you for making the smart choice for education by choosing Fayetteville Technical Community College.

Sincerely,

J. Larry Keen, Ed.D.
President

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The FTCC Student Government Association Invites You to...

SHOW YOUR TROJAN PRIDE!

The Student Government Association and the Student Activities Office have planned many fun, and entertaining events for the upcoming academic year including
• Fall Fest • Spring Fling • Earth Day • Sports Events • Concerts AND MORE!
Event details will be posted across campus during the year or you can stop by the Student Activities Office, Tony Rand Student Center, Room 14.

SGA also invites you to
"***let your voice be heard***"
by joining us for General Council Meetings.
For more information, call (910) 678-8487 or email sga@fayechcc.edu.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES

Dr. Linwood Powell, Board Chair

Mr. William S. Wellons, Jr., Vice Chair

Mrs. Delores P. Ingram, Secretary

NAME	EXPIRATION DATE	APPOINTED BY
Dr. William D. Haithcock	June 30, 2020	Governor
Mr. William L. Hedgepeth, II	June 30, 2021	Governor
Mr. Chandan Y. Shankar	June 30, 2022	Governor
Mr. William S. Wellons, Jr.	June 30, 2023	Governor
Mr. Charles J. Harrell	June 30, 2020	Board of County Commissioners
Mrs. Suzannah Tucker	June 30, 2021	Board of County Commissioners
Mr. David R. Williford	June 30, 2022	Board of County Commissioners
Dr. Linwood Powell	June 30, 2023	Board of County Commissioners
Dr. Dallas M. Freeman	June 30, 2020	School Board
Mrs. Delores P. Ingram	June 30, 2021	School Board
Mr. Charles E. Koonce	June 30, 2022	School Board
Mr. Ronald Crosby, Jr.	June 30, 2023	School Board
Mr. Jesse Watts	2020-2021 SGA President (Ex-officio)	
Mr. David Sullivan	Board Attorney	

PURPOSE OF THE STUDENT HANDBOOK

Fayetteville Technical Community College provides this Student Handbook with information about the College and its policies and procedures. Changes subsequent to publication of this handbook are posted to the catalog on our website. For current information, visit our website at www.faytechcc.edu and click on Student Services

The provisions of this handbook are not to be regarded as a contract between students and Fayetteville Technical Community College. The College reserves the right to change policies and procedures at any time. Every effort will be made to minimize the inconvenience such changes create for students.

Students with questions not answered by this handbook 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: admissions@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 of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Executive Order 11375.

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

PLEASE CALL US WITH QUESTIONS!

DEPARTMENT	PHONE
Admissions	**678-8473**
Academic Program Areas	
Arts and Humanities	678-9815
Business	678-8565
Computer Technologies	678-8347
Engineering/Public Service/ Applied Technology	678-8338
Health	678-8532
Math and Science	678-8467
All American Veterans Services	**678-8395**
Counseling/Success Coaches	**678-0143**
Evening Office	
Curriculum	678-8501
Continuing Education	678-8494
Spring Lake	678-1016
Financial Aid	**678-8242**
Fort Bragg Center	**678-1050**
Information	**678-8242** **678-8448**
Student Services	678-8419
Continuing Education	678-8386
Library	**678-8247**
Help Desk (MIS)	**678-8502**
Registrar	**678-8476**
Public Safety & Security	**678-8433**
Spring Lake Campus	**678-1000**
Student Learning Center	**678-8266**
Switchboard	**678-8400**
Testing	**678-8417**
Work-Based Learning	**678-8453**

THE COLLEGE

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 (HSE, formerly known as 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 success coaches 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 success coaches process indicates that an applicant lacks sufficient academic background to pursue credit courses, he or she will be directed to the Academic Advisor 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.

A BRIEF HISTORY OF FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Fayetteville Technical Community College (FTCC) enjoys a rich history that began as a result of a vision shared by 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 of those leaders, the Fayetteville Area Industrial Education Center (IEC) was established in 1961. In 1963, the North Carolina General Assembly passed a bill creating the statewide Community College System, and from this opportunity in that same year, the Fayetteville Area Industrial Education Center became known as Fayetteville Technical Institute (FTI). In January, 1988, the name of the college changed to Fayetteville Technical Community College to broaden and enhance the public image of technical and vocational postsecondary education.

Fayetteville Tech has enjoyed much success and celebrated its 50th anniversary in 2011 under the leadership of its current President, Dr. J. Larry Keen. From its humble beginnings with two buildings (LaFayette Hall and Horace Sisk) to its current 150-acre Fayetteville campus plus outlying educational centers, Fayetteville Tech has grown not only in numbers of buildings and acreage but also in student enrollment. In addition to the central Fayetteville campus, FTCC offers students the option of being served by the Spring Lake campus, Horticulture Center, and offers military students convenient access to classes through its Fort Bragg Center.

FTCC is a proud partner with the North Carolina Military Business Center, whose headquarters is housed on the Fayetteville campus, and is pleased to have been named for several years as a Military-Friendly School®. As part of its mission to plan and apply all operations with sustainability at the forefront, FTCC was named by Sustainable Sandhills of North Carolina as the first college to be certified as green.

Fayetteville Technical Community College serves approximately 42,000 students annually through its various Curriculum and Continuing Education opportunities. What began as a vision over fifty years ago evolved into what is perceived by many as the pillar of the community in Cumberland County. Through the school's motto, education for life, Fayetteville Technical Community College offers more than value and a good education; it offers hope to all who seek education in response to the changing demands often experienced throughout life.

More detailed, chronological information about the history of Fayetteville Technical Community College can be found in the Board of Trustees Orientation Manual at http://www.faytechcc.edu/handbooksmanualsplans/.

Refer to the FTCC website for the most current information.
Go to www.faytechcc.edu/current-students/ and scroll down to Academic.

FTCC
Fayetteville Technical Community College

FTCC MISSION STATEMENT

"Serve our community as a learning-centered institution to build a globally competitive workforce that supports economic development."

Approved by the FTCC Board of Trustees
February 16, 2009
Last Reaffirmed: February 15, 2021

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 Connections 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; Last Reaffirmed: February 15, 2021

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 https://www2.faytechcc.edu/HandbooksManuals/FTCCAcademicProceduresManual.pdf

INSTITUTIONAL CHARTER AND ACCREDITATIONS

NAME	DESCRIPTION
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 13 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).
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 404-679-4500) 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

NAME	DESCRIPTION
ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING (ARC/STSA)	The Surgical Technology program's accreditation decision by the Joint Review Commission on Accreditation of Allied Health Education Programs was made upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262 which is sponsored by the American College of Surgeons and the Association of Surgical Technologists.
AMERICAN BAR ASSOCIATION	Fayetteville Technical Community College's Paralegal Technology program is approved by the American Bar Association.
AMERICAN BOARD OF FUNERAL SERVICE EDUCATION	The Funeral Service Education degree program at **Fayetteville Technical Community College** is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org.
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 (CAPTE)	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.

NAME	DESCRIPTION
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), 9355 - 113th St N, #7709, Seminole, FL 33775, (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 (JRCERT)	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 ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)	The Early Childhood Education Department of Fayetteville Technical Community College received accreditation from the **National Association for the Education of Young Children** (NAEYC), 1313 L Street NW, Suite 500, Washington, DC 2005-4101. NAEYC is the world's largest organization working on behalf of young children with nearly 80,000 members, a national network of more than 300 state and local Affiliates, and a growing global alliance of like-minded organizations. The NAEYC Academy sets and monitors standards for high-quality early childhood education programs and accredits programs that meet these standards.
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 by the automotive industry and recommend qualifying programs for certification (accreditation) by ASE, the National Institute for Automotive Service Excellence.
ACCREDITATION COMMISSION FOR EDUCATION IN NURSING (ACEN)	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 850, 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 ACEN accreditation by a program signifies that it has met the national standards of excellence for programs in nursing of its type.
NORTH CAROLINA BOARD OF COSMETIC ART EXAMINERS	Fayetteville Technical Community College's Cosmetology program is accredited by the North Carolina Board of Cosmetic Art Examiners, 1201 Front Street, Suite 110, Raleigh, NC 27609, (919) 733-4117. Email: nccosmo@nccosmeticarts.com.
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 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.

NAME	DESCRIPTION
NORTH CAROLINA OFFICE OF EMERGENCY MEDICAL SERVICES	Fayetteville Technical Community College's Emergency Medical Science Program is accredited by the North Carolina Office of Emergency Medical Services, 701 Barbour Drive, Raleigh, North Carolina, 27603-2008, Phone (919) 855-3935, Fax (919) 733-7071.
NORTH CAROLINA STATE BOARD OF FUNERAL SERVICE	Fayetteville Technical Community College's Funeral Service and NC Funeral Directors programs are approved by the North Carolina Board of Funeral Service.

THE NCCCS' ACCOUNTABILITY MEASURES

End-of-Year Report
NCCCS Critical Success Factors
Performance Measures and Standards (2013)

A. Basic Skills Student Progress: Percentage of students who progress as defined by an educational functioning level.
FTCC exceeded North Carolina Community College System (NCCCS) Baseline.
NCCCS Standard: At least **20.6% (System Baseline)** of Basic Skills students will progress by an educational functioning level. **(College Mean: 41.0%/System Goal 51.2%)**

B. HSE, formerly known as GED®, Diploma Passing Rate: Percentage of students taking at least one HSE test during a program year who receives a HSE diploma during the program year.
FTCC exceeded the NCCCS Goal.
NCCCS Standard: Students taking at least one HSE test during a program year, **49.3% (System Baseline)** will receive a HSE diploma during that year**. (College Mean: 71.1%/System Goal 82.0%)**

C. Developmental Student Success Rate in College-Level English Courses: Percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of "P", "C" or better upon the first attempt.
FTCC MET exceeded the NCCCS College Mean.
NCCCS Standard: Forty-five point two percent **(45.2%/ Baseline)** of previous developmental English and/or reading students will successfully complete a credit English course with a grade of "P", "C" or better upon the first attempt. **(College Mean: 63.7%/System Goal 74.9%)**

D. Developmental Student Success Rate in College-Level Math Courses: Percentage of previous developmental math students who successfully complete a credit math course with a "C" or better upon the first attempt.
FTCC exceeded the NCCCS Baseline, nearing College Mean.
NCCCS Standard: Forty-seven point five percent **(47.5%/ Baseline)** of previous developmental math students will successfully complete a credit math course with a grade of "C" or better upon the first attempt. **(College Mean: 64.8%/System Goal 75.4%)**

E. First Year Progression: Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours.
FTCC exceeded the NCCCS Baseline.
NCCCS Standard: At least **53.2% (Baseline)** of first-time fall credential-seeking students who attempt at least twelve hours within their first academic year will successfully complete ("P", "C" or better) at least twelve of those hours. **(College Mean: 67.7%/System Goal 74.6%)**

F. Curriculum Completion: Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.
FTCC exceeded the NCCCS Baseline, nearing NCCCS College Mean.
NCCCS Standard: Twenty-eight point six percent **(28.6%/ Baseline)** of first-time fall credential-seeking students will graduate, transfer, or still be enrolled with 36 hours after six years. **(College Mean: 41.6%/System Goal 45.6%)**

G. Licensure and Certification Passing Rate: Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.
FTCC exceeded the NCCCS College Mean, nearing NCCCS Goal.
NCCCS Standard: The aggregate passing rate of first time test-takers on licensure and certification exams will be at least **71.0% (Baseline). (College Mean: 85.0%/System Goal 91.7%)**

H. College Transfer Performance: Among community college associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year university or college, the percentage who earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution.

FTCC exceeded the NCCCS College Mean.

NCCCS Standard: Seventy-one point two percent **(71.2%/ Baseline)** of associate degree completers and students who have completed 30 or more credit hours and transferred to a four-year university or college will earn a GPA of 2.0 after two consecutive semesters. **(College Mean: 86.7%/ System Goal 93.6%)**

ADMISSIONS

ADMISSIONS POLICIES AND PROCEDURES

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 provided 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

- 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 state equivalency certificate or HSE, formerly known as GED®, test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.
- An official college/university transcript showing the award of an associates 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.
- Exceptions to these requirements can be granted by the Associate Vice President for Student Services.

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, or by electronic transfer via E-script. Official transcripts verifying secondary school completion must be sent to:

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

- Applicants must complete the Residency Determination System (RDS) online interview on the FTCC website.
- Applicants must complete an online Admissions application on the FTCC website.
- 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.
- Students requesting approval for certification of VA Educational Benefits must provide copies of DD/ Form(s) 214.

Current High School Students Admissions Requirements

There are two FTCC curriculum programs that allow current High School Student Participation: High School Connections and Cumberland Polytechnic High School. Current high school students participating in programs that involve curriculum courses must submit a partial, high school transcript in lieu of the final high school transcript. In some cases test scores are also required. Upon graduation, if the student chooses to enroll in a FTCC degree, diploma or certificate, an official final high school transcript is required. More information can be found on the High School Connections or Cumberland Polytechnic High School webpage respectively.

Military Admissions

Service members are advised to contact their Educational Center before being advised or enrolling in classes at FTCC.

As required by the Department of Defense, the College, its agents, and its employees are prohibited from providing anything valued greater than $10.00 to any person being recruited to enroll at Fayetteville Technical Community College. This prohibition shall apply to gratuities, favors, discounts, entertainment, hospitality, loans, transportation, lodging, meals and any other item having a monetary value. This prohibition shall not limit the College's ability to grant scholarships to its students.

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. Regulations set forth by the NC State Approving Agency require that all prior post-secondary studies be evaluated for transfer within 2 semesters while using VA benefits. This requires the submission of all official college transcripts by students using VA benefits. For further guidance on this policy, contact the All-American Veterans Center at 910-678-8580.
- 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.
- Apply for financial aid benefits.

Program of Study Change

A student may change his or her program of study two times in a calendar year. If a student attempts to change a third time, the request may not be processed and he or she will be referred to a counselor.

Health Division Admission Requirements

Priority in consideration for admission to Health Programs will be given to individuals completing the following by January 30 or July 31 (for Associate in Nursing spring entry). Applications and related materials received after this date will be considered based on program space availability.

- Submit a completed "Application for Admissions" to FTCC online.
- Submit official transcripts from high school and each college/university from which you plan to transfer potential credit.
- Submit an application on WebAdvisor by January 30 or July 31 (for Associate in Nursing spring entry) to the specific Health Program that you wish to enter.
- Complete all program prerequisites.
- Complete the entrance assessment with the required minimum scores, or achieve a grade of "C" or better in all recommended pre-curriculum courses. Pre-curriculum courses may be attempted only twice to satisfy the prerequisite requirements. An attempt includes grades of A, B, C, D, F, P1, P2, P3, W, S, R and I and includes courses with similar content even if named differently (for example, DMA 10, 20, or 30.) Exceptions may be approved by the appropriate health program Dean/Chairperson.
- Science courses must have been satisfactorily completed with a grade of "B" or better within five years of entry into a health program. These courses may be attempted only twice. (An attempt includes grades of A, B, C, D, F, P1, P2, P3, W, S, R and I.) The appropriate health Dean/Chairperson may approve exceptions. (Effective Fall 2015 Semester)
- A minimum GPA of 2.5 is required on previously completed related classes for degree programs. A minimum GPA of 2.0 is required on previously completed related classes for diploma and certificate programs. Related courses are courses in the program of study that do not have the program prefix.
- A cumulative GPA of 2.0 is required for all health programs.
- Individual programs may have further prerequisites. Prerequisites are noted at the top of each program of study sequencing sheet.
- The following programs do not require a competitive application/selection. Students are accepted on a first come, first served basis after verification of the student having the required certification/experience required for each program.
  - EMS Bridge (Current National Registry Paramedic, BLS, ACLS, PALS)
  - EMS Advance Placement (Current EMT Certification)
  - Mammography Certificate (Current American Registry of Radiologic Technologists Certification in Radiography)
  - Surgical Technology Bridge (Current Surgical Technologist w/1000 hours of documented experience on 120 cases)
  - Surgical First Assistant (Current Certified Surgical Technologist w/3 years work experience)

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. Additional competitive points will be awarded based on departmental criteria. See the individual program webpage for details about the amount of additional points and how these points are awarded.

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 aid assistance, i.e., federal financial aid, vocational rehabilitation, veteran services. If you are unsure about aid eligibility and the program you are considering or state, 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 a F-1 or M-1 Visa are admitted on a rolling basis. Applications will not be considered until all of the following items have been received:

- FTCC Application
- Preliminary Application (Form A)
- Completed financial certificate (Form B)
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable
- Completed Pre-entrance Medical Record

Student Visa (F-1 or M-1)

In order to apply for a 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 $200.00 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:

- 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.)
- 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.
- That they have legitimate intentions to study full-time and gain education and training which will be useful in their home country. After receiving a 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. Students will be required to take the RISE Assessment once admitted to school.

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 suggested 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. ***Unless some exception applies, international students are assessed tuition at the out-of-state rate.***

Employment

- 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.

- 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 a 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 an entirely 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 a 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.

Non-Student Visa and Resident Alien Applicants

Foreign applicants holding either (a) a Visa other than a 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:

- FTCC Application
- Presentation of either a valid Passport & Visa or a Resident Alien Card
- FTCC Entrance Assessment Results
- Official high school (secondary) transcript
- 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.

H-1B Visas

Spouse and unmarried children under 21 years of age may seek admission in the H-4 nonimmigrant classification. Family members in the H-4 nonimmigrant classification may not engage in employment in the United States.

Admission of Transfer Students

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

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

- Coursework must have been completed at a regionally accredited college or university (i.e., Southern Association of Colleges and Schools Commission on Colleges, or regional counterpart). Coursework completed at a non-regionally accredited college/ university can be submitted for review per the transfer credit appeal process.

- Course work must have been completed with a grade of "C" or better.

- 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 Associate Vice President for Curriculum Programs.

- Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree. Transfer credit from an ABA-approved paralegal education program may be awarded after approval by the Paralegal Technology Department Chair. The Department Chair will review the course syllabus and other documentation including the method of instruction. A minimum of 18 semester hours of legal specialty courses must be taken at FTCC. A maximum of 6 semester hours of legal specialty may be accepted as transfer credits. A minimum of 10 semester hours of legal specialty courses must be completed through traditional classroom instruction.

- 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 evaluators will provide credit evaluation of coursework based on official transcripts from each institution a student has attended and submitted to FTCC. Also included in the evaluation process are documents pertaining to Credit for Prior Learning (CPL) such as professional certifications. A student may appeal a course transfer decision and request a re-evaluation of his or her record. This includes college or university credit or CPL credit. Students may follow these steps:

- Review all transfer and CPL awarded by FTCC via WebAdvisor, or with a counselor or advisor.
- Complete the applicable online appeal form (college/university or CPL).
- For college/university credit, obtain a copy of the course syllabus for each course being appealed.
- For CPL, follow the steps on the online form.

The evaluators 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 emailed 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 appropriate dean.

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 Nontraditional Learning

FTCC will evaluate nontraditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit for nontraditional 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) the JST Transcripts (Army/ACE Registry System/CCAF) transcripts for evaluation purposes. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the JST Transcript. Military service experiences are evaluated using ACE Guide recommendations.

Industrial and Professional Training

FTCC will consider the evaluation of credit for documented professional trainings and certifications. 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 may be taken only during the first four class days of the term and are offered only if each of the following conditions are met:

- Students must pass a preliminary screening test given by the department chairperson.
- Students must be registered for the course in order to take a proficiency exam.
- 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.
- Financial Aid recipients, 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.

Note: Proficiency tests are not applicable for financial aid purposes.

*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 Career Technical Education Program may be awarded proficiency credit based upon the recommendations of the Cumberland County Career Technical Education Curriculum Development Committee.

Readmission 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.

- A student who withdrew for unavoidable reasons may be eligible for readmission at the beginning of the next term.
- A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
- A student who withdraws from the institution and re-enters 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 reentry.
- Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

Assessment and Evaluation of Students

Effective for the fall semester 2019, Fayetteville Technical Community College implemented the Reinforced Instruction for Student Excellence (RISE) model. Students who graduated from a regionally accredited public high school, private school, or home school within the past ten years, will be placed into the college level math and English course required for their chosen degree based on *unweighted* high school GPA. Placement is as follows:

- GPA of 2.8 or higher may register for any class
- GPA of 2.2-2.799 may enroll in the program's math and English course with a mandatory corequisite.
- GPA less than 2.2 must enroll in a one semester transition math and English course.

Students who graduated high school within ten years and cannot provide documentation with an unweighted GPA, will begin with the transition math and English course prior to attempting the college level math and English course required for their chosen degree. Students who fall into the placement categories outlined above may not elect to take the RISE assessment.

Note: FTCC does not accept all online high schools, please contact the Admissions office for more information.

Requirements for Taking RISE Assessment

Students who graduated from high school more than ten years ago will be required to take the RISE assessment unless documentation can be provided that would qualify the student to be exempt/waived from taking the RISE assessment (see below). Additional requirements include completion of a RDS Application and FTCC Admissions Application. An official government-issued photo identification (i.e. such as a driver's license, military ID, or passport) that bears your first and last name will be required to take the assessment.

The RISE assessment is required, under the following conditions:

- Graduated high school more than ten years ago
- Prior to participating in registration if the student is seeking a degree or diploma and no exemption/waiver is in the place. (See below)
- Prior to registration for any course which has an English or math prerequisite and no exemption/waiver is in place (see below)

The results of the RISE assessment will place students accordingly:

- Program required math and/or English, or
- Program required math and/or English with a corequisite course, or
- Transition math and/or English

Students with a documented disability who are inquiring about accommodations should contact the Disability Support Services office at (910) 678-8349 or **ada@faytechcc.edu.**

Assessment Exemptions/Waivers

Students may be exempt/waived from the RISE assessment, if the student provides documentation showing one of the following:

- Has earned an associate degree or higher level of education from a regionally accredited college or university.
- Has satisfactorily completed one college level English and math course at or above the developmental or vocational level at a regionally accredited college or university.
- Has a GED® score of 170 on each section (2016 -present).

- Has a HiSet score of 15 on each section and a 4 on the essay (2014 -present).

- Has taken the ACCUPLACER, ASSET, COMPASS, or North Carolina's Diagnostic Assessment and Placement (NC DAP)

- Has made the following minimum score on the ACT or SAT:

  PRIOR TO MARCH 2014:
  ACT score of 20 in Reading AND Writing
  ACT score of 20 in Math

  SAT score of 500 in Critical Reading AND 500 in writing
  SAT score of 500 in Math

  MARCH 2014 -MARCH 2016:
  ACT score of 20 in Reading OR 18 in English
  ACT score of 22 in Math
  SAT score of 500 in Math

  MARCH 2016 -PRESENT:
  ACT score of 22 in Reading 18 OR in English
  ACT score of 22 in Math

  SAT score of 480 in Evidence-Based Reading and Writing
  SAT score of 530 in Math

- Has an AP score of 3, 4, or 5 in Math and/or in English. CLEP score of 50 (computer version) in Math and/or English. IB score of 5, 6, or 7 in Math and/or English.

Note: An approved NC state assessment may not be more than 10 years old from test date.

North Carolina Community College System Approved Assessment

The Reinforced Instruction for Student Excellence (RISE) assessment is used by community colleges in North Carolina to assess a student's English, reading, and math readiness and identifies which course or courses best fit a student's college skill level. There is no fee to take the RISE. The assessment takes approximately two to four hours. View the assessment schedule:
https://www.faytechcc.edu/campus-life/academic-resources/academic-assessment-and-placement/testing-schedule/

Students with a documented disability who are inquiring about accommodations should contact the Disability Support Services office at (910) 678-8349 or **ada@faytechcc.edu**.

The RISE Assessment:

English has two tiers:
Tier One: Introduction to College Reading and Writing, Identifying Main Ideas, Discovering Implied Meaning, Interpreting Bias, Analysis through Definition, Learning Across Disciplines

Tier Two: Exploring Comparative Elements, Informed Opinions through Causal Chains, Applied Critical Analysis, Using Sources in Critical Reading and Writing

Math has three tiers:
Tier One: whole numbers, fractions and mixed numbers, decimals, ratio, proportion, and rates, percent; measurement, geometry, and real numbers

Tier Two: solving equations and inequalities, graphing, exponents and polynomials, concepts in statistics

Tier Three: rational expressions, radical expressions and quadratic equations, factoring; systems of equations and inequalities, and functions

Reassessment Procedure:
Students can retest once per tier. A minimum score of 75 is required to progress to the next tier of the RISE assessment. Students who enroll in Transition Math or English are not eligible to retest for the RISE assessment once the Transition Math or English class has started.

Refer to the FTCC website for the most current information.
Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.

ACADEMIC INFORMATION

CURRICULUM GRADING PROCEDURES

(Effective Fall 2015 Semester)

FTCC course grades and assignment grades are based on a 10 point scale. Each grade is assigned a "grade-point equivalent" in quality points for each term credit hour scheduled. The grade point average (GPA) is determined by dividing the total of quality points earned by the number of term hours scheduled. Final grades are based on a 4.0 grading system.

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

Numerical Grade	*Letter Grade*	*Grade Point Equivalent*
90-100	A-Excellent	4 points per credit hour
80-89	B-Good	3 points per credit hour
70-79	C-Average	2 points per credit hour
60-69	D-Below Average	1 point per credit hour
0-59	F-Failure	0 grade point
	I-Incomplete	After eight (8)weeks for 16 week classes and 2 weeks for 8-week classes, the grade becomes an "F"

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 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. Not applicable for Financial Aid purposes.

T Transfer – No effect on grade point average

W Withdrew 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 end of the class, an incomplete grade in a sixteen-week class becomes an "F." After four weeks from the end of the class, an incomplete grade in an eight-week class becomes an "F." After 2 weeks from the end of the class, an incomplete grade in a four or five 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. Not applicable for Financial Aid purposes.

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 face-to-face class(es) or fails to participate in on-line classes by completing an assignment prior to the 10% point of the term. Not applicable for Financial Aid purposes.

TA, TB, TC (Transfer) credit is granted for courses completed at other regionally accredited community colleges, colleges, and universities. A, B, C indicates the grade earned at previous institution.

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.

Pre-Curriculum Developmental Course Grading System
Effective Fall 2019

Courses numbered below 100 are pre-curriculum courses and are graded on a pass/fail grading scale:

Transition Courses
Grading in transition courses is mastery based at 85%.

MAT 003:	Grade	Interpretation of Grade
	P1	Mastered through until 8
	P2	Mastered through until 12
	P3	Mastered through until 17
	R	Re-enroll - not successful

ENG 002:	Grade	Interpretation of Grade
	P1	Mastered through unit 6
	P2	Mastered through unit 10
	R	Re-enroll - not successful

Corequisite Courses
MAT 010, MAT 043, MAT 052, MAT 071, and ENG 011 use the following grade scheme:

Grade	Interpretation of Grade	Numerical Grade
S	Successful completion	70-100
F	Re-enroll - not successful	0-69

Pre-curriculum course grades are not counted as credit towards graduation, and they are not calculated into the student's cumulative Grade Point Average (GPA).

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 for their program, a third and final attempt may be granted based on documented major extenuating circumstances. When a course is repeated, the best grade earned (A, B, C, D, F, or W) will be counted in determining the hours earned and in determining the GPA at the College. However, all grades will be recorded on the student's official transcript. Grades audit (AU) is not calculated in the GPA, but they will be considered as a repeat grade. **Note:** AU (Audited) grades and P (proficiency) test grades are not applicable for Financial Aid purposes.

A student's (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: Financial Aid recipients can only receive aid for one additional attempt for which a passing grades of (D) or higher has been earned.

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, U, I, R)

Note to students interested in a health program: Previously completed science courses must have been satisfactorily completed with a grade of "B" 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. (Effective Fall 2015 Semester)

Students in the High School Connections program that fall below the 2.0 FTCC cumulative GPA requirement after the completion of two FTCC classes are eligible to repeat a course for credit during the FTCC Summer term only in an attempt to raise their cumulative FTCC GPA above the 2.0 requirement. If, after repeating the course(s), the student has not earned a 2.0 or higher cumulative FTCC GPA, the student will no longer be eligible to continue in the High School Connections program. This Course Repeat Policy can only be utilized once within the High School Connections program.

Students attending Cumberland Polytechnic High School will follow the College Course Repeat Policy and Procedure as outlined above.

Grade Forgiveness Procedures

Form G-8, Request for Grade Forgiveness

A student may petition in writing to the Dean of Enrollment Management to have grades which are at least four years 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. **A forgiven grade will still be counted in the calculation of the Financial Aid GPA.**

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

SCHEDULE ADJUSTMENTS AND WITHDRAWALS

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 in WebAdvisor. 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 affect financial aid owed for repayment.

- Faculty will not process withdrawals, except in the case of Administrative Withdrawals described below.

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 a face-to-face class or fails to participate in an online class by completing an assignment 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 be disbursed for benefits or financial aid. Offered financial aid will be removed from students who withdrew from all classes as a "no show."

- 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 COREQUISITE GUIDELINES

A prerequisite is a course that must be taken prior to another course. A corequisite 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 corequisites 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 corequisites may be administratively dropped from the course. Course prerequisites and corequisites may be found by using WebAdvisor. Academic Deans, Division Chairs, Department Chairs, and Program Coordinators have the authority to waive a prerequisite or corequisite based upon verified evidence that the student has the necessary prerequisite or corequisite 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 corequisite is not identified in Datatel. *The form is located under the Faculty/ Staff link on the homepage and a username and password is required to submit the form.

TUITION REFUNDS

- A 100 percent refund shall be made if the student officially drops prior to the first day of the academic semester/term as noted in the college calendar; or prior to the first day of the class for classes that are not consistent with the academic semester/term. A 100 percent refund shall be made if the college cancels a course.

- A 75 percent refund shall be made if the student officially drops from a class prior to or on the official 10 percent point of the class.

- Military Student. A full refund of tuition and fees shall be granted to military reserve and National Guard personnel call to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements.

- Death of a Student. If a student, having paid the required tuition for a class, dies prior to completing that class, all tuition for that class shall be refunded to the estate of the deceased upon the college becoming aware of the student's death.

- To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations.

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.

RETURN OF FEDERAL TITLE IV FUNDS, MILITARY TUITION ASSISTANCE, AND VETERAN ADMINISTRATION SPONSORED TUITION PROGRAMS FOR COMPLETE WITHDRAWALS

Students receiving Federal Title IV funding (Pell Grant, Supplemental educational Opportunity Grant, or William D. Ford Direct Loans), state grants, and active duty military or veteran students receiving tuition sponsorship through the Military Tuition Assistance Program or Veteran's Administration, who completely withdraw from classes, are required to have aid evaluated to determine amount earned. Unearned aid is returned to the federal programs. The amount of federal funds returned to the federal programs will be determined based on the last date of attendance. Title IV funds, military tuition assistance, or Veteran Administration funds will not be returned 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 class to return textbooks for refund or credit. After the initial return period ends, students are allowed 3 business days from the date of purchase for returns.

- 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.

- Books containing acess codes of CDs are not returnable if the access coder or CD has been opened.

- Bookstore purchases made using a **MasterCard** or **VISA** will be refunded back to the same credit card if the book(s) are returned with the original sales receipt and credit card.

- Bookstore purchases made with **Personal Check** and returned with original sales receipt will be held for 10 business days after date of purchase to ensure the check clears. The refund voucher will be processed by the Office of Business and Finance and the refund will be issued to the student per refund preference submitted via WebAdvisor approximately two weeks later.

- Bookstore purchases made with **Cash** and returned with original sales receipt will be processed by the Office of Business and Finance and the refund will be issued to the student per refund preference submitted via WebAdvisor approximately two weeks later.

- 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)

- High school students enrolled in a community college curriculum course under the High School Connections or Cumberland Polytechnic High School program are exempt from tuition.

  High school students in the High School Connections or Cumberland Polytechnic programs are exempt from the CAPS fee. High school students in these programs are responsible for the technology fee and the activity fee. The activity fee and technology fee is paid by Cumberland County Schools during the Fall and Spring semesters when the student attends high school in the public school system. Private and Homeschool students are responsible for the applicable student fees. All students in the High School Connections and Cumberland Polytechnic program are responsible for student fees over the Summer term.

- When an employer, other than the Armed Forces, 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.

- 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 Armed Forces, for employment may be eligible for tuition payment at the in-state rate.

- Out-of-state active duty Armed Forces 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.

- 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.

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

- Volunteer fireman; municipal, county or state fire department personnel; volunteer EMS or rescue and life saving department personnel; municipal, county or State EMS or rescue and life saving department personnel; and municipal, county or State law enforcement officers are exempt from tuition and registration fees when enrolled in courses requested by their organization in support of that organization's training needs.

- Students enrolled in Human Resources Development programs are exempt from continuing education registration fees.

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

- Law enforcement officers employed by a municipal, county, state agency and trainees that are sponsored by a state, county, or municipal law enforcement agency taking state-mandated Basic Law Enforcement Training Programs are exempt from tuition.
- Eligible survivors of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker killed in the line of duty, are exempt from tuition and registration fees.
- An eligible spouse or child of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who is totally and permanently disabled, as a result of an injury sustained in the line of duty, is exempt from tuition and registration fees.
- An eligible ward of the state is exempt from tuition and registration fees not covered by other financial aid.
- Certain veterans shall be granted in-state tuition rates so long as they live in North Carolina, enroll at FTCC within 3 years of leaving active duty, and meet other criteria as described in G.S. § 116-143.3A.
- Students participating in an apprenticeship program that meets all of the following criteria: (a) is a registered apprenticeship program recognized by the United States Department of Labor; (b) has a documented plan of study with courses relating to a job-specific occupational or technical skill; (c) the students is a high school student when entering the program.
- Tuition/fee waivers are not applicable to courses established on a self-supporting basis.

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. A student who registers for a class and never attends a face-to-face class or fails to participate in an online class by completing an assignment within the first 10% of class meetings is a "No Show."

- 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.
- The College believes that when students attend class regularly they are demonstrating responsibility and commitment to their education. Students must be in attendance during the first 10 percent of the class to be considered enrolled. A student will be withdrawn from a course when absences exceed 20% of the total course hours, or 14 consecutive calendar days, whichever comes first. Attendance in online educational courses is defined as a graded activity. Absences due to late registration are counted as regular attendances. Students should refer to course syllabi for specific attendance requirements.
- 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.
- No absence, for any reason, shall excuse a student from an announced test, examination, or other assigned activities. Except in the instance of an excused absence for Religious or solemn observances, make-up of any tests or work missed shall be at the discretion of the faculty member. Students shall be permitted to make-up tests or missed assignments as the result of a religious or solemn observance, so long as notice of the observance was given to the college in writing within two weeks of the first meeting of the class. The make-up of any test or examination shall be scheduled on the earliest possible date after the student returns to class.
- 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), Mammography, Nursing Assistant, Pharmacy Technology, 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.
- 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.
- Children are not to be left unattended anywhere on campus. Small children of students are not permitted to sit in classes or labs.

FINANCIAL AID STANDARDS

How to Apply for Student Financial Assistance

Students can submit the Free Application for Federal Student Aid using the following methods:

- Internet filing at web site **www.fafsa.gov**. You must attain an FSA ID prior to submission of the FAFSA that will serve as your electronic signature.
- Paper FAFSA – students must request a paper FAFSA from the Department of Education by calling 1-800-433-3243.

Filing a FAFSA via the Internet is the preferred and quickest method to submit an application.

The process for requesting financial aid through the College is the same for all types of need-based assistance.

- The student should file the Free Application for Federal Student Aid (FAFSA)
- The application cannot be filed before October for the upcoming Fall semester. FAFSA applications for Summer must be received no later than June 30.
- Students should complete the federal tax return before filing an application for financial aid in order to provide accurate information.
- The College will receive your FAFSA about a week after it is submitted with all required signatures. Some students will be requested to submit federal income tax transcripts and other documentation before an offer will be made. All requests for information are sent to the student's Fayetteville Technical Community College (FTCC) email address and are viewable on WebAdvisor.

Preferred Deadlines for Financial Aid Applications at FTCC

Fall Semester .....June 1
Spring Semester.....October 15
Summer Semester .....April 1

Terms and Conditions of Financial Aid

Financial aid offers are subject to the following stipulations:

- The student must be a citizen or permanent resident of the United States.
- **Students must be enrolled in a minimum of twelve (12) credit hours to be considered full time for the federal Pell Grant regardless of the semester.** Federal Pell will be adjusted accordingly for students enrolled in less than twelve credits. **Students must register for a minimum of six (6) credit hours per semester to be eligible for federal loans and the federal supplemental educational opportunity grant.** If the student drops or cancels classes after state grants, initial registration, the financial aid package will be adjusted.
- Students must register for courses that are part of their academic program in order to qualify for financial aid assistance. **Financial Aid will not pay for classes outside of the student's program.**
- If the student drops or cancels classes, decreases or cancels eligibility for financial aid, any balance owed to the College is the ***STUDENT'S RESPONSIBILITY.***
- Students who completely withdraw from all classes will have their earned aid amount evaluated through the federal formula. Complete withdrawals will affect the student's Satisfactory Academic Progress status. If the student loses financial aid eligibility due to financial aid suspension or termination, the student will have to submit a Satisfactory Academic Appeal Request, along with supporting documentation, to have their financial aid considered for reinstatement.
- The student must inform the Financial Aid Office of aid received from sources outside FTCC (i.e. scholarships).
- If additional financial aid is received after the offer letter is issued, the offer package may be adjusted or cancelled.
- The student must meet FTCC's Satisfactory Academic Progress policy standards and attend all courses for which they have registered.
- Adjustments to the offer package may be required for changes in the family's financial situation, additional available funding, errors in calculations, or clerical errors.
- The student will be notified of all adjustments to the financial aid offer package.
- Financial aid received for the current offer year cannot be used to pay indebtedness (over $200) from a previous offer year.
- All funds received are to be used for education-related expenses while attending FTCC. Federal funds are applied to all charges on the student accounts.
- All funds are to be used responsibly when purchasing

books and supplies at the bookstore. Funds are to be used only for the aid recipient for classes registered and not used to purchase books and supplies for family and friends.

- In cases of enrollment at more than one institution for the same period of time, federal and state funding may only be received at one institution.

- Financial aid is contingent upon the continuation of the current aid programs and sufficient appropriations.

General Offer Information

The academic year includes the fall, spring, and summer semesters. Students will be offered initially for the fall and spring semesters assuming full-time enrollment. Adjustments will be made if actual enrollment is less than full time at the end of the drop/add period for each semester. Adjustments for dropped classes may result in charges to the student's account.

Federal Pell Grants will be offered for the summer semester based on remaining eligibility for the academic year. Students applying for a summer William D. Ford Federal Direct Loan must submit a separate request no earlier than April 1. Additional program funds for summer will be offered based on availability of funds. Summer offers are typically made during the spring semester.

Satisfactory Academic Progress (SAP)

Federal and state regulations require an institution to establish a reasonable satisfactory academic progress (SAP) policy to determine whether an eligible student is progressing satisfactorily in his or her academic program to receive assistance under the Title IV, Higher Education Act programs. A student is expected to maintain a minimum level of progress towards completion of a degree, diploma, or certificate program that is eligible for financial aid.

Procedure Statement
In order to be eligible for financial aid, students must meet the following minimum guidelines:

- **Qualitative Standard** - Must not be suspended according to the College's academic suspension procedure. In addition, a student must maintain a cumulative Grade Point Average (GPA) of 2.0.

- **Quantitative Standard** (financial aid pace) - Completion of a minimum percentage of work is measured to ensure that a student completes his or her program of study within the maximum time frame allowed based on the published length of the student's academic program. The number of hours attempted is defined as the total cumulative number of hours for which you were enrolled at the generic 10% point of each term. The total number of hours earned is defined as the total cumulative number of credit hours for which the student received a passing grade as noted on the student's academic transcript.

  Must earn 67% of the total cumulative credit hours attempted (including all transfer credits). **For example, if the student attempted 30 credits, he or she must earn at least 20 credits of the 30 credits attempted (30 X 67% = 20).**

- **Maximum Time Frame** - Must complete a program of study in a time frame not to exceed 150% of the published length of the program, excluding the first 30 attempted credit hours of developmental education. This will be measured in credit hours (e.g., if the academic program length requires 60 credit hours, then the maximum time frame cannot exceed 90 credit hours attempted). Transfer credits accepted by FTCC from other institutions are included in the maximum time frame calculation.

- **Monitoring** - The Financial Aid Office will monitor satisfactory academic progress every semester (including summer).

- **Change of Major** - Students who change their major are still responsible for maintaining satisfactory academic progress according to the policy as outlines. A review of satisfactory academic progress will be based on the student's program of study. Changing from an associate degree program to a diploma or a certificate program may result in a student losing their federal and state eligibility.

- Students may submit an appeal using the Satisfactory Academic Appeal e-Form and attaching appropriate documentation to explain extenuating circumstances that prevented them from maintaining Satisfactory Academic Progress. Appeals will be reviewed by a Satisfactory Academic Progress Committee. The Senior Vice President for Academic and Student Services or the Associate Vice President for Student Services may make professional judgement calls regarding all appeals. The full Satisfactory Academic Progress policy is available on FTCC's website at **https://www2.faytechcc.edu/financial-aid/SAPPolicyRevised.pdf**.

- Students who have earned prior degrees must submit an Financial Aid Max Time Frame Appeal e-form to be considered and evaluated for continued financial assistance.

Developmental Classes

The federal regulations that govern federal financial aid impose a limit to the total number of developmental courses a student can take and receive federal financial aid (34 CFR 668.20). This regulation states a student may receive Federal aid for up to one academic year's worth of remedial classes (not to exceed 30 credit hours). All hours exceeding this limit, will not be paid using federal financial aid.

Withdrawals or All F Grades/Return of Title IV Funds

Federal law states that if a student receives federal financial aid and withdraws, quits attending or drops out of all of their classes before completing at least 60% of the semester, the student will have to return a portion of the federal aid that was received and may have to return a portion of the state grant funding received if at least 35% of the semester is not completed.

Withdrawal (W Grade) from a class(es) is a non-punitive grade for cumulative and major GPA. Withdrawal grades are counted as an attempt for financial aid and health program admissions.

The student will be billed for the amount to be repaid according to this policy. A student may be reported to the Department of Education for repayment and, until the balance is paid, the student's records will be placed on hold prohibiting a student from receiving any further financial aid funds nationally. If a student has tuition, fees or other outstanding institutional charges; registration, grades and transcripts will be placed on hold at FTCC until the debt is satisfied. Complete withdrawals will affect the student's Satisfactory Academic Progress status. If the student loses financial aid eligibility due to financial aid termination, the student will have to submit a Satisfactory Academic Appeal Request, along with supporting documentation, to have their financial aid considered for reinstatement.

The full Satisfactory Academic Progress Policy is available on the FTCC website at www.faytechcc.edu.

Financial Aid Recalculation Guidelines

Financial aid funds are intended to assist each student in completing courses in his/her eligible program of study. Each scholarship, grant, and loan recipient is subject to refund and repayment obligations that may differ from those associated with the College's academic withdrawal policy. Refund of aid is contingent upon enrollment and participation in classes. Failure to attend and/or participate is classes may decrease a student's aid eligibility.

The Financial Aid Office recalculates the eligibility status for all changes in enrollment during the term based on the Financial Aid census date. The Financial Aid census dates are based on the course section census dates. The student's last aid recalculation date for the term is the Financial Aid census date of the course with the latest course section census date for which the student is enrolled. A student who increases or decreases the number of credits for which he/she is enrolled is subject to aid recalculation.

Aid recalculation is based on the enrollment status in classes that have started and on each applicable Financial Aid census date of the term. Disbursements include courses for which the student is enrolled on the Financial Aid census date. As noted above, any changes to class enrollment, attendance and participation potentially impact the student's disbursement.

The aid recalculation policy has been established to recalculate federal and state aid in accordance with federal regulation 34 CFR 690.80 (b). Levels of enrollment status on the Financial Aid census date each term at FTCC are listed below:

Pell	NC Community College Grant	NC Education Lottery Scholarshp	Loans
	15+ Credits (Full-time Plus)		
12+ Credits (Full-time)	12-14 Credits (Full-time)		
9-11 Credits (3/4-time)	9-11 Credits (3/4-time)	12+ Credits (Full-time)	
6-8 Credits (1/2-time)	6-8 Credits (1/2-time)	6-11 Credits (1/2-time)	6+ Credits (Eligible for full loan amount)
0-5 Credits (Less than 1/2-time)	0-5 Credits (Not eligible)	0-5 Credits (Not eligible)	0-5 Credits (Not eligible)

A student who has been identified as "Never Attended" or given a "Last Date of Attendance" date that is before the Financial Aid census date may not be eligible for some or all aid for that course, even if the course has ended.

Disbursement Dates and Schedules

Disbursements are scheduled to occur after the Financial Aid census dates for classes that have started. The disbursement dates are posted on the Financial Aid web site. Disbursements may not be issued earlier than the scheduled dates.

Student Loan Repayment and Default

If you decide that you need a student loan, remember that you are responsible for repaying your loans with any interest that accrues. If you find that your student loan payments are more than you can afford, contact your servicer(s) to ask about different repayment plans and the possibility of delaying your loan payments for a time. You can find a list of your federal student loans and servicer information at www.nslds.ed.gov.

Remember, student loan default has consequences that could impact you in a very negative way, including wage garnishment, income tax returns being taken, and damage to your credit score. To learn more about the possible effects of student loan default, visit https://studentaid.ed.gov/repay-loans/default.

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.

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 a 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.

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.

Students 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 or 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 in interactive seminars facilitated by Counseling Services and an orientation of the Student Learning 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 a semester. The student is placed on academic probation and this is noted on the student's permanent record.

Academic Suspension

A student is considered to be on academic suspension when the student is already on academic warning and his or her cumulative GPA is still below 2.0 at the end of a semester. The student is placed on academic suspension and this is noted on the student's permanent record.

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 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 graduating 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.

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 GPA 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 GPA of 3.5 to 3.99 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:

- 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 reentry. A student who withdraws from the College and reenters 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 reentry. In cases where students reenter at the beginning of fall semester, they are subject to the requirements for the curriculum at the fall semester re-entry.
- Have met all admissions requirements for the program in which the student will graduate, including receipt of high school transcript/HSE, formerly known as GED®, and transcripts from all colleges/universities that course credit for the certificate, diploma or degree requirements were derived. Students must complete a minimum of 25% course work at FTCC to meet North Carolina residency requirements. This includes transition/developmental courses. There are no time constraints issued for these courses.

  Course work related to Associate degrees, diplomas, and certificates must be at the 100 level or higher. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, must be approved by the Department Chairperson.
- Have sufficient grade points to average 2.0 major and cumulative GPA.
- 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.)
- Must have taken care of ALL financial indebtedness to Fayetteville Technical Community College, including a graduation fee.
- 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 automatically voids his/her candidacy for that particular graduation.
- Final, official high school transcripts are required for all associates, diplomas, and certificates to satisfy graduation requirements.

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

Progress Standards for Select Programs

(Effective Fall 2015 Semester)

In addition to a "C" or higher in related courses, the following programs require that a student complete the stated course work with a grade of "B" or better in order to progress to the next course/term/graduation:

Associate Degree Nursing – A "B" or better in all NUR and science courses and a satisfactory grade in clinical.

Central Sterile Processing – A "B" or better in all STP courses.

Dental Assisting – A "B" or better in all DEN and science courses and a satisfactory grade in clinical.

Dental Hygiene – A "B" or better in all DEN and science courses and a satisfactory grade in clinical.

Emergency Medical Science – A "B" or better in all EMS and science courses and a satisfactory grade in clinical.

Funeral Service Education – A "B" or better in all FSE courses and BUS 115, and PSY 141.

Mammography – A "B" or better in all MAM courses.

Nursing Assistant – A "B" or better in all NAS courses.

Pharmacy Technology – A "B" or better in all PHM and science courses.

Physical Therapist Assistant – A "B" or better in all PTA and science courses.

Practical Nursing – A "B" or better in all NUR and science courses and a satisfactory grade in clinical.

Radiography – A "B" or better in all RAD and science courses.

Respiratory Therapy – A "B" or better in all RCP and science courses.

Speech-Language Pathology Assistant – A "B" or better in all SLP and science courses.

Surgical Technology (Degree or Diploma) – A "B" or better in all SUR and science courses.

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:

Health and Fitness Science – A "C" or better in all PSF and science courses.

Healthcare Management Technology – A "C" or better in all HMT courses.

Paralegal Technology – A "C" or better in all LEX courses.

Refer to the FTCC website for the most current information.
Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.

STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCESS

Illegal Discrimination (Title IX Reporting)

Thomas R. McLean Administration Building, Rooms 162-A or B
Phone: 910-678-8373 or 8246
Title IX Administrator/Coordinator:
Carl Mitchell, **mitchelc@faytechcc.edu**
Alternate/Deputy Title IX Coordinator:
Barbara Poggetti, **poggettb@faytechcc.edu**
Hours: Monday to Friday, 8 AM to 5 PM
FTCC prohibits sex discrimination, including sexual harassment, sexual violence, sexual assault, stalking, or intimate partner violence that interferes with or limits a student's ability to participate in or benefit from an educational program. The College will take necessary steps to stop such conduct using appropriate sanctions and remedies. Students that are experiencing any form of sexual discrimination at FTCC should report such activities to the Vice President for Human Resources, Workforce Development, and Institutional Effectiveness (Mr. Carl Mitchell) or the Personnel Manager (Ms. Barbara Poggetti) using the above telephone number or email addresses. In the event that students need to report sex discrimination activities hours the Human Resources Office may be closed, they can report the sex discrimination at the Office of Public Safety located at the:

General Classroom Building, Room 102
Phone: 910-678-8433
24 hours per day

MISREPRESENTATION STATEMENT

Fayetteville Technical Community College (FTCC) is prohibited, by federal law, from making false, erroneous, or misleading statements, directly or indirectly, to a student, prospective student, member of the public, accrediting agency, state agency, or to the U.S. Department of Education. Misleading statements are those that have the likelihood or a tendency to deceive or confuse the person to whom they are made. A statement is any communication whether it is made in writing, visually, orally, or through any other means of communication. Substantial misrepresentation is misrepresentation on which a person could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

Statements specifically include, but are not limited to: a) The nature of education programs offered through the College; b) The nature of financial charges, tuition, fees, and other costs; c) The employability of graduates of the College; and d) The relationship of the College with the U.S. Department of Education. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

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).

- 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 be process upon request. There is a $9.00 fee for each official transcript. Order transcripts online via the National Student Clearinghouse link.

- 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:
  - To inspect and review their educational records
  - To exercise limited control over other people's access to their educational records
  - To seek to correct their educational records in a hearing if necessary
  - To report violations of FERPA to the Family Education Rights and Privacy Act Office—Department of Education
  - To be informed about their FERPA rights

- We cannot provide any contact information for our students, as that information is confidential under FERPA because of a change the Trustees of FTCC made last year. Specifically, the Board's policy says that directory information is now limited to the following:

- Name
- Mailing Address
- Phone Listing
- E-mail Address
- Dates of Attendance
- Curriculum
- Enrollment Status
- Dates of Enrollment
- Degree Received

- 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.

- 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.

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

- Students may obtain copies of FERPA rights 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.ed.gov/policy/gen/guid/fpco/ferpa/index.html.**

- FTCC reserves the right to deny official transcripts or copies of records not required by FERPA in any of the following situations:
  - The student has any unpaid financial or other obligations to the College, including, without limitation, unresolved parking violations, overdue books, or unpaid library fines.

  - 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 JUDICIAL PROCESS

Student Rights

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.

- 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 his/her options, which are more fully described under the section on Disciplinary Action.

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

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

- 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.

- 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 more fully described in the following section.

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.

- Academic dishonesty, including, but not limited to:
- Obtaining test information, research papers, notes and other academic material without authorization;
- Receiving or giving help on tests, projects, or assignments submitted for a grade unless specifically authorized by the instructor; and,
- Plagiarism, which is taking credit for another's ideas or works as if they were your own.
- Theft, vandalism, or misuse of College property wherever it is located.
- Possession, use, or distribution of 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.
- Using, recording, or disseminating anything which is lewd, obscene, or which substantially and materially disrupts or threatens to disrupt the operation of the College.
- Physical violence against another person or threatening physical violence against another person.
- Harassment or intimidation of any other person which is defined as verbal or physical conduct that is severe, pervasive, and objectively offensive such that it substantially interferes with an individual's academic or work performance or creates and intimidating, hostile offensive or demeaning academic or work environment. Sexual Harassment, as defined by the College's policy prohibiting sexual harassment, is a form of prohibited harassment.
- Participation 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.
- Violation of any college policy or any state or federal law prohibiting the possession of weapons on any FTCC campus.
- Tampering with a fire alarm or other safety equipment belonging to the College.
- Illegal Gambling.
- 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 which is described more fully later in this section.
- Altering or misusing College documents, records or instruments of identification with intent to deceive.
- 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.
- Violating the terms of any disciplinary probation or any College regulation during the period of probation.
- Failing to follow instructions of College employees.
- 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 any device which produces loud and/or disruptive noises.
- 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.
- Permitting any person who is under the age of sixteen (16) and who is not an 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.
- Violating any College rule, regulation, policy and/or procedure.
- Violating any local, state or federal law or regulation.
- This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.

Disciplinary Action

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.

- 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 is 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 Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) 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 Academic Dean or Designee shall resolve the matter in a timely fashion.

- A violation, or possible violation, of the Weapons on Campus policy shall be reported to Public Safety immediately by phone, 678-8433, Emergency Call-box, 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 public safety as requested by the Campus Security Act of 1990. The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) 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 Academic Dean or Designee or Associate Vice President for Continuing Education, the next available Dean/administrator/ director/ supervisor should be notified.

- Upon notification by the Director of Public Safety and Security, the Academic Dean or Designee or the Associate Vice President for Continuing Education 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.

- Upon completion of the inquiry, the Academic Dean or Designee or the Associate Vice President for Continuing Education shall determine whether a violation of this policy occurred. If the Dean or Designee or Associate Vice President determines a student did violate this policy, the Dean or Designee or Associate Vice President 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.

- Any administrative official, faculty/staff member, or student may file charges with the FTCC Public Safety & Security Office against any student or student organization for violations of College regulations. The individual(s) making the complainant must provide the following information:

  - Name(s) of the individual(s) involved
  - The alleged violation of the specific Code of Conduct
  - The time, place, and date of the incident
  - Name(s) of the person(s) directly involved or witnesses to the infractions
  - Any action taken that relates to the matter

  The Department of Public Safety & Security will complete a preliminary investigation within five (5) working days. Then the Director of Public Safety & Security will provide a recommendation to the appropriate Dean or Designee of the Associate Vice President. After discussing the alleged infraction with the student, the Dean or Designee or Associate Vice President may act as follows:

  - Deem the complaint unfounded
  - Impose a sanction
  - Refer the student to a College office or community agency for services.

- The decision 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 or where the student refuses to cooperate, the Dean or Designee or Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the decision, and instructions governing the appeal process.

- Violations of the Code of Conduct related to academic issues, for example, cheating, plagiarism or classroom disruption will be addressed through the chain of command within the academic area.

- The penalty for academic offenses is imposed or recommended by the instructor teaching the course. Ignorance of the rules or carelessness about plagiarism or cheating is no excuse.

- Penalties for plagiarism and cheating that may be imposed by the instructor include but are not limited to the following:

  - Re-writing the assignment
  - Receiving a "0" on the assignment
  - Failing the course in which the assignment was submitted

- Penalties for plagiarism and cheating that may be recommended include but are not limited to the following:

  - Academic probation
  - Academic suspension
  - Expulsion from the college

- When probation, suspension, or expulsion is recommended, the recommendation must be submitted to the appropriate Academic Dean within five (5) working days of the discovery of the incident. Within five (5) working days after the recommendation is made, the appropriate Dean/Associate Vice President shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the administrative official may act as follows:

  - Drop the charges
  - Impose a sanction
  - Refer the student to a College office or community agency for services

- The decision of the Dean/Associate Vice President 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/Associate Vice President, or where the student refuses to cooperate, the Dean/Associate Vice President shall send a certified letter to the student's last known address providing the student with a list of charges, the Dean/Associate Vice President's decision, and instructions governing the appeal process.

- 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.

Sanctions

The following sanctions are examples of those that may be imposed for discipline:

- 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.

- 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.

- 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. Any violation of Restrictive Probation may result in immediate SUSPENSION.

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

- 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.

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

- 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).

- 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 Vice President for Administrative Services before returning to the campus.

- 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 Senior Vice President for Academic and Student Affairs.

- 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.

- 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.

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

Student Dress Code

The Trustees of Fayetteville Technical Community College recognize the importance of maintaining an education environment which promotes rigorous academic studies, encourages critical thinking, and teaches students skills necessary to be successful in the workplace. The Trustees authorize individual educational programs to implement and enforce dress codes when required to protect the health and safety of students. Additionally, the Trustees hereby determine that all students not in such a program should be encouraged to dress, while on campus, in a manner appropriate for an educational environment.
Effective June 1, 2011

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:

- The student must be informed of any charges made against him/her that may result in administrative action.
- The student must be advised in writing of the administrative action taken.

- The student will be advised of corrective action required.

- The student is entitled to an appeal as herein provided. The appeals process described in the following paragraphs must be followed.

- The student is entitled to appear and present testimony at any committee meeting scheduled to hear an appeal from said student.

Appeal of Disciplinary Sanction

The Academic Dean or Designee (for curriculum students) or the Associate Vice President for Continuing Education (for continuing education students) investigates charges of misconduct and determines the action to be taken. The decision of the Dean or Designee or Associate Vice President 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 may appeal the decision.

- If a student wished to appeal the decision, he or she must submit the appeal in writing within five (5) working days of receipt of the Dean's or Vice President's decision to the Student Appeals Committee through the Associate Vice President for Academic Support.

- 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.

- If the student wished to appeal the decision of the Associate Vice President for Student Services, the appeal must be in writing and addressed to the Senior 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.

Appeal of Attendance Problems

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

- 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 Associate Vice President for Academic Support.

- 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.

- 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 Senior 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.

- Students dropped 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.

- 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.

- 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. If, after conferring with the student, the Instructor, and the Department Chairperson, the matter remains unresolved, the Dean shall convene with the Academic Review Committee.

- 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. The committee will 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 committee. 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 ask questions of 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.

Financial Obligations

The Business Office uses telephone, email and/or letters to make contact with students regarding their financial obligations. When students register for classes, their registration statement serves as their notice of tuition/fees due. If a student registers they can view their account in WebAdvisor for the tuition/fees due. As payment deadlines approach for the upcoming semester, the Business Office sends email notices to remind students of the deadline to pay. After the semester begins, if a student incurs a debt related to tuition/fees or repayment of financial aid, the Business Office will send an email and letters to notify the student of the debt.

For returned checks, the Business Office will call the student and/or check maker, then follow-up with a certified letter giving 10 days to clear the returned check. If after 15 days the check in not cleared, the debt is submitted to the Cumberland County District Attorney's Office Worthless Check Program. The debt may also be submitted for other collection action.

For student loans, the promissory note states payment is due in three (3) installments beginning thirty (30) days after the start of the semester and then approximately each thirty (30) days thereafter for two months. If the student fails to make payments as scheduled, the Business Office will send a letter advising of the past due payment. Unpaid loans will be submitted for collection action.

Debts owed to FTCC may result in the student being dropped from classes that have not started within the same semester and will prevent the student from registering for any future semesters. Transcripts and diplomas/certificates/degrees will not be released until the debt is paid.

Debts owed to FTCC are required to be submitted to the North Carolina Department of Revenue's Setoff Debt Collection Program per the Debt Collection Act. This allows FTCC to claim a part or all of a student's income tax refund to apply

against the debt. Debts owed FTCC may also be submitted to an outside collection agency.

Financial indebtedness to FTCC may be appealed through the Appeal of Student Tuition/Fees process. This allows the student to submit an appeal for the current term and/or immediate prior term only.

Appeal of Student Tuition/Fees

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

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 a drop for a class or withdrawal from all classes.

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.

For mitigating circumstances, students should complete and submit the Student Tuition/Fee Appeal 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.

Appeals for the current and/or immediate prior term only will be considered and reviewed. No other appeals will be considered. Decisions of the Appeal Committee are final. Book charges may not be appealed.

Admissions Decisions

Initial decisions to approve a student or potential student to enter a program or a student re-entering a program are made by the Success Coach conducting the admissions interview. Appeals of admissions decisions are referred to the Director of Admissions. Decisions of the Director of Admissions may be initially appealed in writing no later than ten (10) College days after the date of the Director of Admissions' letter to the Associate Vice President for Student Services. The Associate Vice President for Student Services will confer with the Department Chairperson and respond to the student within five (5) working days. Decisions of the Associate Vice President for Student Services are final.

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 a drop or withdrawal for any or 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. Listed below are the steps to filing a grievance.

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 Senior Vice President for Academic and Student Services. The Senior Vice President for Academic and Student Services will notify the President. Depending on the nature of the allegation, the Vice President for Human Resources and Institutional Effectiveness, may be asked to investigate. After reviewing the facts of the case, the Senior Vice President for Academic and Student Services and/or the Vice President for Human Resources and Institutional Effectiveness, 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.

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.

State Student Complaint Process

All institutions, except tribal and Federal Institutions, are required to provide a process for students to initiate a complaint against a post-secondary institution offering programs in the state of North Carolina after all other forums at the institutional level have been exhausted.

Students may utilize the application form provided by the UNC General Administration Office of Post-Secondary Education Complaints (**https://www.faytechcc.edu/student-complaints/** to submit these complaints for processing. Submit all relevant information and supporting documentation regarding your complaint to the University of North Carolina General Administration, 910 Raleigh Road, Chapel Hill, NC 27515 or email to studentcomplaint@northcarolina.edu. Once received by the UNC General Administration office, complaints against any of the 58 community colleges will be forwarded to the North Carolina Community College System.

WEAPONS ON CAMPUS POLICY

Possession of Weapons on Campus

N.C.G.S. § 14-269.2 generally prohibits carrying a "weapon" either openly or concealed on community college property. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. N.C.G.S § 14-269.2.

However, the General Assembly has enacted a limited exception to the at general prohibition (S.L. 2013-369, sec 2; HB 937; N.C.G.S. § 14-269.2(k)).

A firearm is permissible on a community college campus only under the following circumstances:

- The firearm is a handgun; AND
- The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
- The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
- The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- The firearm remains in the closed compartment at all times.

Illegal possession of weapons on campus or at any FTCC class, site, activity, or program is a violation of College policy.

- It shall be a violation of college policy for any person to illegally possess, whether openly or concealed, any of the following items while on FTCC campus or at the site of any FTCC class, activity or program:
  - Any gun or firearm, including, but not limited to a rifle, pistol, BB gun, air pistol, or air rifle;
  - Any powerful explosive device, including, but not limited to, dynamite cartridge, bomb, grenade, or mine;
  - 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
  - Any slingshot, leaded cane, blackjack, or metallic knuckles.

- The possession of any item listed above shall not be in violation of College policy if the possession is permitted by law. Current law permits those who have valid concealed weapon permits and those exempt from obtaining such permits to have handguns secured, as described by law, in their vehicles. The law also permits weapons on campus solely for uses associated with approved educational programs.

- 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.

- 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.

- 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.

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

Procedures

A violation of this policy or possible violations shall be reported to campus public safety 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 public safety as requested by the Campus Security Act of 1990.

- 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.

- 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.

- Upon completion of the inquire, 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.

Precautions

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

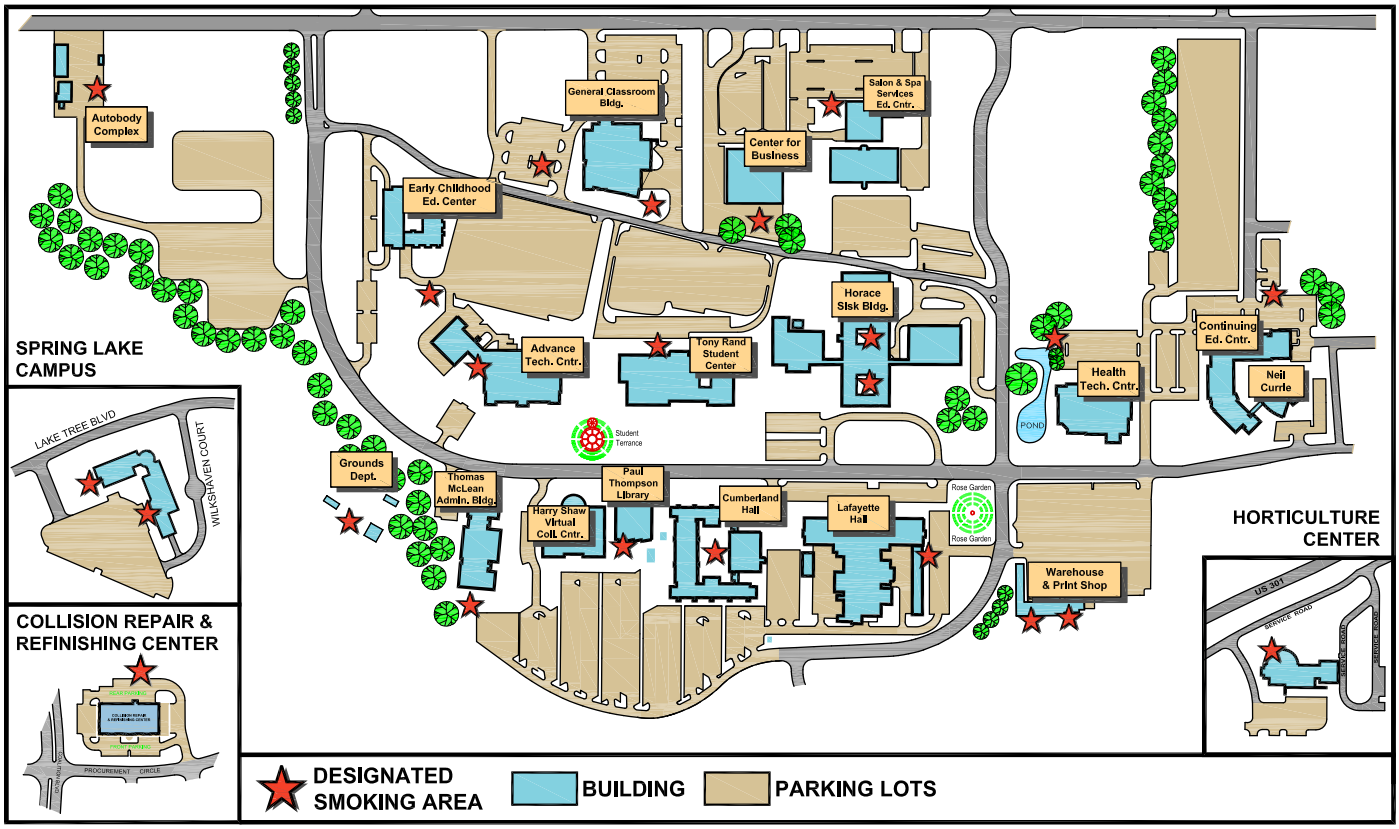
- Do not approach the individual. Stay calm.
- Either notify campus public safety or have someone else do it.
- Monitor individual from a safe distance or take cover if necessary.
- Notify other persons in the area.
- If possible, get a good description of the individual, vehicle, or weapon.
- Stay alert.
- If necessary, get away from the affected area.
- Do not take chances.

TOBACCO AND NICOTINE VAPOR FREE BUILDINGS

The use of cigarettes, cigars, smokeless tobacco, and electronic (vapor) cigarettes is strictly prohibited inside any FTCC building. 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:

BLDG #	NAME	LOCATION
1	Administration Bldg	Rear of building
2	Library	Patio between Library & VCC
3	CH	Center patio area
4	LH	Patio area by snack bar
5	HOS	Large center courtyard area
6	NC	Patio area by snack bar
8	CBI	Rear door leading to P/L #19
9	ATC	Patio area by vending area
10	CEC	Patio area by snack bar
11	HTC	Rear of parking lot by tree
12	ECC	Door on end of building nearest the Access Road
13	Auto Body Shop	Rear door
14	Cosmetology	Covered patio area towards front of building
15	VCC	Patio between Library & VCC
16	Horticulture	Outside of classroom building away from the entrance
17	Warehouse/Print Shop	Rear door of Print Shop
	SLC	CEC wing entrance
19	GCB	Area adjacent to patio

FTCC Outside Designated Smoking Locations



(1) Administration Bldg.- Rear of building
(2) Library/Learning Lab - Patio between Library & Virtual College Center
(3) Cumberland Hall - Patio area in the center courtyard
(4) Lafayette Hall - Picnic table near parking lot #15
(5) Horace Sisk - Center courtyard area
(6) Neill Currie - Patio area by snack bar
(7) Tony Rand Student Center - Rear patio behind cafeteria
(8) Center For Business and Industry - Rear door leading to parking lot 19
(9) Applied Technology Center - Patio at rear by vending machines
(10) Continuing Education Center - Rear parking lot
(11) Health Technologies Center - Rear of the parking lot
(12) Early Childhood Center - Rear of the bus parking area
(13) Auto Body Shop - sheltered area behind paint booth bldg.
(14) Salon & Spa Services Ed. Center - Patio area toward the front of building
(15) Virtual College Center - Patio between Library and Virtual College Center
(16) Warehouse - Outside Warehouse rear door
(17) Printshop - Outside Printshop rear door
(18) Spring Lake Center - Outside stairway A and D
(19) General Classroom Bldg. - Outside exit facing TRSC near the access road

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Refer to the FTCC website for the most current information.
Go to https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.

STUDENT EMAIL STANDARDS

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.

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:

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- Use of content management systems (e.g. BlackBoard) should be for the purposes of communicating and documenting class or educational related activities.
- Fayetteville Technical Community College ensures the protection of students' privacy taking distance education courses. FTCC does not share distance education students' protected and identifying information with third parties. To protect the privacy of all students, including distance learning students, FTCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. All students enrolled in distance education courses are required to verify their identity through several methods of verification to include requiring a secure login and pass code to the learning management system and related resources, proctored examinations, use of test proctoring technologies, and employing authentic assessments.
- Users are discouraged from conducting confidential transactions (e.g online banking) over FTCC network.
- 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.
- Users will refrain from monopolizing systems and services, such as overloading resources, putting excessive demands on disk space, printer paper and supplies.
- 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.
- 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.
- 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.

ELECTRONIC SIGNATURE POLICY

Fayetteville Technical Community College (FTCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Conditions 1 and 2 below.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid offers, pay student bills, obtain unofficial transcripts, update contract information, log into campus computers, complete forms, submission of class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, etc.

An electronic signature is considered valid when on of the following conditions is met:

Condition 1: Student/Employee Login ID and Personal Identification Number (PIN)

- Institution provides student or employee with a unique PIN
- Student or employee sets his or her own PIN
- Student or employee logs into a secure site using both the Login ID and PIN

Condition 2: Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep their PIN and their password private so others cannot use their credentials. This is further explained in Section I-23.10 Access Account Guidelines of the Administrative Procedures Manual.

Once logged in, the student or employee is responsible for any information they provide, update, or remove. FTCC will take steps to ensure both the PIN and password are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

FREE SPEECH AND PUBLIC ASSEMBLY POLICY AND PROCEDURE

Fayetteville Technical Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. 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 protect one's right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to normal operations of the College including but not limited to instruction, College business, or actions which interfere with 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.

Registration & Use of Designated Free Speech Area

The College hereby designates the following areas as Free Speech/Expression areas:

Main Campus	Student Center Gazebo
Spring Lake Campus	Grass Area on end of Western Wing of Bldg
Horticulture Education Center	Grass Area on Eastern end of Parking Lot

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/ Expression areas except requests for the Gazebo will be assigned to the person or organization that requests the area first. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Requests for Free Speech

Individuals or groups wishing to exercise their free speech should submit a written and signed request to the Director of Student Activities at least three working days prior to the desired date. The following information must be included in this written request.

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

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m. The Director of Student Activities will notify the Director of Public Safety and Security of any approved Free Speech event.

Guidelines for Speech and Public Assembly

- Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.

- 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.

- 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.

- Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of

the person or entity reserving an area for free speech/ expression to express themselves.

- Marches: Campus marches are permitted on campus only with the approval of the Director of Student Activities per coordination with the Director of Public Safety and Security.

  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. Minor children, six years of age or younger, may walk abreast or be carried by their parent or guardian.

  Pickets 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

- 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 in areas designated by the Director of Student Activities.
  - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity. They must not contain obscene language or words that would tend to incite violence.
- Public speech or activities likely to incite or produce imminent lawless action or that is, under current legal standards, either defamatory or obscene are prohibited. Violations of the FTCC Student Code of Conduct are prohibited.
- Individuals who damage or destroy College property shall be held responsible for such damage or destruction. This includes lawns, shrubs, trees, etc.
- 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.
- 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 obscene, indecent, 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 when directed by College officials, security, or police. Failure to do so may result in disciplinary action and/or criminal prosecution.

Intellectual Property Rights

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

- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- The College owns all rights to its logo, seal, and other related materials.
- 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.

CRIME REPORT

On-Campus Crime Statistics

Type Incident	*2015*	*2016*	*2017*	*2018*	*2019*
Criminal Homicide	0	0	0	0	0
Murder and Nonnegligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Forcible Sexual Assault	2	0	0	0	0
Non-Forcible Sexual Assault	0	0	0	0	2
Robbery	0	0	0	0	0
Aggravated Assault	2	0	0	0	0
Burglary/Larcenies	0/21	0/26	0/27	0/20	1/20
Motor Vehicle Theft	1	0	0	0	0
Liquor Violations	4	0	0	0	0
Drug Violations	2	3	1	0	2
Weapons Violations	0	1	0	2	2
Arson	0	0	0	0	0

Refer to the Annual Public Safety & Security Report for information on campus crime statistics. Current policies are implemented from the FTCC Board of Trustees. The Annual Public Safety & Security Report contains three years of campus crime statistics and campus public safety policy statements. The Annual Public Safety & Security Report can be obtained, upon request, from the Office of Public Safety & Security, General Classroom Building, Room 102, or through the FTCC website at **https://www.faytechcc.edu/public-safety-security/.**

*The above statistics are the most current statistics at time of printing.

DRUG AND ALCOHOL POLICY

Drug and Alcohol Prevention Program

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 and Institutional Effectiveness, 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 and Institutional Effectiveness, 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 Institutional Effectiveness, and the Vice President for Legal Services and Risk Management.

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

Commonly Abused Drugs

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF *COMMERCIAL* AND STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**	*ACUTE EFFECTS*/HEALTH RISKS
Tobacco			
Nicotine	Found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew)	Not scheduled/smoked, snorted, chewed, vaporized	*Increased blood pressure, breathing rate, and heart rate. Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia. Pregnancy complications Including miscarriage, low birth weight, premature delivery, still birth, learning and behavior problems.*
Alcohol			
Alcohol	Found in liquor, beer, and wine	Not scheduled/swallowed	*Alcohol's effects vary from person to person, depending on a variety of factors, including: amount consumed, frequency of consumption, health status, and family history.. While drinking alcohol is itself not necessarily a problem—drinking too much can cause a range of consequences, and increase your risk for a variety of problems. For more information on alcohol's effects on the body, please see the National Institute on Alcohol Abuse and Alcoholism's related web page describing alcohol's effects on the body.*
Cannabinoids			
Marijuana (Cannabis)	Blunt, Bud, Dope, Ganja, Grass, Herb, Joint, Mary Jane, Pot, Reefer, Sinsemilla, Skunk, Smoke, Trees, Weed; Hashish: Boom Gangster, Hash,	I/smoked, eaten (mixed in food or brewed as tea)	*Changes to sensory perception and feelings of euphoria followed by drowsiness; relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning, memory; hallucinations; anxiety; panic attacks; psychosis.* Additional risks include mental health problems, chronic cough, and frequent respiratory infections.
Hashish	Boom, gangster, hash, hash oil, hemp	I/smoked, swallowed	Disorientation; impaired learning; fluctuating emotions; dulling of attention; psychotic episodes; fatigue; paranoia; reduced coordination; and lung damage.
Synthetic Cannabinoids	K2, Spices, Black Mamba, Bliss, Bombay Blue, Fake Weed, Fire, Genie, Moon Rocks, Skunk, Smacked, Yucatan, Zohai	I/Smoked, swallowed (brewed as tea)	Increased heart rate; vomiting, agitation; confusion; hallucinations, anxiety, paranoia; increased blood pressure and reduced blood supply to the heart; heart attack.
Synthetic Cathinones ("Bath Salts")			
	Bloom, Cloud Nine, Cosmic Blast, Flakka, Ivory Wave, Lunar Wave, Scarface, Vanilla Sky, White Lighting	I/Swallowed, snorted, Injected Some formulations have been banned by the DEA	*Increased heart rate and blood pressure; euphoria; increased sociability and sex drive; paranoia, agitation, and hallucinations; psychotic and violent behavior; nosebleeds; sweating; nausea, vomiting; insomnia; irritability; dizziness; depression; suicidal thoughts; panic attacks; reduced motor control; cloudy thinking. Additional risks include a break-down of skeletal muscle tissue; kidney failure; death.*
Opioids			
Heroin	Brown sugar, China White, Dope, H, Horse, Junk, Skag, Skunk, Smack, White Horse,; with OTC cold medicine and antihistamine): Cheese	I/injected, smoked, snorted	Euphoria; warm flushing of skin; dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states; Itching; nausea; vomiting; slowed breathing and heart rate. Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves In the heart; constipation and stomach cramps; liver or kidney disease; pneumonia.
Opium	*Laudanum, paregoric:* big O, black stuff, block, gum, hop	II, III, V/swallowed, smoked	(See effects/risks of Heroin.)

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF *COMMERCIAL* AND STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**	*ACUTE EFFECTS*/HEALTH RISKS
Stimulants			
Cocaine	*Cocaine hydrochloride:* Blow, Bump, C, Candy, Charlie, Coke, Crack, Flake, Rock, Snow, Toot	II/snorted, smoked, injected	*Narrowed blood vessels; enlarged pupils; increased body temperature, heart rate, and blood pressure; headache; abdominal pain and nausea; euphoria; increased energy, alertness; insomnia, restlessness; anxiety; erratic and violent behavior, panic attacks, paranoia, ; psychosis*heart rhythm problems, heart attack; stroke, seizure, coma. Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from snorting; infection and death of bowel tissue from decreased blood flow; poor nutrition and with loss from decreased appetite.
Amphetamine	Biphetamine, Dexedrine: bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II/swallowed, snorted, smoked, injected	**In addition to those effects/risks listed above for cocaine—nasal damage from snorting.**
Methamphetamine	Crank, Chalk, Crystal, Fire, Glass, Go Fast, Ice, Meth, Speed	II/swallowed, snorted, smoked, injected	Increased wakefulness and physical activity; decreased appetite; increased breathing heart rate, blood pressure, and temperature; irregular heartbeat. Anxiety, confusion, insomnia, mood problems, violent behavior, paranoia, hallucinations, delusions, weight loss, severe dental problems ("meth mouth"), intense itching leading to skin sores from scratching..
Club Drugs			
MDMA (Ecstasy/Molly) (methylenedioxy-methamphetamine)	Adam, Clarity, Eve, Lover's Speed, Peace, Uppers	I/swallowed, snorted	***MDMA****—Lowered inhibition; enhanced sensory perception; confusion; depression; sleep problems; anxiety; increased heart rate and blood pressure; muscle tension; teeth clenching; nausea; blurred vision; faintness; chills or sweating; sharp rise in body temperature leading to liver, kidney, or heart failure and death.* *Long-lasting confusion, depression, problems with attention, memory, and sleep; increased anxiety, impulsiveness, aggression; loss of appetite; less interest in sex.*
Flunitrazepam***	*Rohypnol:* forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies	IV/swallowed, snorted	*Sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination*/addiction.
GHB***	*Gamma-hydroxybutyrate or sodium oxybate (Xyrem):* G, Georgia Home Boy, Goop, Grievous Bodily Harm, Liquid Ecstasy, Liquid X Soap, Scoop,	I/swallowed	*Euphoria, drowsiness, decreased anxiety confusion, memory loss, hallucinations, excited and aggressive behavior, nausea; vomiting,* unconsciousness, seizures, slowed heart rate and breathing, lowered body temperature, coma, death.
Hallucinogens			
Ayahuasca	Aya, Ya□e, Hoasca	DMT is Scheduled I, but plants containing it are not controlled. Swallowed as tea.	*Strong hallucinations including perception of other worldly imagery, altered visual and auditory perceptions; increase blood pressure; vomiting.*
DMT (Dimethyltryptamine)	DMT, Dimitri	I/Smoked, injected	*Intense visual hallucinations, depersonalization, auditory distortions, and an altered perception of time and body image, usually resolving in 30-45 minutes or less. Physical effects include hypertension, increased heart rate, agitation, seizures, dilated pupils, involuntary rapid eye movements, dizziness, loss of coordination. At high doses, coma and respiratory arrest have occurred.*
Ketamine	Ketalar®. Cat, Valium, K, Special K, Vitamin K.	III/Injected, snorted, smoked (powder added to tobacco or marijuana cigarettes), swallowed	*Problem with attention, learning, and memory; dreamlike states, hallucinations; sedation; confusion and problems speaking; loss of memory; problems moving, to the point of being immobile, raised blood pressure; unconsciousness; slowed breathing that can lead to death. Ulcers and pain in the bladder; kidney problems, stomach pain; depression; poor memory.*

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF *COMMERCIAL* AND STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**	*ACUTE EFFECTS*/HEALTH RISKS
LSD	*Lysergic acid diethylamide:* acid, blotter, blue heaven cubes, microdot, yellow sunshine,	I/swallowed, absorbed through mouth tissues (paper squares)	Altered states of perception and feeling; hallucinations; nausea; frightening flashbacks, Hallucinogen Persisting Perception Disorder (HPPD); ongoing visual disturbances, disorganized thinking, paranoia, and mood swings. ***Also, for LSD and mescaline***—increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; Mescaline B impulsive behavior; rapid shifts in emotion.
Mescline (Peyote)	Buttons, Cactus, Mesc, Peyote	I/swallowed (chewed or soaked in water and drunk)	Enhanced perception and feeling; hallucinations; euphoria; anxiety; increased body temperature, heart rate, blood pressure; sweating; problems with movement.
PCP (Phencyclidine)	Angel, Dust, Boat, Hog, Love Boat, Peace, Pill	I, II/ Injected, snorted, swallowed, smoked (powder added to mint, parley, oregano, or marijuana)	Delusions, hallucinations, paranoia, problems thinking, a sense of distance from one's environment, anxiety. Low doses: slight increase In breathing rate; increased blood pressure and heart rate; shallow breathing; face redness and sweating; numbness of the hands or feet; problems with movement. High doses: lowered blood pressure, pulse rate, breathing rate; nausea; vomiting, blurred vision; flicking up and down of the eyes, drooling; loss of balance; dizziness; violence; suicidal thoughts; seizures, coma, and death. Memory loss, problems with speech and thinking, depression, weight loss, anxiety.
Psilocybin	Magic mushrooms, purple passion, Shrooms, little smoke	I/swallowed	***Also, for psilocybin***—hallucinations, altered perception of time, Inability to tell fantasy from reality, muscle relaxation or weakness, problems with movement, enlarged pupils, nausea, vomiting, drowsiness.
Salvia (divinorum)			***Makes user feel out of control and disconnected from their body and environment.. Associated with psychotic-like episodes that can occur long after a person has take the drug and dissociative drugs can cause respiratory depression, heart rate abnormalities and a withdrawal syndrome.***
Khat			
Khat	Abyssinian Tea, African Salad, Catha, Chat, Kat, Oat	Cathinone is a Schedule I drug, making khat use Illegal, but the khat plant is not controlled. Chewed, brewed as tea.	*Euphoria, Increased alertness and arousal, increased blood pressure and heart rate, depression, Inability to concentrate, irritability, loss of appetite, insomnia. Tooth decay and gum disease; gastrointestinal tumors; cardiovascular disorders such as irregular heartbeat, decreased blood flow, and heart attack.*
Kratom			
Kraton	Herbal Speedball, Biak-biak, Ketum, Kahuam, Ithang, Thom	Not Scheduled.	*Sensitivity to sunburn, nausea, Itching, sweating, dry mouth, constipation, increased urination, loss of appetite. Low doses: increased energy, sociability, alertness. High doses: sedation, euphoria, decreased pain. Anorexia, weight loss, insomnia, skin darkening, dry mouth, frequent urination, constipation. Hallucination and paranoia with long-term use at high doses.*

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF *COMMERCIAL* AND STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**	*ACUTE EFFECTS*/HEALTH RISKS
Other Compounds			
Anabolic Steroids	Nandrolone (Oxandrin®), oxandrolone (Anadrol®),oxymetholone (Winstrol®), stanozolol (Durabolin®), testosterone cyionate (Depo-Testosterone®), Juice, Gym Candy, Pumpers, Roids,	III/injected, swallowed, applied to skin	Headache, acne, fluid retention (especially in the hands and feet), oily skin, yellowing of the skin and whites of the eyes, infection at the injection site. Kidney damage or failure; liver damage; high blood pressure, enlarged heart, or changes in cholesterol leading to increased risk of stroke or heart attack, even in young people; aggression; extreme mood swings; anger ("roid rage"); paranoid jealousy; extreme irritability; delusions; impaired judgment..
Inhalants	Poppers, snappers, whippets, laughing gas	Not scheduled/inhaled through nose or mouth	Confusion; nausea; slurred speech; lack of coordination; euphoria; dizziness; drowsiness; disinhibition, lightheadedness, hallucinations/delusions; headaches; sudden sniffing death due to heart failure (from butane, propane, and other chemicals in aerosols); death from asphyxiation, suffocation, convulsions or seizures, coma or choking. Nitrites: enlarged blood vessels, enhanced sexual pleasure, increased heart rate, brief sensation of heat and excitement, dizziness, headache. Liver and kidney damage; bone marrow damage; limb spasms due to nerve damage; brain damage from lack of oxygen that can cause problems with thinking, movement, vision, and hearing. Nitrites: increased risk of pneumonia.
Prescription Medications			
For more information on prescription medication, please visit https://www.drugabuse.gov/drugs-abuse/prescription-drugs-cold-medicines			
Sedatives (Tranquilizers, Depressants)	Barbiturates: pentobarbital (Nembutal®), phenobarbital (Luminal®) Barbs, Phennies, Red Birds, Reds, Tooies, Yellow Jackets, Yellows Benzodiazepines: alprazolam (Xanax®), chlorodiazepoxide (Limbitrol®), diazepam (Valium®), lorazepam (Ativan®), triazolam (Halicon®) Candy, Downers, Sleeping Pills, Tranks Sleep Medications: eszopiclone (Lunesta®), zaleplon (Sonatoa®), zolpidem (Ambien) Forget –Me Pill Mexican, Mexican Valium, R2, Roche, Roofies, Roofinal, Rope, Rophies	II, III, IV/Swallowed, injected IV/Swallowed, snorted IV/Swallowed, snorted	Drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing.
Stimulants	Amphetamine (Adderall®, Benzedrine®) Bennies, Black Beauties, Crosses, Hearts, LA Turnaround, Speed, Truck Drivers, Uppers Methylphenidate (Concerta®, Ritalin®) JIF, MPH, R-ball, Skippy, The Smart Drug, Vitamin R	II/Swallowed, snorted, smoked, injected II/Swallowed, snorted, smoked, injected, chewed	Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages. High doses: dangerously high body temperature and irregular heartbeat; heart failure; seizures.

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF *COMMERCIAL* AND STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**	*ACUTE EFFECTS*/HEALTH RISKS
Opioid Pain Relievers	Codeine, Captain Cody, Cody, Lean, Schoolboy, Sizzurp, Purple Drank With glueterhimide: Door & Fours, Loads Pancakes and Syrup Fentanyl (Actiq®, Duragesic®, Sublimaze®, Apache, Chia Girl, China White, Dance Fever, Friend, Goodfella, Jackpot, Murder 8, Tango and Cash, TNT Hydromorphone (Dilaudid®) Morphine, M. Miss Emma, Monkey, White Stuff	II, III, V/Injected, swallowed II/Injected, smoked, snorted II/Injected, rectal II/III/Injected, swallowed, smoked	Pain relief, drowsiness, nausea, constipation, euphoria, confusion, slowed breathing, death.
Rohynol® (Flunitrazepam)			
	Circles, Date Rape Drug, Forget Pill, Forget-Me Pill, La Rocha, Lunch Money, Mexican Valium, Mind Eraser, Pingus, R2, Reynolds, Rib, Roach, Roach 2, Roaches, Roachies, Roapies, Rochas, Dos, Roofies, Rope, Rophies, Row-Shaw, Ruffles, Trip-and-Fall, Wolfies	IV/Swallowed (as a pill or dissolved in a drink), snorted	Drowsiness, sedation, sleep; amnesia, blackout; decreased anxiety; muscle relaxation, impaired reaction time and motor coordination; impaired mental functioning and judgment; confusion; aggression; excitability; slurred speech; headache; slowed breathing and heart rate.
Over-the-counter Cough/Cold Medicines			
Dextromethorphan (DXM)	Robotripping, Robo, Triple C, DM	Not scheduled. Swallowed	Euphoria; slurred speech; increased heart rate, blood pressure, temperature; numbness; dizziness; nausea; vomiting; confusion; paranoia; altered visual perceptions; problems with movement; buildup of excess acid in body fluids.

*Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.
**Some of the health risks are directly related to the route of drug administration. For example, injection drug use can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.
•••Associated with sexual assaults.

Resource from National Institute on Drug Abuse, August 2016 For further information link to: www.drugabuse.gov.

Signs of Addiction

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

Psychological signals	Physical 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	· 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

FEDERAL		
Name	**Address**	**Website**
Alcoholics Anonymous	A.A. World Sevices, Inc. P.O. Box 459, New York, NY 10163 (212) 870-3400	www.aa.org
Narcotics Anonymous	Main Office P.O. Box 999, Van Nuys, CA 91409 (818) 773-999	www.na.org
National Institute on Drug Abuse	NIDA - National Institutes of Health 6001 Executive Blvd, Rm 5213, Bethesda, MD 20892-9561 (310) 443-1124	www.nida.nih.gov
LOCAL		
Alcoholics Anonymous	Cape Fear Intergroup 310 Green Street Suite 202B, Fayetteville, NC 28301 (910) 678-8733	www.aa.org
Cape Fear Valley Behavioral Health Care	3425 Melrose Road, Fayetteville, NC (910) 609-3700	www.capefearvalley.com
Cumberland County Mental Health Center	Alcohol-Drug & Crisis Stabilization Unit 1724 Roxie Avenue, Fayetteville, NC 28304 (910) 484-1745	www.ccmentalhealth.org
Fort Bragg	Soldier and Family Assistance Center Soldier Support Ctr. 5th floor , Army Abuse and Substance Program (910) 643-6669	www.fortbraggmwr.com/sfac.php
Narcotics Anonymous	Fayetteville, NC 866-418-9500	www.na.org
Pope Air Field	43RD Medical Group 383 Maynard Street, Pope Air Field, NC 28302-2383 (910) 394-1182 (main) Ask for Substance Abuse Clinic	www.pope.af.mil

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	Radio Stations
WRAL (Channel 5) Cable 3	WAZZ – 1190 AM
WTVD (Channel 11) Cable 11	WFLB – 96.5 FM
WNCN (Channel 17)	WFNC – 640 AM
News 14	WKML – 95.7 FM
	WMGU – 106.9 FM
	WQSM – Q98.1 FM
	WRCQ – 103.5 FM
	WZFZ – 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 https://www.faytechcc.edu/current-students/ and scroll down to Student Resources.

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, Room 126; Telephone (910) 678-8242, www.faytechcc.edu/financial.aid/scholarships.aspx. Veterans Services, General Classroom Building, Room 202, (910) 678-8395.

Accounting and Finance/Accounting (A25800A)

Accounting and Finance/Financial Services (A25800F)
- Payroll Accounting Certificate (C25800C1)
- Tax Preparer Certificate (C25800C2)
- Computerized Accounting Certificate (C25800C3)
- Small Business/Entrepreneur Certificate (C25800C4)
- Cost/Managerial Accounting Certificate (C25800C5)
- Accounting Foundations Certificate (C25800C6)

Advertising and Graphic Design (A30100)
- Digital Graphics Certificate (C30100C1)
- Graphic Design Basics Certificate (C30100C2)
- Web-Based Graphic Design Certificate (C30100C3)
- Adobe Applications Certificate (C30100C4)
- Digital Illustration Certificate (C30100C5)
- Illustration Basics Certificate (C30100C6)

Air Conditioning, Heating and Refrigeration Technology (A35100)
- Air Conditioning, Heating and Refrigeration (D35100)
- Basic Air Conditioning, Heating and Refrigeration (C35100)

Architectural Technology (A40100)
- Architectural Engineering Construction CAD (C40100C1)
- Green/Sustainable Architecture (C40100C2)
- Building Information Modeling Technology Certificate (C40100C4)

Associate Degree Nursing (A45110)

Associate in Arts (A10100)

Associate in Engineering (A10500)

Associate in Fine Arts in Music (A10700)

Associate in Fine Arts in Theatre (A10800)

Associate in Fine Arts in Visual Arts (A10600)

Associate in General Education (A10300)

Associate in General Education – Nursing (A1030N)

Associate in Science (A10400)

Automotive Systems Technology (A60160)
- Automotive Systems Technology Diploma (D60160)
- Medium/Heavy Truck Maintenance Certificate (C60160C5)
- Maintenance & Light Repair 1 Certificate (C60160C6)
- Maintenance & Light Repair II Certificate (C60160C7)

Basic Law Enforcement Training (C55120)

Building Construction Technology (A35140)
- Intro to Building Construction Technology Certificate (C35140C3)
- General Maintenance Certificate (C35140C4)

Bus Admin/General Business Administration (A25120G)

Bus Admin/Human Resources Management (A25120H)

Bus Admin/Marketing (A25120M)

Bus Admin/Operations Management (A25120O)
- Organizational Leadership Certificate (C25120C9)
- Business Foundations Certificate (C25120C10)
- Small Business Operations Certificate (C25120C11)
- Entrepreneurship Certificate (C25120C12)
- E-Marketing Certificate (C25120C13)
- Sales and Customer Service Certificate (C25120C14)
- Total Quality Management Certificate (C25120C15)
- Project Leadership Certificate (C25120C16)
- Equal Opportunity & Employee Relations Certificate (C25120C17)
- Recruitment & Staffing Specialist Certificate (C25120C18)
- Payroll & Benefits Specialist Certificate (C25120C19)
- Nonprofit & Community Leadership Certificate (C25120C20)
- Government Procurement & Contracting Certificate (C25120C21)
- Leadership and Management Certificate (C25120C22)
- Operations Leadership Certificate (C25120C23)
- Project Management Certificate (C25120C24)
- Global Human Resources Certificate (C25120C25)

Carpentry (D35180)
- General Contractor's License Preparation (C35180C1)

Central Sterile Processing (C45180)

Civil Engineering Technology (A40140)
- Civil Engineering Technology Diploma (D40140)
- Civil Engineering Technology Certificate (C40140C1)

Collision Repair and Refinishing Technology (A60130)
- Collision Repair and Refinishing Diploma (D60130D1)
- Estimating Certificate (C60130C2)
- Non-Structural & Refinishing Certificate (C60160C3)
- Structural Certificate (C60130C4)
- Basic Collision Repair and Refinishing Technology Certificate (C60130C5)

Computer-Integrated Machining (A50210)
- Manual Machining Diploma (D50210)
- Basic Computer-Integrated Machining (C50210C1)
- Manual Machining Certificate C50210C2)

Cosmetology (A55140)
- Cosmetology Diploma (D55140)
- Cosmetology Certificate (C55140C1)

Cosmetology Instructor Certificate (C55160)

Criminal Justice Technology (A55180)
Policing Diploma (D55180)
Essential Law Enforcement Operations Certificate (C55180C4)
Courts and the Law Certificate (C55180C5)
Principles of Corrections Certificate (C55180C6)
Criminal Investigations Certificate (C55180C7)
Private Investigations/Loss Prevention Certificate (C55180C8)
Homeland Security Certificate (C55180C9)
Criminal Justice Fundamentals Certificate (C55180C10)
Contemporary Policing Studies Certificate (C55180C11)
Terrorism Studies Certificate (C55180C12)
Criminal Justice Societal Topics Certificate (C55180C13)

Criminal Justice Technology/Forensic Science (A5518C)
Forensic Science Certificate (C5518CC1)
Crime Scene Investigation Certificate (C5518CC2)
Introductory Forensic Science Certificate (C5518CC4)

Culinary Arts (A55150)
Pantry Chef (Garde Manger) (C55150C1)
Baking (C55150C2)
Demi-Chef Certificate (C55150C3)
Food Service Fundamentals Certificate (C55150C4)

Dental Assisting (D45240)

Dental Hygiene (A45260)

Early Childhood Administration Certificate (C55850)

Early Childhood Associate/B-K Licensure Transfer (A55220B)

Early Childhood Associate/General Early Childhood Associate (A55220G)

Early Childhood Associate/Non-Teaching Licensure Transfer (A55220C)
Child Care Development (C55220C2)
Child Care Professional (C55220C3)

Early Childhood Preschool Certificate (C55860)

Electrical Systems Technology (A35130)
Electrical Systems Technology (D35130)
Basic Electricity, Motors and Controls, and PLC (C35130C1)

Electronics Engineering Technology (A40200)
Electronics Engineering Technology (D40200)
Electronics Engineering Technology Certificate (C40200C1)

Emergency Management Technology (A55460)
Emergency Management Certificate (C55460C1)
Incident Management Certificate (C55460C2)
Disaster Management Certificate (C55460C3)

Emergency Medical Science (A45340)

Emergency Medical Science Bridging (A45340B)
Emergency Medical Science (C45340)

Entrepreneurship (A25490)

Esthetics Instructor Certificate (C55270)

Esthetics Technology Certificate (C55230)

Fire Protection Technology (A55240)
Fire Protection Technology Certificate (C55240C1)
Fundamentals of Arson Certificate (C55240C2)

Funeral Service Education (A55260)
Funeral Service Education N.C. Funeral Director (D55260)

Geomatics Technology (A40420)

Gunsmithing (A30200)
Basic Gunsmithing Skills Certificate (C30200C1)

Health and Fitness Science (A45630)
Health and Wellness Management Certificate (C45630C1)

Healthcare Mgmt. Tech/General Healthcare Management Technology (A25200G)
Healthcare Access Customer Service Specialist Certificate (C25200C1)
Healthcare Access Financial Specialist Certificate (C25200C2)
Long-Term Care Entrepreneurship Certificate (C25200C3)

Horticulture Technology (A15240)
Basic Landscape Maintenance (C15240C1)
Viticulture Certificate (C15240C3)

Hospitality Management (A25110)
Event Planning Certificate (C25110C2)
Hotel & Lodging Management Certificate (C25110C3)
Restaurant Management Certificate (C25110C4)
Hospitality Foundations Certificate (C25110C5)

Industrial Systems Technology (A50240)
Electrical PLC Applications Certificate (C50240C1)
Mechanical Maintenance Certificate (C50240C2)

Infant/Toddler Care Certificate (C55290)

Information Technology/Network Administration (A25590A)

Information Technology/Database Management (A25590B)

Information Technology/Computer Programming & Development (A25590C)

Information Technology/Digital Media Production (A25590D)

Information Technology/Game and Interactive Programming (A25590G)

Information Technology/Mobile & Web Programming (A25590M)

Information Technology/Network Management (A25590N)

Information Technology/PC Support and Services (A25590P)

Information Technology/Systems Security & Analysis (A25590S)

Information Technology/Mobile Applications Developer (A25590X)
- Java Programming Certificate (C25590C1)
- C# Programming Certificate (C25590C2)
- Mobile Application Development Certificate (C25590C3)
- Digital Media Basics Certificate (C25590C4)
- Database Programming Certificate (C25590C5)
- Visual Basic Programming Certificate (C25590C6)
- Digital Animation Certificate (C25590C7)
- Cisco Networking Certificate (C25590C8)
- Computer Technologies Certificate (C25590C9)
- Linux Certificate (C25590C10)
- Hardware and Software Certificate (C25590C11)
- Microsoft Networking Certificate (C25590C12)
- Microsoft Desktop Support (C25590C13)
- Mobile & Web Basics Certificate (C25590C14)
- Cyber Crime Fundamentals Certificate (C25590C15)
- Cyber Crime Analysis Certificate (C25590C16)
- Cyber Security Operations Certificate (C25590C17)
- Information Technology Basics Certificate (C25590C18)
- Wireless Networking Security Certificate (C25590C19)
- Python Programming Certificate (C25590C20)
- Network Defense Specialist Certificate (C25590C21)
- Microsoft Office Specialist Excel & Access Certificate (C25590C22)
- Mobile Design Certificate (C25590C23)
- Social Media Certificate (C25590C24)
- Web Management Certificate (C25590C25)
- Cisco Entry Networking Certificate (C25590C26)
- Intro To iOS Development Using Swift Certificate (C25590C27)
- Data Analysis Using SAS Certificate (C25590C28)
- Cloud Management Certificate (C25590C29)
- Audio and Video Editing Certificate (C25590C30)
- Microsoft Server Administration Certificate (C25590C31)

Intelligence Studies/Criminal Intelligence (A25700A)

Intelligence Studies/Geospatial Intelligence (A25700B)

Intelligence Studies/Intel Operations (A25700C)
- Intelligence Operations Certificate (C25700C1)
- Geospatial Intelligence Certificate (C25700C2)
- Criminal Intelligence Certificate (C25700C3)
- Human Intelligence Certificate (25700C4)
- Intelligence Analysis Certificate (C25700C5)

Leadership Studies (A25830)

Mammography (C45830)

Manicuring/Nail Technology Certificate (C55400)

Medical Office Admin/Electronic Health Records Specialist (A25310E)

Medical Office Admin/Medical Billing, Coding, and Auditing (A25310C)

Medical Office Admin/Medical Office Professional (A25310M)
- Medical Coding Specialist Certificate (C25310C2)
- Dental Office Specialist Certificate (C25310C3)
- Patient Services Representative Certificate (C25310C5)
- Electronic Billing Specialist Certificate (C25310C6)

Nurse Aide Diploma (D45970)

Nurse Aide Certificate (C45840)

Office Admin/General Office Administration (A25370G)

Office Admin/Office Finance (A25370F)

Office Admin/Legal Finance (A25370L)
- Basic Office Administration Certificate (C25370C1)
- Office Documents Specialist Certificate (C25370C3)

Ophthalmic Surgical Assistant (C45880)

Paralegal Technology (A25380)
- Paralegal (D25380)

Pharmacy Technology (A45580)

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)
- Special Education Certificate (C55440C2)

Simulation and Game Development (A25450)
- 3D Modeling and 3D Printing Diploma (D25450D1)
- SGD Basics Certificate (C25450C1)
- Interactive 3D Certificate (C25450C2)
- SG Programming Certificate (C25450C3)
- SG Design Fundamentals Certificate (C25450C4)
- 3D Printing Certificate (C25450C5)
- 3D Animation Certificate (C25450C6)
- Concept Art Certificate (C25450C7)

SpeechLanguage Pathology Assistant (A45730)

Supply Chain Mgmt./Distribution Management (A25620D)

Supply Chain Mgmt./Global Logistics Technology (A25620G)

Supply Chain Mgmt./Trucking Operations Management (A25620T)
- Logistics and Distribution Management Certificate (C25620C1)
- Trucking Logistics Foundations Management Certificate (C25620C2)

Surgical First Assistant Certificate (C45870)

Surgical Technology (A45740)
- Surgical Technology (Bridging) (D45740B)

Welding Technology (D50420)
- Basic Welding Technology (C50420C1)

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

ACCOUNTING & FINANCE A25800

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Awards

Associate Degree: Accounting (A25800A)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Financial Services (A25800F)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Payroll Accounting Certificate (C25800C1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Tax Preparer Certificate (C25800C2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Computerized Accounting Certificate (C25800C3)
Length of Program: 3 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Small Business Accounting Certificate (C25800C4)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Cost/Managerial Accounting Certificate (C25800C5)
Length of Program: 3 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Accounting Foundations Certificate (C25800C6)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Accounting Foundations Certificate (C25800H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Karen Elsom
Telephone Number: (910) 678-8519
Office Location: Cumberland Hall, Room 377M
Email: **elsomk@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/13/19

ACCOUNTING AND FINANCE/
ACCOUNTING (A25800A)
Effective: Fall 2020
Revised: 12/13/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
	Maj Comp App Elective	1	2	0	2
	Totals	**12**	**6**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
ACC140	Payroll Accounting	1	3	0	2
ACC150	Accounting Software Appl	1	3	0	2
ECO252	Prin of Macroeconomics	3	0	0	3

	Comm/English Elective	3	0	0	3
	Totals	**11**	**8**	**0**	**14**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	Hum/Fine Arts Elective	3	0	0	3
	Soc/Behav Science Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*ACC129	Individual Income Taxes	2	2	0	3
**ACC130	Business Income Taxes	2	2	0	3
ACC149	Intro to Acc Spreadsheets	1	3	0	2
ACC220	Intermediate Accounting I	3	2	0	4
ACC225	Cost Accounting	3	0	0	3
	Totals	**11**	**9**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC151	Acct Spreadsheet Appl	1	3	0	2
ACC221	Intermediate Accounting II	3	2	0	4
BUS225	Business Finance	2	2	0	3
	Major Elective	6	0	0	6
	Totals	**12**	**7**	**0**	**15**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***1st 8 weeks** **2nd 8 weeks**

ACCOUNTING AND FINANCE/ FINANCIAL SERVICES (A25800F)

Effective: Fall 2020
Revised: 12/13/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ACC120	Prin of Financial Accounting	3	2	0	4
BUS125	Personal Finance	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
	Maj Comp App Elective	1	2	0	2
	Totals	**12**	**6**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
BAF143	Financial Planning	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
	Communications/English Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	Hum/Fine Arts Elective	3	0	0	3
	Soc/Behav Science Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC149	Intro to Acc Spreadsheets	1	3	0	2
BUS137	Principles of Management	3	0	0	3
BUS225	Business Finance	2	2	0	3
BUS240	Business Ethics	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**12**	**5**	**0**	**14**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS147	Business Insurance	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
	Major Electives	8	0	0	8
	Totals	**14**	**0**	**0**	**14**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

ACCOUNTING AND FINANACE/
PAYROLL ACCOUNTING CERTIFICATE (C25800C1)
Effective: Fall 2020
Revised: 12/13/19

The Payroll Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to prepare and process payroll for businesses.

In addition to course work in accounting principles, theories, and practices students will complete courses in payroll, accounting software applications, income tax preparation and an introductory course in accounting spreadsheets utilizing Microsoft Excel.

Length: 2 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*ACC120	Prin of Financial Accounting	3	2	0	4
*ACC129	Individual Income Taxes	2	2	0	3
**ACC130	Business Income Taxes	2	2	0	3
	Totals	**7**	**6**	**0**	**10**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC140	Payroll Accounting	1	3	0	2
ACC149	Intro to Acc Spreadsheets	1	3	0	2
ACC150	Accounting Software Appl	1	3	0	2
	Totals	**3**	**9**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

***1st 8 weeks** **2nd 8 weeks**

ACCOUNTING AND FINANCE/
TAX PREPARER CERTIFICATE (C25800C2)
Effective: Fall 2020
Revised: 12/13/19

The Tax Preparer Certificate is designed to provide students with the basic knowledge and skills necessary to prepare federal individual and business income tax returns as well as NC tax returns.

In addition to course work in accounting principles, theories, and practices students will complete courses in federal and state income taxation for individuals and businesses and an introductory course in accounting spreadsheets utilizing Microsoft Excel.

Length: 2 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*ACC120	Prin of Financial Accounting	3	2	0	4
*ACC129	Individual Income Taxes	2	2	0	3
**ACC130	Business Income Taxes	2	2	0	3
	Totals	**5**	**4**	**0**	**7**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC140	Payroll Accounting	1	3	0	2
ACC149	Intro to Acc Spreadsheets	1	3	0	2
	Totals	**4**	**8**	**0**	**7**

TOTAL REQUIRED CREDITS.... 14

Work-Based Learning Option: NA

***1st 8 weeks** **2nd 8 weeks**

ACCOUNTING AND FINANCE/
COMPUTERIZED ACCOUNTING CERTIFICATE (C25800C3)
Effective: Fall 2020
Revised: 12/13/19

The Computerized Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to utilize a computer to record accounting transactions using general ledger accounting software and also to utilize spreadsheet software for accounting applications.

In addition to course work in accounting principles, theories, and practices students will complete courses in computer fundamentals, and introductory and advanced course in accounting spreadsheets utilizing Microsoft Excel as well as courses in payroll and accounting software applications utilizing Quick Books.

Upon completion of this program, students should be prepared for entry-level computerized accounting specialist positions in a variety of businesses or transfer the course credits to the Accounting program for an Associate of Applied Science degree.

Length: 3 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
	Major Comp App Elective	2	2	0	2
	Totals	**5**	**4**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC140	Payroll Accounting	1	3	0	2
ACC149	Intro to Acc Spreadsheets	1	3	0	2
	Totals	**2**	**6**	**0**	**4**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC150	Accounting Software Appl	1	3	0	2

ACC151	Acct Spreadsheet Appl	1	3	0	2
	Totals	**2**	**6**	**0**	**4**

TOTAL REQUIRED CREDITS.... 14

Work-Based Learning Option: NA

ACCOUNTING AND FINANCE/
SMALL BUSINESS ACCOUNTING CERTIFICATE (C25800C4)
Effective: Fall 2020
Revised: 12/13/19

The Small Business Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to utilize a computer to record accounting transactions using general ledger accounting software, prepare income tax returns and process payroll for the small business.

In addition to course work in accounting principles, theories, and practices students will complete courses in small business management, income tax preparation, accounting spreadsheets as well as courses in payroll and accounting software applications.

Upon completion of this program, students should be prepared to perform all accounting tasks for a small business or transfer the course credits to the Accounting program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ACC129	Individual Income Taxes	2	2	0	3
BUS230	Small Business Management	3	0	0	3
	Totals	**8**	**4**	**0**	**10**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC130	Business Income Taxes	2	2	0	3
ACC140	Payroll Accounting	1	3	0	2
ACC150	Accounting Software Appl	1	3	0	2
	Totals	**4**	**8**	**0**	**7**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

ACCOUNTING AND FINANACE/
COST/MANAGERIAL ACCOUNTING CERTIFICATE (C25800C5)
Effective: Fall 2020
Revised: 12/13/19

The Cost/Managerial Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to record transactions and prepare reports to ensure that relevant information is available to business managers for planning, controlling, and evaluating business decisions.

In addition to course work in accounting principles, theories, and practices students will complete courses in managerial and cost accounting principles as well as accounting spreadsheets.

Upon completion of this program, students should be prepared for entry-level cost accounting positions in a variety of businesses or transfer the course credits to the Accounting program for an Associate of Applied Science degree.

Length: 3 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
	Totals	**3**	**2**	**0**	**4**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
BUS225	Business Finance	2	2	0	3
	Totals	**5**	**4**	**0**	**7**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC149	Intro to Acc Spreadsheets	1	3	0	2
ACC225	Cost Accounting	3	0	0	3
	Totals	**4**	**3**	**0**	**5**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

ACCOUNTING AND FINANACE/
ACCOUNTING FOUNDATIONS CERTIFICATE (C25800C6)
Effective: Fall 2020
Revised: 12/13/19

The Accounting Foundations certificate is designed to provide students with the knowledge and skills that form the foundation of Accounting. Using the "language of business", accountants assemble and analyze, process, and communicate essential information about financial operations.

Course work includes financial and managerial accounting, business law, and individual income tax. Problem solving skills are emphasized.

Credit obtained in these courses may be transferred directly into the Accounting associate degree curriculum.

Length: 2 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
	Totals	**6**	**2**	**0**	**7**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
ECO252	Prin of Macroeconomics	3	0	0	3
	Totals	**6**	**2**	**0**	**7**

TOTAL REQUIRED CREDITS.... 14

Work-Based Learning Option: NA

ADVERTISING & 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, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

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

Certificate: Graphic Design Basics Certificate (C30100C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Web-Based Graphic Design Certificate (C30100C3)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Adobe Applications Certificate (C30100C4**)**
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Digital Illustration Certificate (C30100C5)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Illustration Basics Certificate (C30100C6)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Graphic Design Basics Certificate (C30100H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Illustration Basics Certificate (C30100H2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Jennifer Fisher
Telephone Number: (910) 678-9839
Office Location: Virtual College Center, Room 200
Email: **fisherjl@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 11/22/19

ADVERTISING & GRAPHIC DESIGN (A30100)
Effective: Fall 2020
Revised: 11/22/19
Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					

ACA122	College Transfer Success	0	2	0	1
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
GRD121	Drawing Fundamentals I	1	3	0	2
GRD141	Graphic Design I	2	4	0	4
GRA151	Computer Graphics I	1	3	0	2
and					
GRA161	Computer Graphics Apps I	0	3	0	1
or					
GRD151	Computer Design Basics	1	4	0	3
GRA152	Computer Graphics II	1	3	0	2
and					
GRA162	Computer Graphics Apps II	0	3	0	1
or					
GRD152	Computer Design Tech I	1	4	0	3
	Totals	**8**	**15**	**0**	**16**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD110	Typography I	2	2	0	3
GRD131	Illustration I	1	3	0	2
GRD142	Graphic Design II	2	4	0	4
GRA153	Computer Graphics III	1	3	0	2
and					
GRA163	Computer Graphics Apps III	0	3	0	1
or					
GRD153	Computer Design Tech II	1	4	0	3
GRD282	Advertising Copywriting	1	2	0	2
	Totals	**7**	**15**	**0**	**14**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM-120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD188	Graphic Design for Web I	2	3	0	3
GRD241	Graphic Design III	2	4	0	4
GRD265	Digital Print Production	1	4	0	3
	Math Elective	2	2	0	3
	Social Behav Science Elective	3	0	0	3
	Totals	**10**	**13**	**0**	**16**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD242	Graphic Design IV	2	4	0	4
GRD280	Portfolio Design	2	4	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	2	2	0	3
	Totals	**9**	**10**	**0**	**14**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

ADVERTISING & GRAPHIC DESIGN/ DIGITAL GRAPHICS CERTIFICATE (C30100C1)

Effective: Fall 2020
Revised: 11/22/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD141	Graphic Design I	2	4	0	4
GRA151	Computer Graphics I	1	3	0	2
and					
GRA161	Computer Graphics Apps I	0	3	0	1
or					
GRD151	Computer Design Basics	1	4	0	3
	Totals	**3**	**8**	**0**	**7**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRA152	Computer Graphics II	1	3	0	2
and					
GRA162	Computer Graphics Apps II	0	3	0	1
or					
GRD152	Computer Design Tech I	1	4	0	3
GRD188	Graphic Design for Web I	2	3	0	3
GRD263	Illustrative Imaging	1	4	0	3
	Totals	**4**	**11**	**0**	**9**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

ADVERTISING & GRAPHIC DESIGN/ GRAPHIC DESIGN BASICS CERTIFICATE (C30100C2)

Effective: Fall 2020
Revised: 11/22/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD141	Graphic Design I	2	4	0	4
GRA151	Computer Graphics I	1	3	0	2
and					
GRA161	Computer Graphics Apps I	0	3	0	1
or					
GRD151	Computer Design Basics	1	4	0	3

	Totals	**3**	**8**	**0**	**7**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD110	Typography I	2	2	0	3
GRA152	Computer Graphics II	1	3	0	2
and					
GRA162	Computer Graphics Apps II	0	3	0	1
or					
GRD152	Computer Design Tech I	1	4	0	3
	Totals	**3**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

ADVERTISING & GRAPHIC DESIGN/
WEB-BASED GRAPHICS DESIGN CERTIFICATE (C30100C3)
Effective: Fall 2020
Revised: 11/22/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD141	Graphic Design I	2	4	0	4
GRA151	Computer Graphics I	1	3	0	2
and					
GRA161	Computer Graphics Apps I	0	3	0	1
or					
GRD151	Computer Design Basics	1	4	0	3
	Totals	**3**	**8**	**0**	**7**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRA152	Computer Graphics II	1	3	0	2
and					
GRA162	Computer Graphics Apps II	0	3	0	1
or					
GRD152	Computer Design Tech I	1	4	0	3
GRD188	Graphic Design for Web I	2	3	0	3
	Totals	**3**	**7**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD288	Graphic Design for Web II	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

ADVERTISING & GRAPHIC DESIGN/
ADOBE APPLICATIONS CERTIFICATE (C30100C4)
Effective: Fall 2020
Revised: 11/22/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD141	Graphic Design I	2	4	0	4
GRA151	Computer Graphics I	1	3	0	2
and					
GRA161	Computer Graphics Apps I	0	3	0	1
or					
GRD151	Computer Design Basics	1	4	0	3
	Totals	**3**	**8**	**0**	**7**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRA152	Computer Graphics II	1	3	0	2
and					
GRA162	Computer Graphics Apps II	0	3	0	1
or					
GRD152	Computer Design Tech I	1	4	0	3
	Totals	**1**	**4**	**0**	**3**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD110	Typography I	2	2	0	3
GRA153	Computer Graphics III	1	3	0	2
and					
GRA163	Computer Graphics Apps III	0	3	0	1
or					
GRD153	Computer Design Tech II	1	4	0	3
	Totals	**3**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

ADVERTISING & GRAPHIC DESIGN/
DIGITAL ILLUSTRATION CERTIFICATE (C30100C5)
Effective: Fall 2020
Revised: 11/22/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD121	Drawing Fundamentals I	1	3	0	2
GRD141	Graphic Design I	2	4	0	4
GRA151	Computer Graphics I	1	3	0	2
and					
GRA161	Computer Graphics Apps I	0	3	0	1
or					
GRD151	Computer Design Basics	1	4	0	3
	Totals	**4**	**11**	**0**	**9**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD131	Illustration I	1	3	0	2
GRD132	Illustration II	1	3	0	2
	Totals	**2**	**6**	**0**	**4**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD133	Illustration III	1	3	0	2
GRD263	Illustrative Imaging	1	4	0	3
	Totals	**2**	**7**	**0**	**5**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

ADVERTISING & GRAPHIC DESIGN/
ILLUSTRATION BASICS CERTIFICATE (C30100C6)
Effective: Fall 2020
Revised: 11/22/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD121	Drawing Fundamentals I	1	3	0	2
GRD141	Graphic Design I	2	4	0	4
GRA151	Computer Graphics I	1	3	0	2
and					
GRA161	Computer Graphics Apps I	0	3	0	1
or					
GRD151	Computer Design Basics	1	4	0	3
	Totals	**4**	**11**	**0**	**9**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD131	Illustration I	1	3	0	2
GRD132	Illustration II	1	3	0	2
	Totals	**2**	**6**	**0**	**4**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

A/C, HEATING & REFRIGERATION TECHNOLOGY A35100

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

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, Placement Test Equivalent

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

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

Certificate: Basic Air Conditioning, Heating & Refrigeration (C35100H1)
Length of Program: 4 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Justin Hawkes
Telephone Number: (910) 678-8428
Office Location: Lafayette Hall, Room 146A
Email: **hawkesj@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/05/18

AC, HEATING & REFRIGERATION TECHNOLOGY (A35100)

Effective: Fall 2019
Revised: 12/05/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3
AHR113	Comfort Cooling	2	4	0	4
AHR180	HVACR Customer Relations	1	0	0	1
WLD112	Basic Welding Processes	1	3	0	2
	Totals	**8**	**15**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4
AHR130	HVAC Controls	2	2	0	3
AHR160	Refrigerant Certification	1	0	0	1
MAT110	Math Measurement & Literacy	2	2	0	3
or					
PHY121	Applied Physics I	3	2	0	4
	Totals	**9**	**12**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR115	Refrigeration Systems	1	3	0	2
AHR213	HVACR Building Code	1	2	0	2
ENG111	Writing and Inquiry	3	0	0	3
or					
ENG110	Freshman Composition	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**8**	**5**	**0**	**10**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR133	HVAC Servicing	2	6	0	4
AHR151	HVAC Duct Systems I	1	3	0	2
AHR211	Residential System Design	2	2	0	3
AHR240	Hydronic Heating	1	3	0	2
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**9**	**14**	**0**	**14**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR212	Advance Comfort Systems	2	6	0	4
AHR215	Commercial HVAC Controls	1	3	0	2
AHR245	Chiller Systems	1	3	0	2
AHR250	HVAC System Diagnostics	0	4	0	2
or					
WBL112	Work Based Learning I	0	4	0	2
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public speaking	3	0	0	3
	Totals	**7**	**16**	**0**	**13**

TOTAL REQUIRED CREDITS..... 67

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of AHR-250 provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

A/C, HEATING & REFRIGERATION (D35100)

Evening/Weekend Program
Effective: Fall 2019
Revised Date: 12/05/18

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, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3
	Totals	**4**	**8**	**0**	**8**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR113	Comfort Cooling	2	4	0	4
AHR160	Refrigerant Certification	1	0	0	1
ENG111	Writing and Inquiry	3	0	0	3
or					
ENG110	Freshman Composition	3	0	0	3
	Totals	**6**	**4**	**0**	**8**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR130	HVAC Controls	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4
	Totals	**4**	**8**	**0**	**8**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR133	HVAC Servicing	2	6	0	4
AHR240	Hydronic Heating	1	3	0	2
	Totals	**3**	**9**	**0**	**6**

Summer Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR245	Chiller Systems	1	3	0	2
	Totals	**1**	**3**	**0**	**2**

TOTAL REQUIRED CREDITS.... 38

Work-Based Learning Option: N/A

AC, HEATING & REFRIGERATION TECHNOLOGY/
BASIC A/C, HEATING & REFRIGERATION CERTIFICATE
(C35100)
Effective: Fall 2019
Revised: 12/05/18

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 through out 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, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR110	Intro to Refrigeration	2	6	0	5
	Totals	**2**	**6**	**0**	**5**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
	Totals	**2**	**4**	**0**	**4**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR113	Comfort Cooling	2	4	0	4
	Totals	**2**	**4**	**0**	**4**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR114	Heat Pump Technology	2	4	0	4
	Totals	**2**	**4**	**0**	**4**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

ARCHITECTURAL TECHNOLOGY A40100

A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation.

This curriculum is designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.
Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Awards

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

Diploma: Not Applicable
Length of Program:
Prerequisite:

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

Certificate: Green/Sustainable Architecture Certificate (C40100C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Building Information Modeling Technology Certificate (C40100C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Green/Sustainable Architecture Certificate (C40100H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Timothy Peppers
Telephone Number: (910) 678-7366
Office Location: Advanced Technology Center, Room 244A
Email: **pepperst@faytechcc.edu**
Department Office: Advanced Technology Center, Room 244H
Telephone: (910) 486-7327
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 01/03/19

ARCHITECTURAL TECHNOLOGY (A40100)
Effective: Fall 2019
Revised: 01/03/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC111	Intro to Arch Technology	1	6	0	3
ARC112	Constr Matls & Methods	3	2	0	4
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAT171	Precalculus Algebra	3	2	0	4
	Major Elective	1	0	0	1
	Totals	**11**	**10**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC113	Residential Arch Tech	1	6	0	3
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
ARC131	Building Codes	2	2	0	3
or					
CMT120	Codes and Inspections	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Soc/Behav Science Elective	3	0	0	3
	Totals	**10**	**12**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC221	Architectural 3-D CAD	1	4	0	3
ARC240	Site Planning	2	2	0	3
	Totals	**3**	**6**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC132	Specifications & Contracts	2	0	0	2
ARC211	Light Constr Technology	1	6	0	3
ARC231	Arch Presentations	2	4	0	4
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
CST241	Planning/Estimating I	2	2	0	3
	Totals	**10**	**12**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC210	Intro to Sustain Design	1	3	0	2
or					
SST140	Green Bldg & Design Concepts	3	0	0	3
ARC213	Design Project	2	6	0	4
ARC230	Environmental Systems	3	3	0	4
ARC235	Architectural Portfolio	2	3	0	3
ARC261	Solar Technology	1	2	0	2
	Totals	**9**	**14**	**0**	**15**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to one (1) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

ARCHITECTURAL TECHNOLOGY/ ARCHITECTURAL ENGINEERING CONSTRUCTION CAD CERTIFICATE (C40100C1)
Effective: Fall 2019
Revised: 01/03/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC111	Intro to Arch Technology	1	6	0	3
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
	Totals	**2**	**12**	**0**	**6**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC221	Architectural 3-D CAD	1	4	0	3
ARC240	Site Planning	2	2	0	3
	Totals	**3**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

ARCHITECTURAL TECHNOLOGY/
GREEN/SUSTAINABLE ARCHITECTURE CERTIFICATE
(C40100C2)
Effective: Fall 2019
Revised: 01/03/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC111	Intro to Arch Technology	1	6	0	3
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
	Totals	**2**	**12**	**0**	**6**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC112	Constr Matls & Methods	3	2	0	4
ARC210	Intro to Sustain Design	1	3	0	2
or					
SST140	Green Bldg & Design Concepts	3	0	0	3
ARC261	Solar Technology	1	2	0	2
	Totals	**5**	**4**	**0**	**8**

TOTAL REQUIRED CREDITS... 14

Work-Based Learning Option: NA

ARCHITECTURAL TECHNOLOGY/
BUILDING INFORMATION MODELING TECHNOLOGY
CERTIFICATE (C40100C4)
Effective: Fall 2019
Revised: 01/03/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC111	Intro to Arch Technology	1	6	0	3
ARC225	Architectural BIM I	1	3	0	2
ARC225A	Architectural BIM I Lab	0	3	0	1
	Totals	**2**	**12**	**0**	**6**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC112	Constr Matls & Methods	3	2	0	4
ARC113	Residential Arch Tech	1	6	0	3
ARC226	Architectural BIM II	1	3	0	2
ARC226A	Architectural BIM II Lab	0	3	0	1
	Totals	**5**	**14**	**0**	**10**

TOTAL REQUIRED CREDITS... 16

Work-Based Learning Option: NA

ASSOCIATE DEGREE NURSING A45110

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

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

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

Awards

Associate Degree: Associate Degree Nursing (A45110)
Length of Program: 5 Semesters
Prerequisite: Must meet College Admission Criteria; TEAS Test score proficient or higher. 1 Unit of Biology & Chemistry

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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: Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, 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: Hadley Sporbert
Telephone Number: (910) 678-9872
Office Location: Health Technology Center, Room 253-H
Email: **sporberh@faytechcc.edu**
Department Office: Health Technology Center, Room 253
Telephone: (910) 678-0183
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 between November 1 and January 30th for consideration of entry into the program. Specific health program admission requirements must be met before a student is eligible for admission.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

ASSOCIATE DEGREE NURSING (A45110)
Effective: Fall 2020
Revised: 02/12/20

Length: 4 Semesters
Prerequisites: Must meet College Admission Criteria; TEAS Test score proficient or higher. 1 Unit of Biology & Chemistry
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I	3	3	0	4
NUR111	Intro to Health Concepts	4	6	6	8
NUR112	Health-Illness Concepts	3	0	6	5
	Totals	**10**	**9**	**12**	**17**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
NUR113	Family Health Concepts	3	0	6	5
NUR114	Holistic Health Concepts	3	0	6	5
NUR117	Pharmacology	1	3	0	2
PSY150	General Psychology	3	0	0	3
	Totals	**13**	**6**	**12**	**19**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Writing and Inquiry	3	0	0	3
NUR211	Health Care Concepts	3	0	6	5
NUR212	Health System Concepts	3	0	6	5
PSY241	Developmental Psych	3	0	0	3
	Totals	**12**	**0**	**12**	**16**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
or					
ENG114	Prof Research & Reporting	3	0	0	3
NUR213	Complex Health Concepts	4	3	15	10
	*Humanities/Fine Arts Elec	3	0	0	3
	Totals	**10**	**3**	**15**	**16**

TOTAL REQUIRED CREDITS.... 68

Work-Based Learning 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. Must take one of the following courses to meet the Humanities/Fine Arts requirement: ART-111, ART-114, ART-115, HUM-115, MUS-110, MUS-112, PHI-215 or PHI-240.

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, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:
Work-Based Learning Requirements/Opportunities:

For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Program Contact: Antonio Jackson
Telephone Number: (910) 678-0058
Office Location: Horace Sisk, Room 610H
Email: **jacksonal@faytechcc.edu**
Department Office: Horace Sisk, Room 610D
Telephone: (910) 678-9815
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 11/26/19

ASSOCIATE IN ARTS (A10100)
Effective: Fall 2020
Revised: 11/26/19

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing & Inquiry	3	0	0	3
	Humanities/Fine Arts Elect Choose One: Art 111, ART 114, ART 115, DRA 111, MUS 110, MUS 112	3	0	0	3
	Math Elective Choose One: MAT 143, MAT 152, MAT 171	2	2	0	3
	Social/Behav Science Elect Choose One: SOC 210, PSY 150, POL 120	3	0	0	3
	Gen Ed Elective (Select course from Gen Ed List, *See Note Below)	3	0	0	3
	Totals	**14**	**4**	**0**	**16**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
	Communications Elective Choose One: COM 120, COM 231	3	0	0	3
	Natural Science Elective Choose One: AST 111, AST 151, BIO 110, BIO 111, CHM 151, GEL 111, PHY 110	3	3	0	4
	Social/Behav Science Elect Choose One: HIS 111, HIS 112, HIS 131, HIS 132, ECO 251, ECO 252	3	0	0	3
	Gen Ed Elective	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Social/Behav Science Elect Choose One: SOC 210, PSY 150, POL 120, HIS 111, HIS 112, HIS 131, HIS 132, ECO 251, ECO 252	3	0	0	3
	Gen Ed Elective (Select at least 3 courses from Gen Ed List)	8	0	0	8
	Other Elective (**See Note Below)	3	0	0	3
	Totals	**14**	**0**	**0**	**14**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elect Choose One: Art 111, ART 114, ART 115, MUS 110, MUS 112, PHI 215, PHI 240, ENG 231, ENG 232, ENG 241, ENG 242	3	0	0	3
	Other Elective	11	0	0	11
	Totals	**14**	**0**	**0**	**14**

TOTAL REQUIRED CREDITS.....60

*** Note:** Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer. While completing General Education Elective courses at FTCC, it is recommended that students select appropriate foreign language courses if required by the four-year college/university.

****Note:** Other Elective courses should be selected based on the intended major and transfer university requirements.

Work-Based Learning Option: Qualified students may elect to take one (1) credit hour of Work-Based Learning under Major Other Required Courses provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

ASSOCIATE IN ENGINEERING A10500

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.
To be eligible for the transfer of credits under the AE to the Bachelor

of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Awards

Associate Degree: Associate in Engineering (A10500)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, MAT-172 or Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contacts:
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 244H
Telephone: (910 486-7327
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486.

Revised: 12/17/19

ASSOCIATE IN ENGINEERING (A10500)
Effective: Fall 2020
Revised: 12/17/19

Length: 4 Semesters
Prerequisites: High School Diploma, MAT-172 or Placement Test Equivalent
Award: Associate in Engineering

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
CHM151	General Chemistry	3	3	0	4
EGR150	Intro to Engineering	1	2	0	2
ENG111	Writing and Inquiry	3	0	0	3
*DFT170	Engineering Graphics	2	2	0	3
MAT271	Calculus I	3	2	0	4
	Totals	**13**	**9**	**0**	**17**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*CSC151	JAVA Programming	2	3	0	3
ENG112	Writing/Research in the Disc	3	0	0	3
MAT272	Calculus II	3	2	0	4
PHY251	General Physics I	3	3	0	4
	Totals	**11**	**8**	**0**	**14**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO251	Principles of Microeconomics	3	0	0	3
*MAT280	Linear Algebra	2	2	0	3
*PHI240	Introduction to Ethics	3	0	0	3
PHY252	General Physics II	3	3	0	4
	Totals	**11**	**5**	**0**	**13**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*EGR220	Engineering Statics	3	0	0	3
MAT273	Calculus III	3	2	0	4
*HUM110	Technology and Society	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Sciences Elect	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

TOTAL REQUIRED CREDITS.... 60

Work-Based Learning Option: NA

***Note:** Suggested electives. Students must select 15 SHC from the courses listed below. See your advisor for assistance in selecting courses appropriate to the specific university and engineering major requirements.

Elective options:
BIO-111, CHM-152, CHM-251, CHM-252, COM-110, CSC-134, CSC-151, DFT-170, ECO-252, EGR-220, EGR-225, GEL-111, HUM-110, MAT-280, MAT-285, PED-110, and PHI-240

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 IN MUSIC A10700

The Associate in Fine Arts in Music curriculum provides the basic course work in humanities/fine arts, English, mathematics, and social sciences with additional concentration in Music and Music Education. Graduates should have a sound basic knowledge of Music and Music Education. 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 in Music (A10700)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Dennis Johnson
Telephone Number: (910) 678-0092
Office Location: HOS 620E
Email: **johnsden@faytechcc.edu**
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 11/26/19

ASSOCIATE IN FINE ARTS IN MUSIC (A10700)
Effective: Fall 2020
Revised: 11/26/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Associate in Fine Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
MUS151	Class Music I	0	2	0	1
	Ensemble Elective	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Sciences Elect	3	0	0	3
	Totals	**10**	**8**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing Research in the Disc	3	0	0	3
MUS121	Music Theory I	3	0	0	3
MUS125	Aural Skills I	0	2	0	1
MUS152	Class Music II	0	2	0	1
MUS161	Applied Music I	1	2	0	2
	Ensemble Elective	0	2	0	1
	Social/Behav Sciences Elect	3	0	0	3
	Totals	**10**	**8**	**0**	**14**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MUS122	Music Theory II	3	0	0	3
MUS126	Aural Skills II	0	2	0	1
MUS162	Applied Music II	1	2	0	2
	Ensemble Elective	0	2	0	1
	Other Elective	10	0	0	10
	Totals	**13**	**8**	**0**	**17**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MUS221	Music Theory III	3	0	0	3
MUS225	Aural Skills III	0	2	0	1
MUS261	Applied Music III	1	2	0	2
	Ensemble Elective	0	2	0	1
	Additional Gen Ed Elective	3	0	0	3
	Natural Sciences Elective	3	3	0	4
	Totals	**12**	**4**	**0**	**14**

TOTAL REQUIRED CREDITS... 60

Work-Based Learning 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 IN THEATRE A10800

The Associate in Fine Arts in Theatre 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 in Theatre (A10800)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Dennis Johnson
Telephone Number: (910) 678-0092
Office Location: HOS 620E
Email: **johnsden@faytechcc.edu**
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 11/26/19

ASSOCIATE IN FINE ARTS IN THEATRE (A10800)
Effective: Fall 2020
Revised: 11/26/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Associate in Fine Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
DRA130	Acting I	0	6	0	3
or					
DRA140	Stagecraft I	0	6	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Math Elective	2	2	0	3
	Social/Behav Sciences Elect	3	0	0	3
	Totals	**11**	**10**	**0**	**16**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
DRA135	Acting for the Camera I	1	4	0	3
or					
DRA141	Stagecraft II	0	6	0	3
	Natural Sciences Elective	3	3	0	4
	Social/Behav Sciences Elect	3	0	0	3
	Totals	**9**	**7**	**0**	**13**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DRA170	Play Production I	0	9	0	3
DRA211	Theatre History I	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Other Elective	6	0	0	6
	Totals	**12**	**9**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DRA212	Theatre History II	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Sciences Elect	3	0	0	3
	Other Elective	7	0	0	7
	Totals	**16**	**0**	**0**	**16**

TOTAL REQUIRED CREDITS... 60

Work-Based Learning 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 IN VISUAL ARTS A10600

The Associate in Fine Arts in Visual Arts curriculum provides the basic course work in humanities/fine arts, English, mathematics, and social sciences with additional concentration in the Visual Arts. Graduates should have a sound basic knowledge of the Visual Arts. 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 in Visual Arts (A10600)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Dennis Johnson
Telephone Number: (910) 678-0092
Office Location: HOS 620E
Email: **johnsden@faytechcc.edu**
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
FTCC Web Site: **FTTC Website**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 11/26/19

ASSOCIATE IN FINE ARTS IN VISUAL ARTS (A10600)
Effective: Fall 2020
Revised: 11/26/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Associate in Fine Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
ART114	Art History Survey I	3	0	0	3
ART121	Two- Dimensional Design	0	6	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Math Elective	3	0	0	3
	Totals	**9**	**8**	**0**	**13**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ART115	Art History Survey II	3	0	0	3
ART122	Three-Dimensional Design	0	6	0	3
ART131	Drawing I	0	6	0	3
ENG112	Writing/Research in the Disc	3	0	0	3
	Natural Sciences Elective	3	3	0	4
	Totals	**9**	**15**	**0**	**16**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Sciences Elect	3	0	0	3
	Other Electives	10	0	0	10
	Totals	**16**	**0**	**0**	**16**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Sciences Elect	3	0	0	3
	Other Electives	9	0	0	9
	Totals	**15**	**0**	**0**	**15**

TOTAL REQUIRED CREDITS... 60

Work-Based Learning 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, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Dean: Chris Diorietes
Telephone Number: (910) 678-8244
Office Location: Horace Sisk, Room 600
Email: **diorietc@faytechcc.edu**
Department Office: Horace Sisk, Room 618
Telephone: (910) 678-8237
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 11/19/19

ASSOCIATE IN GENERAL EDUCATION (A10300)
Effective: Fall 2020
Revised: 11/19/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Associate Degree

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Interpersonal Communication	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Sciences/Math Elect	3	0	0	3
	Social/Behav Sciences Elect	3	0	0	3
		---	---	---	---
	Totals	**15**	**0**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
or					
ENG 114	Prof Research & Reporting	3	0	0	3
	Major Electives	10	0	0	10
	MAT-110 or higher	3	0	0	3
		---	---	---	---
	Totals	**16**	**0**	**0**	**16**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	17	0	0	17
		---	---	---	---
	Totals	**17**	**0**	**0**	**17**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	16	0	0	16
		---	---	---	---
	Totals	**16**	**0**	**0**	**16**

TOTAL REQUIRED CREDITS.... 64

Work-Based Learning Option: Qualified students may elect to take one (1) credit hour of Work-Based Learning under Major Other Required Courses provided they acquire approval from the Work-Based Learning Coordinator and the Division Chairperson.

Note: A maximum of seven (7) credits between health and physical education may be included as other required hours. No more than one (1) hour may be taken from WBL. Courses selected must be numbered 110 or higher.

ASSOCIATE IN GENERAL EDUCATION - NURSING A1030N

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

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

Awards

Associate Degree: Associate in General Education - Nursing (A1030N)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Hadley Sporbert
Telephone Number: (910) 678-9872
Office Location: Health Technology Center, Room 253-H
Email: **sporberh@faytechcc.edu**
Department Office: Health Technology Center, Room 253
Telephone: (910) 678-0183
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 03/19/19

ASSOCIATE IN GENERAL EDUCATION - NURSING (A1030N)
Effective: Fall 2019
Revised: 03/19/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Associate Degree

Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
CHM 131/131A or	Introduction to Chemistry	3	3	0	4
CHM151	General Chemistry I	3	3	0	4
ENG111	Writing and Inquiry	3	0	0	3
PSY150	General Psychology	3	0	0	3
	*Humanities/Fine Arts Elect	3	0	0	3
	Totals	**15**	**8**	**0**	**18**

Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
ENG112 or	Writing/Research in the Disc	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	**Humanities/Fine Arts Elect	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

Semester 3

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG231 or	American Literature I	3	0	0	3
ENG232	American Literature II	3	0	0	3
MAT143 or	Quantitative Literacy	2	2	0	3
MAT171	Precalculus Algebra	3	2	0	4
	Social/Behav Sciences Elect Choose one: SOC-213, SOC-220, SOC-225, SOC-235, SOC-240	3	0	0	3
	Social/Behav Sciences Elect Choose one: HIS-111, HIS-112, HIS-131, HIS-132	3	0	0	3
	Social/Behav Sci or Elec Pick	1	0	0	1
	Totals	**12**	**2**	**0**	**13**

Semester 4

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT152	Statistical Methods I	3	2	0	4
BIO175	General Microbiology	2	2	0	3

or					
BIO275	Microbiology	3	3	0	4
	Social/Behav Sciences Elect	3	0	0	3
	Choose one: ECO-251, ECO-252, POL-120				
	Social/Behav Sci or Elec Pick	3	0	0	3
	Totals	**11**	**0**	**0**	**13**

TOTAL REQUIRED CREDITS... 60

Work-Based Learning Option: NA

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

Must take one of the following to meet the first ***Humanities/Fines Arts requirement:** ART-111, ART-115, HUM-115, MUS-110,MUS-112, PHI-215 or PHI-240. Must take one of the following courses to meet the second ****Humanities/Fine Arts requirement:** ART-114, ART-115, MUS-110 or MUS-112.

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, 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, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Cameron Harmon
Telephone Number: (910) 678-9882
Office Location: Lafayette Hall, Room 120A
Email: **harmonm@faytechcc.edu**
Department Office: Lafayette Hall, Room 120
Telephone: (910) 678-8383
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 11/26/19

ASSOCIATE IN SCIENCE (A10400)
Effective: Fall 2020
Revised: 11/26/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Associate in Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
MAT171	Precalculus Algebra	3	2	0	4
	Com/Hum/Fine Arts Pick	3	0	0	3
	Natural Sciences Pick	3	3	0	4
	Totals	**12**	**7**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
	Math Pick	3	3	0	4
	Natural Sciences Pick	3	3	0	4
	Social/Behav Science Pick	3	0	0	3
	General Ed Pick	3	0	0	3
	Totals	**15**	**6**	**0**	**17**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Com/Hum/Fine Arts Pick	3	0	0	3
	General Ed Pick	6	0	0	6
	Other Elective	6	0	0	6
	Totals	**15**	**0**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	General Ed Pick	2	0	0	2
	Social/Behav Science Pick	3	0	0	3
	Other Elective	8	0	0	8
	Totals	**13**	**0**	**0**	**13**

TOTAL REQUIRED CREDITS.... 60

Work-Based Learning Option: Qualified students may elect to take one (1) credit hour of Work-Based Learning under Other Required Courses provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

*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.

*Note: 4 semester outline based upon no pre-requisite courses required.

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, Placement Test Equivalent

Diploma: Automotive Systems Technology (D60160)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

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

Certificate: Maintenance and Light Repair I Certificate (C60160C6)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Maintenance and Light Repair II Certificate (C60160C7)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Maintenance and Light Repair I Certificate (C60160H2)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning requirements/opportunities please see the appropriate Program 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 244H
Telephone: (910) 486-7327
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 01/31/20

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)
Effective: Fall 2020
Revised: 01/31/20
Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT151	Brake Systems	2	3	0	3
AUT151A	Brakes Systems Lab	0	3	0	1
TRN110	Intro to Transp Tech	1	2	0	2
TRN120	Basic Transp Electricity	4	3	0	5
TRN170	PC Skills for Transp	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**11**	**13**	**0**	**16**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT113	Automotive Servicing 1	0	6	0	2
AUT141	Suspension & Steering Sys	2	3	0	3
AUT141A	Suspension & Steering Sys Lab	0	3	0	1
AUT163	Adv Auto Electricity	2	3	0	3
AUT163A	Adv Auto Electricity Lab	0	3	0	1
TRN140	Transp Climate Control	1	2	0	2
TRN140A	Transp Climate Cont Lab	1	2	0	2
	Totals	**6**	**22**	**0**	**14**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT181	Engine Performance 1	2	3	0	3
AUT181A	Engine Performance 1 Lab	0	3	0	1
AUT281	Adv Engine Performance	2	2	0	3
	Totals	**4**	**8**	**0**	**7**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT116	Engine Repair	2	3	0	3
AUT116A	Engine Repair Lab	0	3	0	1
AUT183	Engine Performance 2	2	6	0	4
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing & Inquiry	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**10**	**12**	**0**	**14**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT221	Auto Transm/Transaxles	2	3	0	3
AUT221A	Auto Transm/Transax Lab	0	3	0	1
AUT231	Man Trans/Axles/Drtrains	2	3	0	3
AUT231A	Man Trans/Ax/Drtrains Lab	0	3	0	1
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PHY122	Applied Physics II	3	2	0	4
	Totals	**10**	**14**	**0**	**15**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: NA

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

***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. See your advisor for assistance in selecting courses. ENG-110 is not transferable.

AUTOMOTIVE SYSTEMS TECHNOLOGY DIPLOMA (D60160)

Effective: Fall 2020
Revised: 01/31/20

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT151	Brake Systems	2	3	0	3
AUT151A	Brakes Systems Lab	0	3	0	1
TRN110	Intro to Transp Tech	1	2	0	2
TRN120	Basic Transp Electricity	4	3	0	5
TRN170	PC Skills for Transp	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**11**	**13**	**0**	**16**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT113	Automotive Servicing 1	0	6	0	2
AUT141	Suspension & Steering Sys	2	3	0	3
AUT141A	Suspension & Steering Sys Lab	0	3	0	1
AUT163	Adv Auto Electricity	2	3	0	3
AUT163A	Adv Auto Electricity Lab	0	3	0	1
TRN140	Transp Climate Control	1	2	0	2
TRN140A	Transp Climate Cont Lab	1	2	0	2
	Totals	**6**	**22**	**0**	**14**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT181	Engine Performance 1	2	3	0	3
AUT181A	Engine Performance 1 Lab	0	3	0	1
AUT281	Adv Engine Performance	2	2	0	3
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing & Inquiry	3	0	0	3
	Totals	**7**	**8**	**0**	**10**

TOTAL REQUIRED CREDITS... 40

Work-Based Learning Option: NA

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

***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. See your advisor for assistance in selecting courses. ENG-110 is not transferable.

AUTOMOTIVE SYSTEMS TECHNOLOGY/ MEDIUM/HEAVY TRUCK MAINTENANCE CERTIFICATE (C60160C5)

Effective: Fall 2020
Revised: 01/31/20

This evening certificate program is designed to prepare moderately experienced heavy equipment mechanics to take ASE certification exams. The certification areas include: T5-Suspension and Steering and T4-Brakes. The courses focus on the certificate related competencies.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
HET231	Med/HD Brake Systems	1	3	0	2
HET232	Med/HD Brake Systems Lab	0	3	0	1
HET233	Suspension and Steering	2	4	0	4
	Totals	**3**	**10**	**0**	**7**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
HET125	Preventive Maintenance	1	3	0	2
HET126	Preventive Maintenance Lab	0	3	0	1
TRN120	Basic Transp Electricity	4	3	0	5
	Totals	**5**	**9**	**0**	**8**

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
HET115	Electronic Engines	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

AUTOMOTIVE SYSTEMS TECHNOLOGY/ MAINTENANCE & LIGHT REPAIR I CERTIFICATE (C60160C6)
Effective: Fall 2020
Revised: 01/31/20

Maintenance and Light Repair I Certificate students learn theory of operation and diagnostic/repair of automotive brakes and electrical systems.

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

Length: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT151	Brake Systems	2	3	0	3
AUT151A	Brakes Systems Lab	0	3	0	1
TRN110	Intro to Transp Tech	1	2	0	2
TRN120	Basic Transp Electricity	4	3	0	5
TRN170	PC Skills for Transp	1	2	0	2
	Totals	**8**	**13**	**0**	**13**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

AUTOMOTIVE SYSTEMS TECHNOLOGY/ MAINTENANCE & LIGHT REPAIR II CERTIFICATE (C60160C7)
Effective: Fall 2020
Revised: 01/31/20

Maintenance and Light Repair II Certificate students learn theory of operation and diagnostic/repair of advanced electrical, steering and suspension systems.

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

Length: 1 Semester
Prerequisite: High School Diploma, TRN-120, Placement Test Equivalent
Award: Certificate

Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT113	Automotive Servicing 1	0	6	0	2
AUT141	Suspension & Steering Sys	2	3	0	3
AUT141A	Suspension & Steering Sys	0	3	0	1
AUT163	Adv Auto Electricity	2	3	0	3
AUT163A	Adv Auto Electricity Lab	0	3	0	1
TRN140	Transp Climate Control	1	2	0	2
TRN140A	Transp Climate Control Lab	1	2	0	2
	Totals	**6**	**22**	**0**	**14**

TOTAL REQUIRED CREDITS.... 14

Work-Based Learning 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:

Diploma: Not Applicable
Length of Program:
Prerequisite:

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

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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: Yovana Vest
Telephone Number: (910) 678-1032
Office Location: Law Enforcement Emergency Management, Room 205
Email: **vesty@faytechcc.edu**
Department Office: Office Location: Law Enforcement Emergency Management, Room 205
Telephone: (910) 678-1032
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: Approximately 60 days prior to academy start date.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/31/19

BASIC LAW ENFORCEMENT TRAINING (C55120)
Effective: Fall 2020
Revised: 12/31/19

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC110	Basic Law Enforcement BLET	10	30	0	20
	Totals	**10**	**30**	**0**	**20**

TOTAL REQUIRED CREDITS…. 20

Work-Based Learning 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-120, CJC-131, CJC-132, CJC-221, CJC-225, and CJC-231.

BUILDING CONSTRUCTION TECHNOLOGY A35140

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Building Construction Technology: A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Awards

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

Diploma: NA
Length of Program:
Prerequisite:

Certificate: Introduction to Building Construction Technology Certificate (C35140C3)
Length of Program: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: General Maintenance Certificate (C35140C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Introduction to Building Construction Technology Certificate (C35140H1)
Length of Program: 1 Semester
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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 semester. A student may enter at other times with approval of the Department Chairperson.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/07/17

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

Effective Date: Fall 2018
Revised: 12/07/17

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BPR130	Blueprint Reading/Constr	3	0	0	3
CAR110	Intro to Carpentry	2	0	0	2
CAR111	Carpentry I	3	15	0	8
CMT120	Codes and Inspections	3	0	0	3
	Totals	**11**	**15**	**0**	**17**

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR112	Carpentry II	3	15	0	8
CST241	Planning/Estimating I	2	2	0	3
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**8**	**17**	**0**	**14**

Summer Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR113	Carpentry III	3	9	0	6
MAT110	Math Measurement & Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	2	2	0	3
	Totals	**5**	**11**	**0**	**9**

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
CST131	OSHA/Safety/Certification	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
SST140	Green Bldg. & Design Concepts	3	0	0	3
	Totals	**11**	**2**	**0**	**12**

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
CST221	Statics/Structures	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	6	0	0	6
	Totals	**12**	**3**	**0**	**13**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: Qualified students may elect to take up to six (6) credit hours of Work-Based Learning in lieu of six (6) hours of other major courses provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson..

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

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.

BUILDING CONSTRUCTION TECHNOLOGY/ INTRODUCTION TO BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE (C35140C3)

Effective Date: Fall 2018
Revised: 12/07/17

Length: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Constr	3	0	0	3
CAR111	Carpentry I	3	15	0	8
CMT120	Codes and Inspections	3	0	0	3
CST131	OSHA/Safety/Certification	2	2	0	3
	Totals	**11**	**17**	**0**	**17**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

BUILDING CONSTRUCTION TECHNOLOGY/ GENERAL MAINTENANCE CERTIFICATE (C35140C4)

Effective Date: Fall 2018
Revised: 12/07/17

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR140	Basic Carpentry	2	6	0	4
ISC115	Construction Safety	2	0	0	2
PLU115	Basic Plumbing	2	6	0	4
	Totals	**6**	**12**	**0**	**10**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR120	HVACR Maintenance	1	3	0	2
AHR160	Refrigerant Certification	1	0	0	1
ELC113	Residential Wiring	2	6	0	4
	Totals	**4**	**9**	**0**	**7**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

*Students may enter the program at any semester

BUSINESS ADMINISTRATION A25120

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

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning.

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Awards

Associate Degree: General Business Administration (A25120G)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Human Resources Administration (A25120H)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Marketing (A25120M)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Operations Management (A25120O)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Organizational Leadership Certificate (C25120C9)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Business Foundations Certificate (C25120C10)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Small Business Operations Certificate (C25120C11)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Entrepreneurship Certificate (C25120C12)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: E-Marketing Certificate (C25120C13)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Sales and Customer Service Certificate (C25120C14)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Total Quality Management Certificate (C25120C15)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Project Leadership Certificate (C25120C16)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Equal Opportunity and Employee Relations Certificate (C25120C17)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Recruitment and Staffing Specialist Certificate (C25120C18)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Payroll and Benefits Specialist Certificate (C25120C19)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Nonprofit and Community Leadership Certificate (C25120C20)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Government Procurement and Contracting Certificate (C25120C21)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Leadership and Management Certificate (C25120C22)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Operations Leadership Certificate (C25120C23)
Length of Program: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Project Management Certificate (C25120C24)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Global Human Resources Certificate (C25120C25)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Business Foundations (C25120H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

General Business Administration (A25120G) Contact:
Department Chair: Jessie Bellflowers
Telephone Number: (910) 678-8328
Office Location: Cumberland Hall, Room 377O
Email: **bellfloj@faytechcc.edu**

Human Resources Administration (A25120H) Contact:
Department Chair: Brian Henderson
Telephone Number: (910) 678-8235
Office Location: Cumberland Hall, Room 377F
Email: **hendersb@faytechcc.edu**

Marketing and Retailing (A25120M) Contact:
Department Chair: Sharon Seaford
Telephone Number: (910) 678-8208
Office Location: Cumberland Hall, Room 377C
Email: **seafords@faytechcc.edu**

Operations Management (A25120O) Contact:
Department Chair: TBA
Telephone Number: (910) 678-8292
Office Location: Cumberland Hall, Room 377E
Email: **boylew@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/13/19

BUSINESS ADMINISTRATION/ GENERAL BUSINESS ADMINISTRATION (A25120G)

Effective: Fall 2020
Revised: 12/13/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT120	Principles of Marketing	3	0	0	3
MKT223	Customer Service	3	0	0	3
OMT156	Problem-Solving Skills	3	0	0	3
		---	---	---	---
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS137	Principles of Management	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
		---	---	---	---
	Totals	**13**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Mgt.	3	0	0	3
BUS255	Org Behavior in Business	3	0	0	3
		---	---	---	---
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ECO251	Prin of Microeconomics	3	0	0	3
	COM Elective	3	0	0	3
	Major Elective	5	0	0	5
		---	---	---	---
	Totals	**14**	**2**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS225	Business Finance	2	2	0	3
BUS285	Business Management Issues	2	2	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3

	Major Elective	3	0	0	3
		---	---	---	---
	Totals	**13**	**4**	**0**	**15**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator 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 (A25120H)

Effective: Fall 2020
Revised: 12/13/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
BUS153	Human Resource Mgt.	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT120	Principles of Marketing	3	0	0	3
		---	---	---	---
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS217	Employment Law and Regs	3	0	0	3
BUS256	Recruit Select & Per Plan	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
MKT223	Customer Service	3	0	0	3
		---	---	---	---
	Totals	**14**	**2**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
	COM Elective	3	0	0	3
		---	---	---	---
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS234	Training and Development	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
	Major Elective	3	0	0	3
		---	---	---	---
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS259	HRM Applications	3	0	0	3
BUS261	Diversity in Mgmt	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	2	0	0	2
		---	---	---	---
	Totals	**14**	**0**	**0**	**14**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

BUSINESS ADMINISTRATION/MARKETING (A25120M)

Effective: Fall 2020
Revised: 12/13/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Writing and Inquiry	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
MKT223	Customer Service	3	0	0	3
		---	---	---	---
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4

MKT122	Visual Merchandising	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
MKT220	Advertising & Sales Promo	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
	COM Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ECO251	Prin of Microeconomics	3	0	0	3
MKT221	Consumer Behavior	3	0	0	3
MKT232	Social Media Marketing	3	2	0	4
	Major Elective	3	0	0	3
	Totals	**15**	**4**	**0**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT225	Marketing Research	3	0	0	3
MKT227	Marketing Applications	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	1	0	0	1
	Totals	**13**	**0**	**0**	**13**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

BUSINESS ADMINISTRATION/ OPERATIONS MANAGEMENT (A25120O)

Effective: Fall 2020
Revised: 12/13/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ISC121	Envir Health & Safety	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
OMT110	Intro to Operations Mgmt	3	0	0	3
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS130	Spreadsheet	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
OMT112	Materials Management	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS137	Principles of Management	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ECO251	Prin of Microeconomics	3	0	0	3
ISC131	Quality Management	3	0	0	3
ISC210	Oper & Prod Planning	3	0	0	3
	COM Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
OMT260	Issues in Operations Mgt	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	5	0	0	5
	Totals	**14**	**0**	**0**	**14**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

BUSINESS ADMINISTRATION/
ORGANIZATIONAL LEADERSHIP CERTIFICATE (C25120C9)
Effective: Fall 2020
Revised: 12/13/19

The Organizational Leadership certificate is designed to prepare individuals for leadership positions across organizations and industries. The certificate emphasizes leadership development and management skills with a focus on group behavior and motivation needed for leaders of teams, departments, and organizations.

Course work includes organizational behavior, ethics, roles of leaders, and diversity. Problem solving skills are emphasized.

Upon completion of this program, students should be able to identify organizational needs and be able to more effectively manage. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
BUS240	Business Ethics	3	0	0	3
OMT156	Problem Solving Skills	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS253	Leadership and Mgt Skills	3	0	0	3
BUS255	Org Behavior in Business	3	0	0	3
BUS261	Diversity in Mgmt	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
BUSINESS FOUNDATIONS CERTIFICATE (C25120C10)
Effective: Fall 2020
Revised: 12/13/19

The Business Foundations certificate is designed to teach students basic business principles. The certificate emphasizes business concepts from an individual, business, and national perspective.

Course work includes an introduction to business principles, business law, management, and marketing. Problem identification with alternative solutions is emphasized.

Upon completion of this certificate, students should be able to identify core business concepts. Students may transfer these course credits into the Associate degree Business Administration programs.

Length: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
BUS137	Principles of Management	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
SMALL BUSINESS OPERATIONS CERTIFICATE (C25120C11)
Effective: Fall 2020
Revised: 12/13/19

The Small Business Operations certificate provides training in how to write a business plan, market your product or service, manage your business operations, and maintain your business records. Small business owners and managers need to understand financial statements, conduct market research, and analyze data to make effective decisions.

Course work includes marketing, human resources management, accounting, and small business operations.

Upon completion, students should be able to prepare a business plan and effectively manage a small business. Students may transfer these course credits into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT120	Principles of Marketing	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS153	Human Resource Management	3	0	0	3
BUS230	Small Business Management	3	0	0	3
	Totals	**9**	**2**	**0**	**10**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
ENTREPRENEURSHIP CERTIFICATE (C25120C12)
Effective: Fall 2020
Revised: 12/13/19

The Entrepreneurship certificate is designed to prepare individuals for starting or growing a business. Understanding business concepts, identifying target markets, and creating innovative ideas to solve problems will increase the chances of success.

Course work includes innovation, management, funding sources, and customer service.

Upon completion of this program, students should be able to prepare a business plan and have the framework to start a business. Students may transfer these course credits into the Associate degree Business Administration or Entrepreneurship programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS139	Entrepreneurship I	3	0	0	3
ETR220	Innovation and Creativity	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
BUS230	Small Business Management	3	0	0	3
BUS245	Entrepreneurship II	3	0	0	3
or					
MKT232	Social Media Marketing	3	2	0	4
OMT156	Problem-Solving Skills	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
E-MARKETING CERTIFICATE (C25120C13)
Effective: Fall 2020
Revised: 12/13/19

The E-Marketing certificate is designed to provide individuals with the fundamental skills needed to market products (goods or services) via the World Wide Web.

Course work includes computer operations, social media marketing, e-commerce, advertising, and sales promotions.

Upon completion, students should be prepared with a working knowledge and skill set to market effectively over the Internet. Students may transfer these course credits into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT120	Principles of Marketing	3	0	0	3
MKT232	Social Media Marketing	3	2	0	4
	Totals	**7**	**4**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
MKT220	Advertising & Sales Promo	3	0	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
	MAJ Other Elective	3	0	0	3
	Totals	**8**	**2**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
SALES AND CUSTOMER SERVICE CERTIFICATE
(C25120C14)
Effective: Fall 2020
Revised: 12/13/19

The Sales and Customer Service certificate is designed to provide the fundamental skills needed for effective selling, presentations, and quality customer service.

This certificate program covers the basics of computer technology, consumer behavior, selling, social media marketing, visual merchandising, and customer service.

Upon completion of this program, students should be able to give an effective sales presentation and provide quality customer service. Students may transfer these course credits into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT221	Consumer Behavior	3	0	0	3
MKT232	Social Media Marketing	3	2	0	4
	Totals	**7**	**4**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
MKT122	Visual Merchandising	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**8**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ TOTAL QUALITY MANAGEMENT CERTIFICATE (C25120C15)

Effective: Fall 2020
Revised: 12/13/19

The Total Quality Management certificate is designed to provide the practical skill set that encompasses various elements of total quality management. TQM is a comprehensive approach to organizational management that seeks to improve the quality of products and services through ongoing refinements in response to continuous feedback.

Course work includes quality management, basic Six Sigma, OSHA Compliance, management, problem solving, logistics, and operations management planning.

Upon completion, students should be prepared to implement TQM concepts in manufacturing, retailing, and service organizations. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ISC121	Envir Health & Safety	3	0	0	3
ISC131	Quality Management	3	0	0	3
OMT110	Intro to Operations Mgmt	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
OMT156	Problem Solving Skills	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ PROJECT LEADERSHIP CERTIFICATE (C25120C16)

Effective: Fall 2020
Revised: 12/13/19

The Project Leadership certificate is designed to prepare individuals to become effective leaders and strategically execute projects. Students will learn the skills necessary to lead a successful team project utilizing the collective knowledge of the group and managing the team through the process.

Course work includes problem solving, quality management, and planning.

Upon completion, students should be able to understand the processes involved in project leadership. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ISC131	Quality Management	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
or					
OMT110	Intro to Operations Mgmt	3	0	0	3
OMT156	Problem Solving Skills	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ISC210	Oper & Prod Planning	3	0	0	3
or					
LOG215	Supply Chain Management	3	0	0	3
OMT222	Project Management	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS CERTIFICATE (C25120C17)

Effective: Fall 2020
Revised: 12/13/19

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 employee relations positions. Ethical practices in employment issues will be emphasized.

Course work includes employment law, ethics, diversity, organizational behavior, recruitment, selection, and personnel planning.

Upon completion, students should be able to research and analyze

employment data, laws, and regulations and apply this information in the workplace. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS240	Business Ethics	3	0	0	3
BUS255	Org Behavior in Business	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
BUS217	Employment Law and Regs	3	0	0	3
BUS256	Recruit Se;ect & Per Plan	3	0	0	3
BUS261	Diversity in Mgmt	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ RECRUITMENT AND STAFFING SPECIALIST CERTIFICATE (C25120C18)

Effective: Fall 2020
Revised: 12/13/19

The Recruitment and Staffing Specialist certificate is designed to provide individuals with the skills necessary to perform talent acquisition and retention activities. Individuals in these positions will be involved in workforce recruitment and selection activities, networking, and public events.

Course work includes recruitment, selection, social media marketing, diversity, customer service, and communication.

Upon completion, students should be able to effectively perform human resources recruitment and staffing activities. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT223	Customer Service	3	0	0	3
	COM Elective	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS256	Recruit Se;ect & Per Plan	3	0	0	3
BUS261	Diversity in Mgmt	3	0	0	3
MKT232	Social Media Marketing	3	2	0	4
	Totals	**9**	**2**	**0**	**10**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BENEFITS SPECIALIST CERTIFICATE (C25120C19)

Effective: Fall 2020
Revised: 12/13/19

The Payroll and Benefits Specialist certificate is designed to prepare students to manage payroll and benefits in human resources. Individuals will research and provide accurate information to employees in the public and private sectors.

Course work includes financial and payroll accounting, compensation and benefits, employment law, and general human resources management practices.

Upon completion, students should be able to research and analyze data in the areas of payroll, compensation and benefits, and employment law and regulations. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS153	Human Resource Management	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
	Totals	**9**	**2**	**0**	**10**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC140	Payroll Accounting	1	2	0	2
BUS217	Employment Law and Regs	3	0	0	3
	COM Elective	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ NONPROFIT AND COMMUNITY LEADERSHIP CERTIFICATE (C25120C20)

Effective: Fall 2020
Revised: 12/13/19

The Nonprofit and Community Leadership certificate is designed to prepare individuals to actively engage in nonprofit management and participate in local government leadership activities.

Course work includes public sector governance, marketing, fundraising/ stewardship and organizational behavior.

Upon completion, students should be prepared to work with and hold leadership positions in community programs, boards, and nonprofit organizations. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
LDR110	Introduction to Leadership	3	0	0	3
or					
MKT232	Social Media Marketing	3	2	0	4
NPO110	Intro to Nonprofit Mgmt	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS255	Org Behavior in Business	3	0	0	3
NPO111	Governance & Leadership	3	0	0	3
NPO120	Fundraising/Stewardship	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ GOVERNMENT PROCUREMENT AND CONTRACTING CERTIFICATE (C25120C21)

Effective: Fall 2020
Revised: 12/13/19

The Government Procurement and Contracting certificate is designed to provide individuals with the fundamental skills needed to actively participate in government purchasing and contracting.

Course work includes business and government contract law, procurement, contract negotiations, and contract administration.

Upon completion, students should be able to participate in and manage government contracts from the aspects of both the public and private sectors.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS171	Government Contracts	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS173	Procurement Management	3	0	0	3
BUS175	Contract Negotiations	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ LEADERSHIP AND MANAGEMENT CERTIFICATE (C25120C22)

Effective: Fall 2020
Revised: 12/13/19

The Leadership and Management certificate is designed to prepare individuals for leadership and management positions. The certificate emphasizes leadership development, management skills, team building, and training for leaders at various levels within organizations.

Course work includes supervision, leadership skills, and communication.

Upon completion of this program, students should be able to effectively lead and manage teams. Students may transfer these course credits into the Associate degree Business Administration programs.

Length: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL OR SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS135	Principles of Supervision	3	0	0	3
or					
LDR110	Introduction to Leadership	3	0	0	3
BUS137	Principles of Management	3	0	0	3
BUS253	Leadership & Mgt. Skills	3	0	0	3
	COM Elective	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
OPERATIONS LEADERSHIP CERTIFICATE (C25120C23)
Effective: Fall 2020
Revised: 12/13/19

The Operations Leadership certificate is designed to prepare individuals for leadership positions within manufacturing, service, and other large scale businesses. The certificate emphasizes skills for leaders at various levels within organizations.

Course work includes an overview of the operations management field, problem solving skills, and materials management.

Upon completion students should be able to effectively lead teams in operational settings. Students may transfer these course credits into the Associate degree Business Administration/Operations Management track.

Length: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS 137	Principles of Management	3	0	0	3
OMT110	Intro to Operations Mgmt	3	0	0	3
OMT112	Materials Management	3	0	0	3
OMT156	Problem Solving Skills	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
PROJECT MANAGEMENT CERTIFICATE (C25120C24)
Effective: Fall 2020
Revised: 12/13/19

The Project Management Certificate is designed to teach students strategies and tools to manage projects in all lines of work. Students learn the processes of initiating, planning, executing, monitoring/controlling, and closing projects to drive project outcomes. Topics include the knowledge areas of Project Management: integration, scope, time, cost, quality, human resources, risk management, procurement management, and communication.

Courses in this certificate may be applied to the major elective requirements of the Business Administration/General Business program.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
PMT110	Intro to Project Management	3	0	0	3
PMT111	Proj Mgmt Assessing Risk	3	0	0	3
PMT215	Proj Mgmt Leadership	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
PMT210	Proj Mgmt Issues	2	2	0	3
PMT220	Proj Mgmt Capstone	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
GLOBAL HUMAN RESOURCES CERTIFICATE (C25120C25)
Effective: Fall 2020
Revised: 12/13/19

The Global Human Resources certificate is designed to teach students the strategies necessary when dealing with different countries and national guidelines. Students learn the different implications of employees who cross borders as part of their work and the human resources strategies and processes in organizations that operate in multiple countries.

Topics include human resource management, employment law and regulations, training and development, recruitment, leadership, and global leadership.

Courses in this certificate may be applied to the major elective requirements of the Business Administration/Human Resources Management program.

Length: 2 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Management	3	0	0	3
BUS217	Employment Law and Regs	3	0	0	3
BUS234	Training and Development	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS256	Recruit Select & Per Plan	3	0	0	3
LDR110	Introduction to Leadership	3	0	0	3
LDR230	Global Leadership	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

CARPENTRY D35180

These curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Carpentry:
A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, print reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.

Awards

Diploma: Carpentry (D35180)
Length of Programs: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: General Contractor's License Preparation (C35180C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/07/17

CARPENTRY (D35180)
Effective: Fall 2018
Revised: 12/07/17

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BPR130	Blueprint Reading-Construction	3	0	0	3
CAR110	Intro to Carpentry	2	0	0	2
CAR111	Carpentry I	3	15	0	8
CMT120	Codes and Inspections	3	0	0	3
	Totals	**11**	**15**	**0**	**17**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR112	Carpentry II	3	15	0	8
CST241	Planning/Estimating I	2	2	0	3
*ENG101	Applied Communications I	3	0	0	3
ISC115	Construction Safety	2	0	0	2
	Totals	**10**	**17**	**0**	**16**

Summer Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR113	Carpentry III	3	9	0	6
PSY118	Interpersonal Psychology	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**9**	**9**	**0**	**12**

TOTAL REQUIRED CREDITS.... 45

***ENG-101 will not transfer to Associate Degree program.**
Accuplacer testing is required to take ENG-111.

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of 3 credit hours of Major electives provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

CARPENTRY/
GENERAL CONTRACTORS LICENSE PREPARATION
CERTIFICATE (C35180C1)
Effective: Fall 2018
Revised: 12/07/17

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, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	3	0	0	3
CAR110	Intro to Carpentry	2	0	0	2
CMT120	Codes and Inspections	3	0	0	3
	Totals	**8**	**0**	**0**	**8**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
CST241	Planning/Estimating I	2	2	0	3
ISC115	Construction Safety	2	0	0	2
	Totals	**4**	**2**	**0**	**5**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning 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, instrumentation, and equipment for patient care. Additionally, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

Graduates will be eligible to take the Certification Board for Sterile Processing and Distribution, Inc. "Sterile Processing and Distribution (SPD) Technician Exam", earning the title of Central Sterile Processing and Distribution Technician (CSPDT). Employment opportunities include surgery centers, central sterile processing departments in hospitals, and traveling consultation services.

Awards

Associate Degree: N/A
Length of Program:
Prerequisite:

Diploma: N/A
Length of Program:
Prerequisite:

Certificate: Central Sterile Processing (C45180)
Length of Program: 1 Semester
Prerequisite: High School Diploma or GED Work-Based Learning Requirements/Opportunities: For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

Certification Information: Graduates will be eligible to sit for the SPD Technician certification examination of the Certification Board for Sterile Processing and Distribution (CBSPD).
CBSPD, Inc., 1392 US HWY 22W, Suite 1, Lebanon, NJ 08833
(908) 236-0530

Program Information Contact:
Program Coordinator: Sacha Galloway
Telephone Number: (910) 678-9861
Office Location: Health Technologies Center, Room 201-C
Email: **gallowas@faytechcc.edu**
Department Office: Health Technologies Center, Room 201
Telephone: (910) 678-0179
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: The program only admits students in the fall semester.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/16/19

CENTRAL STERILE PROCESSING (C45180)
Effective: Fall 2020
Revised: 12/16/19

Length: 1 Semester
Prerequisite: High School Graduate or GED
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
STP101	Intro to Sterile Processing	7	2	0	8
STP102	STP Clinical Practice	0	0	9	3
STP103	Prof Success Prep	1	0	0	1
	Totals	**12**	**4**	**9**	**17**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

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

CIVIL ENGINEERING TECHNOLOGY A40140

A course of study that prepares students to use basic engineering principles and technical skills to carry out planning, documenting and supervising tasks in sustainable land development and public works and facilities projects. Includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying.

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: High School Diploma, Placement Test Equivalent

Diploma: Civil Engineering Technology Diploma (D40140)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Civil Engineering Technology Certificate (C40140C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Civil Engineering Technology Certificate (C40140H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Cathy Christianson
Telephone Number: (910) 678-8249
Office Location: Advanced Technology Center, Room 244C
Email: **christic@faytechcc.edu**
Department Office: Advanced Technology Center, Room 244H
Telephone: (910) 486-7327
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 01/29/18

CIVIL ENGINEERING TECHNOLOGY (A40140)
Effective: Fall 2018
Revised: 01/29/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG151	CAD for Engineering Tech	2	3	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT171	Precalculus Algebra	3	2	0	4
PSY150	General Psychology	3	0	0	3
SRV110	Surveying I	2	6	0	4
	Totals	**13**	**11**	**0**	**17**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG111	Intro to GIS and GNSS	2	4	0	4
EGR115	Intro to Technology	2	3	0	3
EGR250	Statics/Strength of Mater	4	3	0	5
MAT172	Precalculus Trigonometry	3	2	0	4
	Totals	**11**	**12**	**0**	**16**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	4	0	4
SRV111	Surveying II	2	6	0	4
	Totals	**4**	**10**	**0**	**8**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG211	Hydrology & Erosion Control	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
	Major Elective	2	3	0	3
	Totals	**6**	**9**	**0**	**9**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG210	Construction Mtls & Methods	2	3	0	3
CEG212	Intro to Environmental Tech	2	3	0	3
CIV240	Project Management	2	3	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**12**	**9**	**0**	**15**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work Based Learning Coordinator and the Department Chairperson.

2+2 Transfer: Students desiring to pursue a Bachelors of Engineering Technology should take MAT 271 and PHY 151.

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

CIVIL ENGINEERING TECHNOLOGY (D40140)
Effective: Fall 2018
Revised: 01/29/18

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG151	CAD for Engineering Tech	2	3	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT171	Precalculus Algebra	3	2	0	4
PSY150	General Psychology	3	0	0	3
SRV110	Surveying I	2	6	0	4
	Totals	**13**	**11**	**0**	**17**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG111	Intro to GIS and GNSS	2	4	0	4
EGR115	Intro to Technology	2	3	0	3
EGR250	Statics/Strength of Mater	4	3	0	5
MAT172	Precalculus Trigonometry	3	2	0	4
	Totals	**11**	**12**	**0**	**16**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	4	0	4
SRV111	Surveying II	2	6	0	4
	Totals	**4**	**10**	**0**	**8**

TOTAL REQUIRED CREDITS.... 41

Work-Based Learning Option: NA

CIVIL ENGINEERING TECHNOLOGY (C40140C1)
Effective: Fall 2018
Revised: 01/29/18

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG151	CAD for Engineering Technology	2	3	0	3
SRV110	Surveying I	2	6	0	4
	Totals	**4**	**9**	**0**	**7**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG111	Intro to GIS and GNSS	2	4	0	4
EGR115	Intro to Technology	2	3	0	3
	Totals	**4**	**7**	**0**	**7**

TOTAL REQUIRED CREDITS.... 14

Work-Based Learning Option: NA

COLLISION REPAIR & REFINISHING TECHNOLOGY A60130

The Collision Repair and Refinishing Technology program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Mobile Equipment Maintenance and Repair pathway course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of the Collision Repair and Refinishing Technology program should earn multiple I-CAR (Inter-Industry Conference on Auto Collision Repair) certifications and be qualified for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Certifications include: ALLDATA Certified Automotive Information Specialist, I-CAR Non-Structural and Refinish ProLevels 1, 2, & 3, I-CAR Estimator ProLevel 1, I-CAR Steel Structural ProLevel 1, and I-CAR Steel and Aluminum Welding. Additionally, students may earn a PPG Waterborne Refinishing Certification.

Awards

Associate Degree: Collision Repair and Refinishing Technology (A60130)
Length of Program: 5 semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Collision Repair and Refinishing Technology (D60130D1)
Length of Program: 3 semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Estimating Certificate (C60130C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Non-Structural and Refinishing Certificate (C60130C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Structural Certificate (C60130C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Collision Repair and Refinishing Technology Certificate (C60130C5)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Collision Repair and Refinishing Technology Certificate (C60130H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Contact:
Curriculum Chairperson: Doug Irish
Telephone: (910) 486-3995
Office Location: CollisionU – Santa Fe
Email: **irishd@faytechcc.edu**

Program Coordinator: Robbie Lynch
Telephone: (910) 486-3991
Office Location: CollisionU – Santa Fe
Email: **lynchr@faytechcc.edu**
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: The program is designed for students to be able to enter each 8-week session, except during the summer semester. All students must register for classes through the Senior Secretary to the Program Director.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 08/21/18

COLLISION REPAIR AND REFINISHING TECHNOLOGY (A60130)

Effective: Fall 2018
Revised: 01/29/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
**AUB111	Painting &Refinishing	2	6	0	4
**AUB121	Non-Structural Damage I	1	4	0	3
*AUM112	Emerging Trends-Auto Ind	3	0	0	3
*TRN110	Intro to Transport Tech	1	2	0	2
	Totals	**7**	**12**	**0**	**12**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
**AUB122	Non-Structural Damage II	2	6	0	4
*AUB131	Structural Damage I	2	4	0	4
**AUB162	Autobody Estimating	1	2	0	2
*TRN180	Basic Welding for Transp	1	4	0	3
*WLD110	Cutting Processes	1	3	0	2
	Totals	**7**	**19**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*ENG110	Freshman Composition	3	0	0	3
or					
*ENG111	Writing & Inquiry	3	0	0	3
	**Social/Behav Science Elect	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
**ATT140	Emerging Transp Tech	2	3	0	3
*AUB112	Painting & Refinishing II	2	6	0	4
**AUB132	Structural Damage II	2	6	0	4
**MAT110	Math Measurement & Literacy	2	2	0	3
*TRN170	PC Skills for Transp	1	2	0	2
	Totals	**9**	**19**	**0**	**16**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*AUB114	Special Finishes	1	2	0	2
*AUB141	Mech & Elec Components I	2	2	0	3
**AUC285	Auto Custom Design Proj	1	6	0	3
or					
**WBL113	Work-Based Learning III	0	0	30	3
*AUM111	Managing Automotive Org	3	0	0	3
*COM120	Intro Interpersonal Com	3	0	0	3
or					
*COM231	Public Speaking	3	0	0	3

**Humanities/Fine Arts Elect	3	0	0	3
Totals	**12**	**4**	**30**	**17**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of AUC-285 provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

Note: ENG-110, MAT-110 and COM-120 are not transferable.

***1st Eight Weeks **2nd Eight Weeks**

COLLISION REPAIR AND REFINISHING TECHNOLOGY DIPLOMA (D60130D1)

Effective: Fall 2018
Revised: 01/29/18

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
**AUB111	Painting &Refinishing	2	6	0	4
**AUB121	Non-Structural Damage I	1	4	0	3
*AUM112	Emerging Trends-Auto Ind	3	0	0	3
*TRN110	Intro to Transport Tech	1	2	0	2
	*Social/Behav Science Elect	3	0	0	3
	Totals	**10**	**12**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
**AUB122	Non-Structural Damage II	2	6	0	4
*AUB131	Structural Damage I	2	4	0	4
**AUB162	Autobody Estimating	1	2	0	2
*TRN180	Basic Welding for Transp	1	4	0	3
*WLD110	Cutting Processes	1	3	0	2
	Totals	**7**	**19**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*ENG110	Freshman Composition	3	0	0	3
or					
*ENG111	Writing & Inquiry	3	0	0	3
*AUB136	Plastics & Adhesives	1	4	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 36

Work-Based Learning Option: NA

Note: ENG-101 ENG-110 are not transferable.

***1st Eight Weeks **2nd Eight Weeks**

COLLISION REPAIR AND REFINISHING TECHNOLOGY/ ESTIMATING CERTIFICATE (C60130C2)

Evening/Weekend Program
Effective: Fall 2018
Revised: 01/29/18

This certificate program is designed to prepare individuals for entry-level positions as estimators in the auto body repair or insurance industries. Instruction will include vehicle analysis, computerized estimating, utilization of manufacture's repair procedures, estimating process and collision repair management.

Upon completion, students will be eligible to take the North Carolina Adjuster License class and exam.

Courses in this program can be transferred directly into the Collision Repair and Refinishing associate degree.

Length: 2 Semesters
Prerequisite: AUB-111, AUB-121, High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB162	Autobody Estimating	1	2	0	2
AUM112	Emerging Trends – Auto Ind	3	0	0	3
TRN110	Intro to Transport Tech	1	2	0	2
	Totals	**5**	**4**	**0**	**7**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ATT140	Emerging Transp Tech	2	3	0	3
AUM111	Managing Automotive Org	3	0	0	3
TRN170	PC Skills for Transp	1	2	0	2
	Totals	**6**	**5**	**0**	**8**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

NOTE: This is a stackable certificate. C60130C3 Non-Structural & Refinishing Certificate must be taken prior to taking this certificate.

COLLISION REPAIR AND REFINISHING TECHNOLOGY/ NON-STRUCTURAL AND REFINISHING CERTIFICATE (C60130C3)

Evening/Weekend Program
Effective: Fall 2018
Revised: 01/29/18

This certificate program is designed to prepare individuals for entry-level positions as non-structural and refinishing technicians in the auto body repair industry. Instruction will include hands-on repair in the areas of non-structural repair, painting and refinishing.

Upon completion, students will be prepared for employment as non-structural and refinishing technicians in the auto body repair industry.

Courses in this program can be transferred directly into the Collision Repair and Refinishing associate degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB111	Painting & Refinishing I	2	6	0	4
AUB121	Non-Structural Damage I	1	4	0	3
	Totals	**3**	**10**	**0**	**7**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB112	Painting & Refinishing II	2	6	0	4
AUB122	Non-Structural Damage II	2	6	0	4
	Totals	**4**	**12**	**0**	**8**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB114	Special Finishes	1	2	0	2
	Totals	**1**	**2**	**0**	**2**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

COLLISION REPAIR AND REFINISHING TECHNOLOGY/ STRUCTURAL CERTIFICATE (C60130C4)

Evening/Weekend Program
Effective: Fall 2018
Revised: 01/29/18

This certificate program is designed to prepare individuals for entry-level positions as structural technicians in the auto body repair industry. Instruction will include hands-on repair in the areas of structural repair, welding, steering and suspension systems.

Upon completion, students will be prepared for employment as structural technicians in the auto body repair industry.

Courses in this program can be transferred directly into the Collision Repair and Refinishing associate degree.

Length: 2 Semesters
Prerequisite: AUB-111, AUB-121, High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB131	Structural Damage I	2	4	0	4
TRN180	Basic Welding for Transp	1	4	0	3
WLD110	Cutting Processes	1	3	0	2
	Totals	**4**	**11**	**0**	**9**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB132	Structural Damage II	2	6	0	4
AUB141	Mech & Elec Components I	2	2	0	3
	Totals	**4**	**8**	**0**	**7**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

NOTE: This is a stackable certificate. C60130C3 Non-Structural & Refinishing Certificate must be taken prior to taking this certificate.

BASIC COLLISION REPAIR AND REFINISHING TECHNOLOGY CERTIFICATE (C60130C5)

Effective: Fall 2018
Revised: 01/29/18

This evening certificate program is designed to prepare individuals for entry-level positions as helpers in the auto body repair industry. Instruction will include hands-on repairs in the areas of non-structural repairs, plastics and adhesives, and refinishing.

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 associate degree.

Length: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB111	Painting & Refinishing	2	6	0	4
AUB121	Non-Structural Damage I	1	4	0	3
AUM112	Emerging Trends-Auto Ind	3	0	0	3
TRN110	Intro to Transport Tech	1	2	0	2
	Totals	**7**	**12**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

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, Placement Test Equivalent

Diploma: Manual Machining (D50210)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Computer-Integrated Machining Certificate (C50210C1)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Manual Machining Certificate (C50210C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Computer-Integrated Machining Certificate (C50210H1)
Length of Program: 4 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Gary Smith
Telephone Number: (910) 678-8375
Office Location: Lafayette Hall, Room 137A
Email: **smithga@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/03/20

COMPUTER-INTEGRATED MACHINING (A50210)
Effective: Fall 2020
Revised: 02/03/20

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
MAC111	Machining Technology I	2	12	0	6
MAC114	Intro to Metrology	2	0	0	2
MAC131	Blueprint Reading/Mach I	1	2	0	2
MAC151	Machining Calculations	1	2	0	2
	CIS Elective	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**9**	**18**	**0**	**17**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAC112	Machining Technology II	2	12	0	6
MAC132	Blueprint Reading/Mach II	1	2	0	2
MAC152	Adv Machining Calculations	1	2	0	2
	Totals	**7**	**16**	**0**	**13**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC121	Intro to CNC	2	0	0	2
MAC241	Jigs & Fixtures I	2	6	0	4
	Totals	**4**	**6**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC113	Machining Technology III	2	12	0	6
MAC124	CNC Milling	1	3	0	2
MAC228	Advanced CNC Processes	2	3	0	3
MAT110	Math Measurement & Literacy	2	2	0	3
or					
PHY121	Applied Physics I	3	2	0	4

PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**10**	**20**	**0**	**17**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
MAC122	CNC Turning	1	3	0	2
MAC224	Advanced CNC Milling	1	3	0	2
MAC233	Appl in CNC Machining	2	12	0	6
WLD112	Basic Welding Processes	1	3	0	2
or					
WBL112	Work-Based Learning I	0	0	20	2
	Totals	**8**	**21**	**0**	**15**

TOTAL REQUIRED CREDITS... 68

Work-Based Learning Option: Students who choose this option are required to take two (2) credit hours of WBL in lieu of WLD-112 provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

Note: ENG-110 is not transferable.

COMPUTER-INTEGRATED MACHINING/ MANUAL MACHINING (D50210)

Effective: Fall 2020
Revised: 02/03/20

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
MAC111	Machining Technology I	2	12	0	6
MAC114	Intro to Metrology	2	0	0	2
MAC131	Blueprint Reading/Mach I	1	2	0	2
MAC151	Machining Calculations	1	2	0	2
	CIS Elective	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**9**	**18**	**0**	**17**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAC112	Machining Technology II	2	12	0	6
MAC132	Blueprint Reading/Mach II	1	2	0	2
MAC152	Adv Machining Calculations	1	2	0	2
	Totals	**7**	**16**	**0**	**13**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC121	Intro to CNC	2	0	0	2
MAC241	Jigs & Fixtures I	2	6	0	4
	Totals	**4**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS... 36

Work-Based Learning Option: N/A

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

COMPUTER-INTEGRATED MACHINING TECHNOLOGY/ BASIC COMPUTER-INTEGRATED MACHINING CERTIFICATE (C50210C1)

Evening/Weekend Program
Effective: Fall 2020
Revised: 02/03/20

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: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111AA	Machining Technology I	0	9	0	3
	Totals	**0**	**9**	**0**	**3**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111BB	Machining Technology I	2	3	0	3
MAC131	Blueprint Reading/Mach I	1	2	0	2
	Totals	**3**	**5**	**0**	**5**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC112AA	Machining Technology II	0	9	0	3
	Totals	**0**	**9**	**0**	**3**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC112BB	Machining Technology II	2	3	0	3
MAC151	Machining Calculations	1	2	0	2
or					
WBL112	Work-Based Learning I	0	0	20	2
	Totals	**3**	**5**	**0**	**5**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: Students who choose this option are required to take two (2) credit hours of WBL in lieu of MAC-151 provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

COMPUTER-INTEGRATED MACHINING TECHNOLOGY/ MANUAL MACHINING CERTIFICATE (C50210C2)

Evening/Weekend Program
Effective: Fall 2020
Revised: 02/03/20

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, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111	Machining Technology I	2	12	0	6
	Totals	**2**	**12**	**0**	**6**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC112	Machining Technology II	2	12	0	6
	Totals	**2**	**12**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning 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, Placement Test Equivalent

Diploma: Cosmetology (D55140)
Length of Program: 4 Semesters (day program)
6 Semesters (night program)
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Cosmetology Certificate (C55140C1)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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:
Department Chair: Veronica Guions
Telephone Number: (910) 678-0159
Office Location: Cosmetology Services Educational Center, Room 2A
Email: **guionsv@faytechcc.edu**
Department Office: Cosmetology Services Educational Center, Room 2A
Telephone: (910) 678-0159
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 04/09/19

COSMETOLOGY (A55140)

Effective: Fall 2019
Revised: 04/09/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
COS111	Cosmetology Concepts I	4	0	0	4
COS112	Salon I	0	24	0	8
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**7**	**24**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
COS113	Cosmetology Concepts II	4	0	0	4
COS114	Salon II	0	24	0	8
COS224	Trichology & Chemistry	1	3	0	2
	Totals	**8**	**27**	**0**	**17**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS115	Cosmetology Concepts III	4	0	0	4
COS116	Salon III	0	12	0	4
	Major Elective	1	3	0	2
	Totals	**5**	**15**	**0**	**10**

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
COS223	Contemp Hair Coloring	1	3	0	2
MAT110	Math Measurement & Literacy	2	2	0	3
or					
MAT143	Quantitative Literacy	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
	Totals	**8**	**26**	**0**	**17**

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS230	Small Business Management	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
COS225	Adv Contemp Hair Coloring	1	3	0	2
COS250	Computerized Salon Ops	1	0	0	1
COS260	Design Applications	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**11**	**8**	**0**	**14**

TOTAL REQUIRED CREDITS.... 74

Work-Based Learning Option: NA

COSMETOLOGY (D55140)

Effective: Fall 2019
Revised: 04/09/19

Length: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

FALL SEMESTER 1

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
or					
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**7**	**24**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
COS113	Cosmetology Concepts II	4	0	0	4
COS114	Salon II	0	24	0	8
	Totals	**4**	**24**	**0**	**13**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS115	Cosmetology Concepts III	4	0	0	4
COS116	Salon III	0	12	0	4
	PSY Elective	3	0	0	3
	Totals	**7**	**12**	**0**	**11**

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COS117	Cosmetology Concepts IV	2	0	0	2
	Major Elective	0	21	0	7
	Totals	**2**	**21**	**0**	**9**

TOTAL REQUIRED CREDITS.... 48

Work-Based Learning Option: NA

*ENG-101, PSY-101, and PSY-110 will not transfer to Associate Degree programs.

COSMETOLOGY CERTIFICATE (C55140C1)
Effective: Fall 2019
Revised: 04/09/19

Length: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS111	Cosmetology Concepts I	4	0	0	4
COS112	Salon I	0	24	0	8
	Totals	**4**	**24**	**0**	**12**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS113	Cosmetology Concepts II	4	0	0	4
COS114	Salon II	0	24	0	8
	Totals	**5**	**24**	**0**	**12**

SUMMER SEMESTER 1

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
COS224	Trichology & Chemistry	1	3	0	2
	Totals	**1**	**3**	**0**	**2**

TOTAL REQUIRED CREDITS.... 34

Work-Based Learning Option: NA

COSMETOLOGY INSTRUCTOR C55160

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Cosmetology Instructor Certificate (C55160)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Cosmetology License, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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:
Curriculum Chairperson: Veronica Guions
Telephone Number: (910) 678-0159
Office Location: Cosmetology Services Educational Center, Room 2A
Email: **guionsv@faytechcc.edu**
Department Office: Cosmetology Services Educational Center, Room 2A
Telephone: (910) 678-0159
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/04/20

COSMETOLOGY INSTRUCTOR CERTIFICATE (C55160)
Effective: Fall 2020
Revised: 02/04/20

Length: 2 Semesters
Prerequisite: High School Diploma, Cosmetology License, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
COS271	Instructor Concepts I	5	0	0	5
COS272	Instructor Practicum I	0	21	0	7
	Totals	**5**	**21**	**0**	**12**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
COS273	Instructor Concepts II	5	0	0	5
COS274	Instructor Practicum II	0	21	0	7
	Totals	**3**	**2**	**0**	**12**

TOTAL REQUIRED CREDITS.... 24

Work-Based Learning Option: NA

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: Criminal Justice Technology (A55180)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Policing Diploma (D55180)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Essential Law Enforcement Operations Certificate (C55180C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Courts and the Law Certificate (C55180C5)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Principles of Corrections Certificate (C55180C6)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Criminal Investigations Certificate (C55180C7)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Private Investigations/Loss Prevention Certificate (C55180C8)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Homeland Security Certificate (C55180C9)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Criminal Justice Fundamentals Certificate (C55180C10)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Contemporary Policing Studies Certificate (C55180C11)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Terrorism Studies Certificate (C55180C12)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Criminal Justice Societal Topics Certificate (C55180C13)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Introductory Criminal Justice Certificate (C55180H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Private Investigations/Loss Prevention Certificate (C55180H3)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Criminal Justice Societal Topics Certificate (C55180H4)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Department Chairperson: Jeffrey Zack
Telephone Number: (910) 678-0043
Office Location: Horace Sisk, Room 633E
Email: **zackj@faytechcc.edu**
Department Office: Horace Sisk, Room 633
Telephone: (910) 678-0175
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 03/03/20

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Effective: Fall 2020
Revised: 03/03/20

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**13**	**0**	**0**	**13**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC141	Corrections	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**8**	**2**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
PSY150	General Psychology	3	0	0	3
or					
SOC210	Introduction to Sociology	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
	Major Elective	3	0	0	3
	Totals	**14**	**4**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	9	0	0	9
	Totals	**15**	**0**	**0**	**15**

TOTAL REQUIRED CREDITS.... 65

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Work-Based Learning Option: Qualified students may elect to take up to six (6) credit hours of Work-Based Learning in lieu of 6 credits of Major Electives provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

CRIMINAL JUSTICE TECHNOLOGY/ POLICING DIPLOMA (D55180)

Effective: Fall 2020
Revised: 03/03/20

Length: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**9**	**0**	**0**	**10**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC141	Corrections	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
	Major Elective	7	0	0	7
	Totals	**10**	**0**	**0**	**10**

TOTAL REQUIRED CREDITS.... 38

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Work-Based Learning Option: Qualified students may elect to take up to one (1) credit hours of Work-Based Learning in lieu of 1 credit of Major Electives provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

CRIMINAL JUSTICE TECHNOLOGY/
ESSENTIAL LAW ENFORCEMENT OPERATIONS
CERTIFICATE (C55180C4)
Effective: Fall 2020
Revised: 03/03/20

The Essential Law Enforcement Operations Certificate program provides an in-depth study of current law enforcement operations and procedures.

Topics include Law Enforcement Operations, Community Policing, and Investigative Principles.

This program prepares the student in the additional knowledge required for employment as a law enforcement officer or investigator.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC121	Law Enforcement Operations	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
	Totals	**9**	**2**	**0**	**10**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC115	Crime Scene Photography	2	3	0	3
CJC120	Interviews/Interrogations	1	2	0	2
CJC212	Ethics & Comm Relations	3	0	0	3
	Totals	**6**	**5**	**0**	**8**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/
COURTS AND THE LAW CERTIFICATE (C55180C5)
Effective: Fall 2020
Revised: 03/03/20

The Courts and the Law Certificate program provides an in-depth study of Constitutional, Criminal, Civil, and Correctional law.

Topics include the Law, Courts, Evidence and Ethics.

This program prepares the student in the additional knowledge required for employment in Criminal Justice and /or base law classes for law school bound students.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC132	Court Procedure & Evidence	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC212	Ethics & Comm Relations	3	0	0	3
CJC232	Civil Liabilities	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/
PRINCIPLES OF CORRECTIONS CERTIFICATE (C55180C6)
Effective: Fall 2020
Revised: 03/03/20

The Principles of Corrections Certificate program provides an in-depth study of the Corrections, Probation, and Parole system.

Topics include Corrections, Community Based Corrections and Correctional Law.

This program prepares the student in the additional knowledge required for employment in Corrections and Probation and Parole.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC141	Corrections	3	0	0	3
CJC213	Substance Abuse	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC233	Correctional Law	3	0	0	3
CJC241	Community-Based Corrections	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/ CRIMINAL INVESTIGATIONS CERTIFICATE (C55180C7)

Effective: Fall 2020
Revised: 03/03/20

The Criminal Investigations Certificate program provides an in-depth study of investigations whether criminal or private.

Topics include Crime Scene Processing, Investigative Principles and Investigative Photography.

This program prepares the student in the additional knowledge required for employment as an Investigator.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC115	Crime Scene Photography	2	3	0	3
CJC120	Interviews/Interrogations	1	2	0	2
CJC222	Criminalistics	3	0	0	3
	Totals	**9**	**5**	**0**	**11**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
	Totals	**6**	**2**	**0**	**7**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/ PRIVATE INVESTIGATIONS/LOSS PREVENTION CERTIFICATE (C55180C8)

Effective: Fall 2020
Revised: 03/03/20

The Private Investigations/Loss Prevention Certificate program provides an in-depth study of Private and Corporate Security and Loss Prevention.

Topics include Loss Prevention, Threat Assessment, and High-Risk Event Planning.

This program prepares the student with additional knowledge required for employment as a Private Investigator, Loss Prevention Specialist or Corporate Security Specialist.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC120	Interviews/Interrogations	1	2	0	2
CJC132	Court Procedure & Evidence	3	0	0	3
CJC151	Intro to Loss Prevention	3	0	0	3
	Totals	**10**	**2**	**0**	**11**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC115	Crime Scene Photography	2	3	0	3
CJC260	Threat Assessment	1	2	0	2
CJC262	High-Risk Event Planning	1	2	0	2
	Totals	**4**	**7**	**0**	**7**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/ HOMELAND SECURITY CERTIFICATE (C55180C9)

Effective: Fall 2020
Revised: 03/03/20

The Homeland Security Certificate program provides an in-depth study of Homeland Security.

Topics include Terrorism, Border & Transportation Security and Critical Incident Management.

This program prepares the student with knowledge about Homeland Security, a division of the Federal Government since 9/11. This program is an excellent primer for those interested in pursuing a career in Homeland Security.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC160	Terrorism: Underlying Issues	3	0	0	3
CJC161	Intro to Homeland Security	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
CJC163	Trans and Border Security	3	0	0	3

CJC170	Critical Inc Mgt for Pub Safety	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/ CRIMINAL JUSTICE FUNDAMENTALS CERTIFICATE (C55180C10)

Effective: Fall 2020
Revised: 03/03/20

The Criminal Justice Fundamentals Certificate provides students with an overview of the criminal justice system and basic law enforcement topics

Topics include Corrections, Policing, Criminal Justice System and Sociology.

This Certificate provides the student with a better understanding of the Criminal Justice System.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC121	Law Enforcement Operations	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC141	Corrections	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/ CONTEMPORARY POLICING STUDIES CERTIFICATE (C55180C11)

Effective: Fall 2020
Revised: 03/03/20

The Contemporary Policing Studies certificate program provides a study of the foundations of criminal justice policing with incorporating the contemporary policing principles.

Courses essential to this certificate prepare the student with the knowledge and background of contemporary policing.

This program prepares the student for additional instruction in criminal justice policing or entry level employment in the fields of law enforcement.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC122	Community Policing	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC121	Law Enforcement Operations	3	0	0	3
CJC225	Crisis Intervention	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/ TERRORISM STUDIES CERTIFICATE (C55180C12)

Effective: Fall 2020
Revised: 03/03/20

The Terrorism Studies Certificate provides a study of the history of terrorism. Topics include definitions and types of terrorism, theories regarding its causes, examples of modern terrorism, counterterrorism, and terrorisms impact, consequences, and fundamental processes related to the criminal justice system.

Courses essential to this certificate prepare the student with the knowledge and background of the history of terrorism as well as introducing the concepts and skills of analyzing law enforcement security challenges dealing with terrorism.

This program prepares the student for additional academic instruction in criminal justice investigations of terrorist incidents or entry level employment in the fields of law enforcement.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC160	Terrorism: Underlying Issues	3	0	0	3
CJC163	Trans and Border Security	3	0	0	3
HIS275	History of Terrorism	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC162	Intel Analysis & Sec Mgmt	3	0	0	3
EPT220	Terrorism and Emer. Mgt.	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

JUSTICE SOCIETAL TOPICS CERTIFICATE (C55180C13)
Effective: Fall 2020
Revised: 03/03/20

The Criminal Justice Societal Topics Certificate program provides a study of the sociological analysis of deviant and criminal behavior, with the understanding of how the criminal justice system achieves to stop land handle social problems.

Topics include crime and the criminal justice system.

This program prepares the student with additional knowledge required for employment within the criminal justice system.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC111	Intro to Criminal Justice	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC214	Victimology	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY/ FORENSIC SCIENCE A5518C

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. 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: Criminal Justice Technology/Latent Evidence (A5518C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Forensic Science Certificate (C5518CC1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Crime Scene Investigation Certificate (C5518CC2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Introductory Forensic Science Certificate (C5518CC4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Introductory Criminal Justice and Forensic Science Certificate (C5518CH1)
Length of Program: 3 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate program sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Department Chairperson: Jeffrey Zack
Telephone Number: (910) 678-0043
Office Location: Horace Sisk, Room 633E
Email: **zackj@faytechcc.edu**
Department Office: Horace Sisk, Room 633
Telephone: (910) 678-0175
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 04/02/18

CRIMINAL JUSTICE TECHNOLOGY/FORENSIC SCIENCE (A5518C)

Effective: Fall 2018
Revised: 04/02/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	**14**	**2**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC144	Crime Scene Processing	2	3	0	3
MAT143	Quantitative Literacy	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**16**	**5**	**0**	**18**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC146	Trace Evidence	2	3	0	3
CJC221	Investigative Principles	3	2	0	4
CJC245	Friction Ridge Analysis	2	3	0	3
	Major Elective	3	0	0	3
	Totals	**10**	**8**	**0**	**13**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
CJC246	Adv Friction Ridge Analysis	2	3	0	3
	Major Electives	6	0	0	6
	Totals	**11**	**3**	**0**	**12**

TOTAL REQUIRED CREDITS.... 65

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

CRIMINAL JUSTICE TECHNOLOGY/ FORENSIC SCIENCE CERTIFICATE (C5518CC1)

Effective: Fall 2018
Revised: 04/02/18

The Forensic Science Certificate program provides an in-depth study of current crime scene processing techniques and procedures.

Topics include fingerprint classification, identification, and chemical development.

This program prepares the student in the basic skills required for entry-level employment as a crime scene investigator.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC115	Crime Scene Photography	2	3	0	3
CJC146	Trace Evidence	2	3	0	3
CJC245	Friction Ridge Analysis	2	3	0	3
	Totals	**6**	**9**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC144	Crime Scene Processing	2	3	0	3
CJC244	Footwear and Tire Imprints	2	3	0	3
CJC246	Adv Friction Ridge Analysis	2	3	0	3
	Totals	**6**	**9**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY
CRIME SCENE INVESTIGATION CERTIFICATE (C5518CC2)
Effective: Fall 2018
Revised: 04/02/18

The Crime Scene Investigation Certificate Program introduces students to techniques, skills, and knowledge in forensic sciences, evidence and lab technologies, and crime scene processing.

Topics include crime scene processing and analysis, forensic science, criminal investigations, and photography.

This program prepares the student for additional instruction in forensic sciences or entry level employment in the fields of crime scene processing, evidence management and technology, death investigations, and forensic science.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC115	Crime Scene Photography	2	3	0	3
CJC222	Criminalistics	3	0	0	3
	Totals	**5**	**3**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC144	Crime Scene Processing	2	3	0	3
CJC146	Trace Evidence	2	3	0	3
CJC250	Forensic Biology I	2	2	0	3
	Totals	**6**	**8**	**0**	**9**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CRIMINAL JUSTICE TECHNOLOGY
INTRODUCTORY FORENSIC SCIENCE CERTIFICATE (C5518AC4)
Effective: Fall 2018
Revised: 04/02/18

The Introductory Forensic Science Certificate program introduces students to techniques, skills, and knowledge in forensic sciences.

Topics include biology, chemistry, criminalistics, crime scene processing, and trace evidence.

This program prepares the student for additional academic instruction in forensic sciences or entry level employment in the fields of criminal investigations or evidence management.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO111	General Biology I	3	3	0	4
CJC222	Criminalistics	3	0	0	3
MAT171	Precalculus Algebra	3	2	0	4
	Totals	**9**	**5**	**0**	**11**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CHM151	General Chemistry I	3	3	0	4
CJC146	Trace Evidence	2	3	0	3
	Totals	**5**	**6**	**0**	**7**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CULINARY ARTS A55150

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Awards

Associate Degree: Culinary Arts (A55150)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Pantry Chef (C55150C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Baking (C55150C2)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Demi-Chef (C55150C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Food Service Fundamentals (C55150C4)
Length of Program: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Demi-Chef (C55150H1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Carl Miller
Telephone Number: (910) 678-9810
Office Location: Horace Sisk, Room 616
Email: **millerca@faytechcc.edu**
Department Office: Horace Sisk, Room 616 D
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 03/21/19

CULINARY ARTS (A55150)

Effective: Fall 2019
Revised: 03/04/19

Length: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL110	Sanitation & Safety	2	0	0	2
CUL111	Success in Hosp Studies	1	0	0	1
CUL135	Food & Beverage Service	2	0	0	2
CUL135A	Food & Beverage Serv Lab	0	2	0	1
CUL140	Culinary Skills I	2	6	0	5
HRM125	Etiquette for Hospitality	1	0	0	1
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Totals	**11**	**8**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
CUL112	Nutrition for Foodservice	3	0	0	3
CUL130	Menu Design	2	0	0	2
CUL160	Baking I	1	4	0	3
CUL170	Garde Manger I	1	4	0	3
	Math Elective	2	2	0	3
	Totals	**10**	**12**	**0**	**16**

Summer Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
WBL111	Work-Based Learning I	0	0	10	1
	Social/Behav Science Elect	3	0	0	3
	Major Elective	2	0	0	2
	Totals	**5**	**0**	**10**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL120	Purchasing	2	0	0	2
or					
HRM220	Cost Control-Food & Bev	3	0	0	3
CUL240	Culinary Skills II	1	8	0	5
CUL275	Catering Cuisine	1	8	0	5
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**7**	**16**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL230	Global Cuisines	1	8	0	5
WBL121	Work-Based Learning II	0	0	10	1
	COM Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**10**	**8**	**10**	**15**

TOTAL REQUIRED CREDITS..... 67

Work-Based Learning Option: Students are required to take two (2) credit hour of Work-Based Learning. Students must acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson to receive credit for this degree.

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

CULINARY ARTS/ PANTRY CHEF CERTIFICATE (GARDE MANGER) (C55150C1)

Effective: Fall 2019
Revised: 03/04/19

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, pâtés, 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, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CIS110	Introduction to Computers	2	2	0		3
or						
CIS111	Basic PC Literacy	1	2	0		2
CUL110	Sanitation & Safety	2	0	0		2
CUL140	Culinary Skills I	2	6	0		5
	Totals	**5**	**8**	**0**		**9**

Spring Semester

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL170	Garde Manger I (lst 8 weeks)	1	4	0		3
CUL270	Garde Manager II (2nd 8 weeks)	1	4	0		3
CUL270A	Garde Manager II Lab (2nd 8 weeks)	0	3	0		1
WBL111	Work-Based Learning I	0	0	10		1
or						
WBL121	Work-Based Learning II	0	0	10		1
or						
WBL131	Work-Based Learning III	0	0	10		1
	Totals	**2**	**11**	**10**		**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: Students are required to take one (1) credit hour of Work-Based Learning. Students must acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson in order to receive credit for this certificate.

CULINARY ARTS/BAKING CERTIFICATE (C55150C2)

Effective: Fall 2019
Revised: 03/04/19

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: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL110	Sanitation & Safety	2	0	0		2
CUL140	Basic Culinary Skills	2	6	0		5
	Totals	**4**	**6**	**0**		**7**

Spring Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL160	Baking I	1	4	0		3
	Totals	**1**	**4**	**0**		**3**

Summer Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL260	Baking II	1	4	0		3
	Totals	**1**	**4**	**0**		**3**

Fall Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
CUL280	Pastry & Confections	1	4	0		3
CUL280A	Pastry & Confections Lab	0	3	0		1
	Totals	**1**	**7**	**0**		**4**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

CULINARY ARTS/ DEMI-CHEF CERTIFICATE (C55150C3)

Effective: Fall 2019
Revised: 03/04/19

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: 2 Chef Uniforms, Textbook
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL110	Sanitation & Safety	2	0	0	2
CUL140	Culinary Skills I	2	6	0	5
	Totals	**4**	**6**	**0**	**7**

Spring Semester

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL160	Baking I	1	4	0	3
CUL170	Garde Manger I	1	4	0	3
	Totals	**2**	**8**	**0**	**6**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

CULINARY ARTS/
FOOD SERVICE FUNDAMENTALS CERTIFICATE
(C55150C4)
Effective: Fall 2019
Revised: 03/04/19

The Food Service Fundamentals certificate is designed to teach students the basics of food service management. The certificate emphasizes core concepts for entry level positions in a variety of food service settings.

Course work includes sanitation, safety, nutrition, human resources, and supervision in the food service industry. Communication skills are also emphasized to establish positive relationships with customers and employees.

Upon completion of this certificate, students should be able to identify core food service concepts. Students may transfer these course credits into the Associate degree Culinary Arts program.

Length: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COM120	Intro to Interpersonal Comm	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
CUL110	Sanitation & Safety	2	0	0	2
CUL111	Success in Hosp Studies	1	0	0	1
CUL112	Nutrition for Foodservice	3	0	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning 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.

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:
Prerequisite:

Diploma: Dental Assisting (D45240)
Length of Program: 3 Semesters
Prerequisite: 1 unit Biology,
Placement Test Credit Equivalent

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None required.

Program Information Contact:
Department Chair: Sandra Walker
Telephone Number: (910) 678-8574
Office Location: Health Technology Center, Room 101-H
Email: **walkers@faytechcc.edu**
Department Office: Health Technology Center, Room 101
Telephone: (910) 678-8574
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

DENTAL ASSISTING (D45240)
Effective: Fall 2020
Revised: 02/12/20

Length: 3 Semesters
Prerequisite: 1 Unit Biology, Placement Test Credit Equivalent
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
BIO161	Intro to Human Biology	3	0	0	3
*DEN100	Basic Orofacial Anatomy	2	0	0	2
*DEN101	Preclinical Procedures	4	6	0	7
*DEN102	Dental Materials	2	4	0	4
DEN111	Infection/Hazard Control	2	0	0	2
	Totals	**14**	**10**	**0**	**19**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*DEN103	Dental Sciences	2	0	0	2
*DEN104	Dental Health Education	2	2	0	3
*DEN105	Practice Management	2	0	0	2
*DEN106	Clinical Practice I	2	0	12	6
DEN112	Dental Radiography	2	3	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**13**	**5**	**12**	**19**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*DEN107	Clinical Practice II	1	0	12	5
PSY150	General Psychology	3	0	0	3
	Totals	**4**	**0**	**12**	**8**

TOTAL REQUIRED CREDITS.... 46

Work-Based Learning 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 A45260

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.

Awards

Associate Degree: Dental Hygiene (A45260)
Length of Program: 5 Semesters
Prerequisite: 1 Unit of Biology &1 Unit of Chemistry, Placement Test Credit Equivalent, TEAS test score proficient or higher

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Education Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program 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: Michelle Ping
Telephone Number: (910) 678-8575
Office Location: Health Technology Center, Room101D
Email: **pingm@faytechcc.edu**
Department Office: Health Technology Center, Room 101
Telephone: (910) 678-8254
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

DENTAL HYGIENE (A45260)
Effective: Fall 2020
Revised: 02/12/20

Length: 5 Semesters
Prerequisites: 1 Unit Biology & Chemistry, Placement Test Credit Equivalent, TEAS test score proficient or higher
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
DEN110	Orofacial Anatomy	2	2	0	3
DEN111	Infection/Hazard Control	2	0	0	2
DEN120	Dental Hyg Preclinic Lec	2	0	0	2
DEN121	Dental Hygiene Preclinic Lab	0	6	0	2
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**13**	**10**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
DEN112	Dental Radiography	2	3	0	3
DEN124	Periodontology	2	0	0	2
DEN130	Dental Hygiene Theory I	2	0	0	2
DEN131	Dental Hygiene Clinic I	0	0	9	3
DEN222	General & Oral Pathology	2	0	0	2
PSY150	General Psychology	3	0	0	3
	Totals	**13**	**5**	**9**	**18**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro to Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
DEN125	Dental Office Emergencies	0	2	0	1
DEN140	Dental Hygiene Theory II	1	0	0	1
DEN141	Dental Hygiene Clinic II	0	0	6	2
SOC210	Introduction to Sociology	3	0	0	3
	Totals	**7**	**2**	**6**	**10**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
BIO180	Biological Chemistry	2	2	0	3
DEN123	Nutrition/Dental Health	2	0	0	2
DEN220	Dental Hygiene Theory III	2	0	0	2
DEN221	Dental Hygiene Clinic III	0	0	12	4
DEN223	Dental Pharmacology	2	0	0	2
DEN232	Community Dental Health	2	3	0	3
	Totals	**10**	**7**	**12**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DEN224	Materials and Procedures	1	3	0	2
DEN230	Dental Hygiene Theory IV	1	0	0	1
DEN231	Dental Hygiene Clinic IV	0	0	12	4
DEN233	Professional Development	2	0	0	2
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	**7**	**3**	**12**	**12**

TOTAL REQUIRED CREDITS.... 75

Work-Based Learning 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 ADMINISTRATION C55850

This curriculum prepares individuals pursuing administrating roles in diverse child care settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, Budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Early Childhood Administration Certificate (C55850)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Rondell Bennett
Telephone Number: (910) 678-9788
Office Location: Early Childhood Center, Room 206
Email: **bennettr@faytechcc.edu**
Department Office: Early Childhood Center, Room 202
Telephone: (910) 678-8566
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/17/19

EARLY CHILDHOOD ADMINISTRATION CERTIFICATE (C55850)
Effective: Fall 2020
Revised: 12/17/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU119	Intro to Early Childhood Ed	4	0	0	4
EDU131	Child, Family & Commun	3	0	0	3
EDU261	Early Childhood Admin I	3	0	0	3
	Totals	**10**	**0**	**0**	**10**

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU153	Health, Safety & Nutrition	3	0	0	3
EDU262	Early Childhood Admin II	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning 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 EDUCATION 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: General Early Childhood Education (A55220G)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: B-K Licensure Transfer (A55220B)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Non-Teaching Licensure Transfer (A55220C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Child Care Development Certificate (C55220C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Child Care Professional Certificate (C55220C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Rondell Bennett
Telephone Number: (910) 678-9788
Office Location: Early Childhood Center, Room 206
Email: **bennettr@faytechcc.edu**
Department Office: Early Childhood Center, Room 202
Telephone: (910) 678-8566
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/17/19

EARLY CHILDHOOD EDUCATION/ B-K LICENSURE TRANSFER (A55220B)

Effective: Fall 2020
Revised: 12/17/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACA122	College Transfer Success	0	2	0		1
EDU119	Intro to Early Child Educ	4	0	0		4
EDU144	Child Development I	3	0	0		3
EDU145	Child Development II	3	0	0		3
ENG111	Writing and Inquiry	3	0	0		3
SOC210	Introduction to Sociology	3	0	0		3
	Totals	**16**	**2**	**0**		**17**

Spring Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU131	Child, Family, & Community	3	0	0		3
EDU146	Child Guidance	3	0	0		3
EDU153	Health, Safety, and Nutrition	3	0	0		3
MAT143	Quantitative Literacy	2	2	0		3
PSY150	General Psychology	3	0	0		3
	Totals	**14**	**2**	**0**		**15**

Summer Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COM231	Public Speaking	3	0	0		3
EDU151	Creative Activities	3	0	0		3
	Humanities/Fine Arts Elective	3	0	0		3
	Totals	**6**	**0**	**0**		**9**

Fall Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
BIO110	Principles of Biology	3	3	0		4
EDU216	Foundations of Education	3	0	0		3
EDU234	Infants, Toddlers, and Twos	3	0	0		3
EDU250	Teacher Licensure Preparation	3	0	0		3
ENG112	Writing/Research in the Disc	3	0	0		3
	Totals	**15**	**3**	**0**		**16**

Spring Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU221	Children With Exceptionalities	3	0	0		3
EDU280	Language & Literacy Exp	3	0	0		3
EDU284	Early Child Capstone Prac	1	9	0		4
GEL111	Geology	3	2	0		4
	Totals	**10**	**11**	**0**		**14**

TOTAL REQUIRED CREDITS.... 71

Work-Based Learning 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 EDUCATION/ NON-TEACHING LICENSURE TRANSFER (A55220C)

Effective: Fall 2020
Revised: 12/17/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACA122	College Transfer Success	0	2	0		1
EDU119	Intro to Early Child Educ	4	0	0		4
EDU144	Child Development I	3	0	0		3
EDU145	Child Development II	3	0	0		3
ENG111	Writing and Inquiry	3	0	0		3
SOC210	Introduction to Sociology	3	0	0		3
	Totals	**16**	**2**	**0**		**17**

Spring Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU131	Child, Family, & Community	3	0	0		3
EDU146	Child Guidance	3	0	0		3
EDU153	Health, Safety, and Nutrition	3	0	0		3
MAT143	Quantitative Literacy	2	2	0		3
PSY150	General Psychology	3	0	0		3
	Totals	**14**	**2**	**0**		**15**

Summer Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COM231	Public Speaking	3	0	0		3
EDU151	Creative Activities	3	0	0		3
	Humanities/Fine Arts Elective	3	0	0		3
	Totals	**6**	**0**	**0**		**9**

Fall Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
BIO110	Principles of Biology	3	3	0		4
EDU234	Infants, Toddlers, and Twos	3	0	0		3
EDU261	Early Childhood Admin I	3	0	0		3
EDU262	Early Childhood Admin II	3	0	0		3
ENG112	Writing/Research in the Disc	3	0	0		3
	Totals	**15**	**3**	**0**		**16**

Spring Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU221	Children With Exceptionalities	3	0	0		3
EDU280	Language & Literacy Exp	3	0	0		3
EDU284	Early Child Capstone Prac	1	9	0		4
GEL111	Geology	3	2	0		4
	Totals	**10**	**11**	**0**		**14**

TOTAL REQUIRED CREDITS.... 71

Work-Based Learning 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 EDUCATION/ GENERAL EARLY CHILDHOOD EDUCATION (A55220G)

Effective: Fall 2020
Revised: 12/17/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU119	Intro to Early Child Educ	4	0	0		4
EDU144	Child Development I	3	0	0		3
EDU145	Child Development II	3	0	0		3
ENG111	Writing and Inquiry	3	0	0		3
PSY150	General Psychology	3	0	0		3
or						
SOC210	Introduction to Sociology	3	0	0		3
	Totals	**16**	**0**	**0**		**16**

Spring Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
ACA120	Career Assessment	1	0	0		1
or						
ACA122	College Transfer Success	0	2	0		1
EDU131	Child, Family, & Community	3	0	0		3
EDU146	Child Guidance	3	0	0		3
EDU153	Health, Safety, and Nutrition	3	0	0		3
MAT110	Math Measurement & Literacy	2	2	0		3
or						
MAT143	Quantitative Literacy	2	2	0		3
	Major Elective	3	0	0		3
	Totals	**14**	**2**	**0**		**16**

Summer Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	Major Elective	6	0	0		6
	Totals	**6**	**0**	**0**		**6**

Fall Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
COM120	Intro to Interpersonal Com	3	0	0		3
or						
COM231	Public Speaking	3	0	0		3
EDU151	Creative Activities	3	0	0		3
EDU234	Infants, Toddlers, and Twos	3	0	0		3
	Humanities/Fine Arts Elective	3	0	0		3
	Major Elective	5	0	0		5
	Totals	**17**	**0**	**0**		**17**

Spring Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU221	Children With Exceptionalities	3	0	0		3
EDU259	Curriculum Planning	3	0	0		3
EDU280	Language & Literacy Exp	3	0	0		3
EDU284	Early Child Capstone Prac	1	9	0		4
	Major Elective	3	0	0		3
	Totals	**13**	**0**	**0**		**16**

TOTAL REQUIRED CREDITS.... 71

Work-Based Learning 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 EDUCATION/ CHILD CARE DEVELOPMENT CERTIFICATE (C55220C2)

Effective: Fall 2020
Revised: 12/17/19

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. 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, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
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
	Totals	**10**	**0**	**0**	**10**

Spring Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning 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 EDUCATION/
CHILD CARE PROFESSIONAL CERTIFICATE (C55220C3)
Effective: Fall 2020
Revised: 12/17/19

This certificate will provide individuals interested in working in childcare programs or with children ranging in age from birth to eight years with a strong foundation of knowledge. Emphasis will be placed on: program development for children birth to eight years; positive guidance techniques; health, safety and nutrition; and effective communication with parents, children, and the community. 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, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
	Totals	**10**	**0**	**0**	**10**

Spring Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning 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 PRESCHOOL C55860

This curriculum prepares individuals to work with preschool aged children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate preschool programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and other preschool programs.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Early Childhood Preschool Certificate (C55860)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Early Childhood Preschool Certificate (C55860H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Rondell Bennett
Telephone Number: (910) 678-9788
Office Location: Early Childhood Center, Room 206
Email: **bennettr@faytechcc.edu**
Department Office: Early Childhood Center, Room 202
Telephone: (910) 678-8566
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/17/19

EARLY CHILDHOOD PRESCHOOL CERTIFICATE (C55860)
Effective: Fall 2020
Revised: 12/17/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU119	Intro to Early Childhood Ed	4	0	0	4
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
	Totals	**10**	**0**	**0**	**10**

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety & Nutrition	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.

ELECTRICAL SYSTEMS TECHNOLOGY A35130

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Awards

Associate Degree: Electrical Systems Technology (A35130)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Diploma: Electrical Systems Technology (D35130)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Electricity, Motors and Controls, and PLC (C35130C1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Basic Electricity, Motors and Controls, and PLC (C35130H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Introduction to Photovoltaic Systems (C35130H2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Frank Guzman
Telephone Number: (910) 678-7377
Office Location: Cumberland Hall Room 334H
Email: **guzmanf@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 semesters. A Student may enter at other times with approval of the Department Chairperson.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/18/18

ELECTRICAL SYSTEMS TECHNOLOGY (A35130)

Effective: Fall 2019
Revised: 12/18/18

Length: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Residential Wiring	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**11**	**16**	**0**	**18**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC114	Commercial Wiring	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
ELC220	Photovoltaic Sys Tech	2	3	0	3
MAT110	Math Measurement & Literacy	2	2	0	3
	Totals	**8**	**14**	**0**	**13**

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC117	Motors and Controls	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
	Totals	**3**	**8**	**0**	**6**

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	3	0	0	3
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
ELC119	NEC Calculations	1	2	0	2
ELC221	Adv PV Sys Designs	2	3	0	3
ELC229	Applications Project	1	3	0	2
	Totals	**10**	**8**	**0**	**13**

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
BUS230	Small Business Management	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***Note:** ENG-110 is not transferable

ELECTRICAL SYSTEMS TECHNOLOGY (D35130)

Effective: Fall 2019
Revised: 12/18/18

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Residential Wiring	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**11**	**16**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC114	Commercial Wiring	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
ELC220	Photovoltaic Sys Tech	2	3	0	3
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
ISC115	Construction Safety	2	0	0	2
	Totals	**11**	**12**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC117	Motors and Controls	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
	Major Elective	3	0	0	3
	Totals	**6**	**8**	**0**	**9**

TOTAL REQUIRED CREDITS.... 42

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

Accuplacer testing is required to take ENG-111.

ELECTRICAL SYSTEMS TECHNOLOGY
BASIC ELECTRICITY, MOTORS AND CONTROLS, and PLC CERTIFICATE (C35130C1)
Effective: Fall 2019
Revised: 12/18/18

This certificate curriculum is designed to provide training for persons interested in the installation and maintenance of electrical 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 field as an on the job trainee or apprentice. Courses in this certificate can be transferred directly into the Electrical Systems Technology degree or diploma.

Length: 2 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	3	0	0	3
ELC112	DC/AC Electricity	3	6	0	5
ELC229	Applications Project	1	3	0	2
	Totals	**7**	**9**	**0**	**10**

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.... 17

Work-Based Learning Option: NA

PROGRAM FACT SHEET

ELECTRONICS ENGINEERING TECHNOLOGY A40200

The Electronics Engineering Technology curriculum prepares students to apply basic engineering principles and technical skills 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. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers.

In the FTCC Electronics Engineering Technology Program, students learn C/C++ programming with applications related to electronics, Internet programming, and interactive 3D gaming. Students learn to program the Robotis Bioloid robots with algorithms such as finite state machines, fuzzy logic and neural networks that make them seem intelligent (AI). Students learn to program programmable application controllers (PAC) in ladder logic, structured text, sequential function charts and function blocks to sense operating states and generation, including topics on photovoltaic devices in addition to wind- and hydro-powered electrical systems.

Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician. Graduates may also continue their studies in technology at a university and upon completion obtain a Bachelor in Engineering Technology.

Awards

Associate Degree: Electronics Engineering Technology (A40200)
Length of Program: 5 Semesters
Prerequisite: High School Diploma**,** Placement Test Equivalent

Diploma: Electronics Engineering Technology (D40200)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Electronics Engineering Technology Certificate (C40200C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Electronics Engineering Technology Certificate (C40200H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program 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 244H
Telephone: (910) 486-7327
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/25/19

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Effective: Fall 2018
Revised: 12/07/17

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CSC133	C Programming	2	3	0	3
ELC131	Circuit Analysis I	3	3	0	4
ELC131A	Circuit Analysis I Lab	0	3	0	1
MAT171	Precalculus Algebra	3	2	0	4
EGR120	Eng and Design Graphics	2	2	0	3
	Totals	**10**	**13**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CSC245	Adv C/C++ Programming	2	3	0	3
ELN131	Analog Electronics I	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAT172	Precalculus Trigonometry	3	2	0	4
	Totals	**14**	**11**	**0**	**18**

Summer Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ELC231	Electric Power Systems	3	2	0	4
ELN232	Intro to Microprocessors	3	3	0	4
	Totals	**6**	**5**	**0**	**8**

Fall Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
ELN235	Data Communication Sys	3	3	0	4
ELN249	Digital Communication	2	3	0	3
ELN260	Prog Logic Controllers	3	3	0	4
	Totals	**11**	**9**	**0**	**14**

Spring Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ATR211	Robot Programming	2	3	0	3
ELC230	Wind & Hydro Power Sys	2	2	0	3
*PSY-118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
ELN152	Fabrication Techniques	1	3	0	2
or					
	Work-Based Learning Course(s)	0	0	20	2
	Humanities/Fine Arts Elect	3	0	0	3
	Totals	**10**	**5**	**0**	**14**

TOTAL REQUIRED CREDITS.... 69

2+2 Transfer: Students desiring to pursue a Bachelors of Engineering Technology should take MAT 271 and PHY 151.

Work-Based Learning Option: WBL-112 or the sequence of WBL-111 and WBL-121 may be taken in place of ELN-152 provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***Note:** ENG-110 and PSY-118 are not transferable courses.

ELECTRONICS ENGINEERING TECHNOLOGY (D40200)

Effective: Fall 2018
Revised: 12/07/17

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC133	C Programming	2	3	0	3
EGR120	Eng and Design Graphics	2	2	0	3
ELC131	Circuit Analysis I	3	3	0	4
ELC131A	Circuit Analysis I Lab	0	3	0	1
MAT171	Precalculus Algebra	3	2	0	4
	Totals	**10**	**13**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC245	Adv C/C++ Programming	2	3	0	3
ELN131	Analog Electronics I	3	3	0	4
ELN133	Digital Electronics	3	3	0	4

ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAT172	Precalculus Trigonometry	3	2	0	4
		---	---	---	---
	Totals	**14**	**11**	**0**	**18**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC231	Electric Power Systems	3	2	0	4
ELN232	Intro to Microprocessors	3	3	0	4
		---	---	---	---
	Totals	**6**	**5**	**0**	**8**

TOTAL REQUIRED CREDITS.... 41

Work-Based Learning Option: NA

ELECTRONICS ENGINEERING TECHNOLOGY CERTIFICATE (C40200C1)
Effective: Fall 2019
Revised: 02/25/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC131	Circuit Analysis I	3	3	0	4
ELC131A	Circuit Analysis I Lab	0	3	0	1
MAT171	Precalculus Algebra	3	2	0	4
		---	---	---	---
	Totals	**6**	**8**	**0**	**9**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELN131	Analog Electronics I	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
		---	---	---	---
	Totals	**6**	**6**	**0**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

EMERGENCY MANAGEMENT A55460

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Awards

Associate Degree: Emergency Management (A55460)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Emergency Management Certificate (C55460C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Incident Management Certificate (C55460C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Disaster Management Certificate (C55460C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Emergency Management Certificate (C55460H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Kenneth Buckey
Telephone Number: (910) 678-0046
Office Location: Horace Sisk, Room 633F
Email: **buckeyk@faytechcc.edu**
Department Office: Horace Sisk, Room 633
Telephone: (910) 678-8452
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 03/05/20

EMERGENCY MANAGEMENT (A55460)

Effective: Fall 2020
Revised: 03/05/20

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	3	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
EPT120	Sociology of Disaster	3	0	0	3
EPT140	Emergency Management	3	0	0	3
FIP230	Chemistry of Haz Mat I	5	0	0	5
	Totals	**17**	**2**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
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
MAT143	Quantitative Literacy	2	2	0	3
	Major elective	3	0	0	3
	Totals	**17**	**2**	**0**	**18**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

FALL SEMESTER 2

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
or					
SOC210	Intro to Sociology	3	0	0	3
	Totals	**11**	**0**	**0**	**12**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT220	Terrorism and Emergency Mgmt	3	0	0	3
EPT275	Emergency Ops Center Mgmt	3	0	0	3
	Major Elective	5	0	0	5
	Totals	**11**	**0**	**0**	**11**

TOTAL REQUIRED CREDITS.... 68

Students with a felony conviction may have limited Emergency Preparedness employment opportunities.

Work -Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

See program chair for information on transfer credits from the Fire Protection Technology program.

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

***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. See your advisor for assistance in selecting courses.

EMERGENCY MANAGEMENT CERTIFICATE (C55460C1)

Effective: Fall 2020
Revised: 03/05/20

The Emergency Management Certificate program provides students with a foundation to build upon within emergency services delivery programs.

Topics include Sociology of Disaster, Mitigation & Preparedness, Response & Recovery, and Terrorism and Emergency Management.

This program will prepare students for entry level knowledge required for employment in the Emergency Management Industry.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT120	Sociology of Disaster	3	0	0	3
EPT130	Mitigation & Preparedness	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT210	Response & Recovery	3	0	0	3
EPT220	Terrorism & Emergency Mgmt	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

EMERGENCY MANAGEMENT/INCIDENT MANAGEMENT CERTIFICATE (C55460C2)
Effective: Fall 2020
Revised: 03/05/20

The Incident Management Certificate program provides students with a foundation to build upon within emergency services delivery programs.

Topics include Emergency Services Law and Ethics, Emergency Management, Incident Management, Terrorism and Emergency Management, and Intro to Personal Communications.

This program will prepare students for entry level knowledge required for Incident Management within the Emergency Services Industry.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
EPT124	EM Services Law & Ethics	3	0	0	3
EPT140	Emergency Management	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT150	Incident Management	3	0	0	3
EPT220	Terrorism & Emergency Mgmt	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

EMERGENCY MANAGEMENT/ DISASTER MANAGEMENT CERTIFICATE (C55460C3)
Effective: Fall 2020
Revised: 03/05/20

The Disaster Management Certificate program provides students with a foundation to build upon within emergency services delivery programs.

Topics include Emergency Services Law and Ethics, Emergency Management, Incident Management, Terrorism and Emergency Management, and Intro to Personal Communications.

This program will prepare students for entry level knowledge required for Incident Management within the Emergency ServicesIndustry.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT130	Mitigation & Preparedness	3	0	0	3
EPT140	Emergency Management	3	0	0	3
EPT210	Response & Recovery	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC170	Critical Incident Mgmt Pub Saf	3	0	0	3
EPT275	Emergency Ops Center Mgt	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning 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 Biology, and Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Emergency Medical Science (C45340)
Length of Program: 1 Semester
Prerequisite: High School Diploma or GED,1Unit Biology, and Placement Test Equivalent

EMS Bridge: Emergency Medical Science (A45340B)
Length of Program: 2 Semesters
Prerequisite: High School Diploma or GED, 1 Unit Biology, and Placement Test Equivalent. Current National Registry or North Carolina Paramedic Certification; Current CPR Certification

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: North Carolina Office of EMS, 1201 Umstead Dr., Raleigh, NC 27603, National Registry of Emergency Medical Technicians, P. O. Box 29233, Columbus, OH, 43229.

Program Information Contact:
Curriculum Chairperson: Mary Kaylor, MA, Paramedic
Telephone Number: (910) 678-9863
Office Location: Health Technology Center, Room 169M
Email: **kaylorm@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/16/19

EMERGENCY MEDICAL SCIENCE (A45340)

Effective: Fall 2020
Revised: 12/16/19

Length: 5 Semesters
Prerequisites: High School Diploma or GED, 1Unit Biology, and Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I	3	3	0	4
EMS110	EMT	6	6	3	9
MED120	Survey of Med Terminology	2	0	0	2
or					
OST141	Med Terms I-Med Office	3	0	0	3
and					
OST142	Med TermsII-Med Office	3	0	0	3
	EMS Elective	1	3	0	2
		---	---	---	---
	Totals	**12**	**12**	**3**	**17**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
EMS122	EMS Clinical Practicum I	0	0	3	1
EMS130	Pharmacology	3	3	0	4
EMS131	Adv Airway Management	1	2	0	2
EMS160	Cardiology I	2	3	0	3
		---	---	---	---
	Totals	**9**	**11**	**3**	**14**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS210	Adv. Patient Assessment	1	3	0	2
EMS221	EMS Clinical Practicum II	0	0	6	2
EMS240	Patients w/Special Challenges	1	2	0	2
EMS260	Trauma Emergencies	1	3	0	2
		---	---	---	---
	Totals	**3**	**8**	**6**	**8**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
EMS220	Cardiology II	2	3	0	3
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS250	Medical Emergencies	3	3	0	4
EMS270	Life Span Emergencies	3	3	0	4
		---	---	---	---
	Totals	**11**	**9**	**9**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS241	EMS Clinical Practicum IV	0	0	12	4
EMS285	EMS Capstone	1	3	0	2
ENG111	Writing and Inquiry	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
		---	---	---	---
	Totals	**10**	**3**	**12**	**15**

TOTAL REQUIRED CREDITS.... 71

Work-Based Learning 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.

EMERGENCY MEDICAL SCIENCE (A45340B)

Effective: Fall 2020
Revised: 12/16/19

Length: 2 Semesters
Prerequisites: High School Diploma or GED, 1 Unit Biology, and Placement Test EquivalentCurrent National Registry or North Carolina Paramedic Certification; Current CPR Certification.
Award: Associate in Applied Science

Passing the National Registry or North Carolina Certification Exam will give you credit for the following courses:

EMS-110 EMT	9
EMS-210 Acv. Patient Assessment	2
EMS-241 Clinical Practicum IV	4

EMS-122 EMS Clinical Practicum I	1
EMS-220 CardiologyII	3
EMS-250 Adv Medical Emerg	4
EMS-130 Pharmacology	4
EMS-221 Clinical Practicum II	2
EMS-260 Adv Trauma Emerg	2
EMS-131 Adv Airway Management	2
EMS-231 Clinical Practicum III	3
EMS-270 Life Span Emerg	4
EMS-160 Cardiology I	3
EMS-240 Special Needs Pts	2
MED-120 Survey of Med Term	2
Total Transfer Hours:	**47**

In addition the following courses are required:

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I	3	3	0	4
EMS280	EMS Bridging Course	2	2	0	3
ENG111	Expository Writing	3	0	0	3
	EMS Elective	1	2	0	2
	Totals	9	7	0	11

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	12	3	0	13

TOTAL REQUIRED CREDITS.... 71

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

Work-Based Learning Option: NA

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

EMERGENCY MEDICAL SCIENCE
CERTIFICATE (C45340)
Effective: Fall 2020
Revised: 12/16/19

Length: 1 Semester
Prerequisites: High School Diploma or GED, 1 Unit Biology, and Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS110	EMT	6	6	3	9
EMS140	Rescue Scene Management	1	3	0	2
MED120	Survey of Med Terminology	2	0	0	2
or					
OST141	Med Terms I-Med Office	3	0	0	3
and					
OST142	Med Terms II-Med Office	3	0	0	3
	Totals	**9**	**9**	**3**	**13**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

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

ENTREPRENEURSHIP A25490

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners. Entrepreneurship and small businesses are the core of the US economy. They provide new employment opportunities and stimulate economic growth.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes leadership, law, computers, customer service, and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

Awards

Associate Degree: Entrepreneurship (A25490)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Cindy Burns
Telephone Number: (910) 678-8565
Office Location: Cumberland Hall, Room 377K
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 03/26/18

ENTREPRENEURSHIP (A25490)
Effective: Fall 2018
Revised: 03/26/18

Length: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
BUS139	Entrepreneurship I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ETR220	Innovation and Creativity	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
BUS137	Principles of Management	3	0	0	3
or					
BUS253	Leadership and Mgt Skills	3	0	0	3
ETR215	Law for Entrepreneurs	3	0	0	3
ETR230	Entrepreneur Marketing	3	0	0	3
	Communications Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS240	Business Ethics	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS245	Entrepreneurship II	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
ETR240	Funding for Entrepreneurs	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	2	2	0	3
	Major Elective	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
ETR270	Entrepreneurship Issues	3	0	0	3
MKT232	Social Media Marketing	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	2	0	0	2
	Totals	**14**	**2**	**0**	**15**

TOTAL REQUIRED CREDITS.... 67

Work-Based Learning Option: NA

ESTHETICS INSTRUCTOR C55270

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Esthetics Instructor Certificate (C55270)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Cosmetology or Esthetics License, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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:
Department Chair: Veronica Guions
Telephone Number: (910) 678-0159
Office Location: Cosmetology Services Educational Center, Room 2A
Email: **guionsv@faytechcc.edu**
Department Office: Cosmetology Services Educational Center, Room 2A
Telephone: (910) 678-0159
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/04/20

ESTHETICS INSTRUCTOR CERTIFICATE (C55270)
Effective: Fall 2020
Revised: 02/04/20

Length: 2 Semesters
Prerequisite: High School Diploma, Cosmetology or Esthetics License, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COS253	Esthetics Ins. Concepts I	6	15	0	11
	Totals	**6**	**15**	**0**	**11**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
COS254	Esthetics Ins. Concepts II	6	15	0	11
	Totals	**6**	**15**	**0**	**11**

TOTAL REQUIRED CREDITS.... 22

Work-Based Learning Option: NA

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

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Esthetics Technology Certificate (C55230)
Length of Program: 2 Semesters (day or evening program)
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning 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:
Curriculum Chairperson: Veronica Guions
Telephone Number: (910) 678-0159
Office Location: Cosmetology Services Educational Center, Room 2A
Email: **guionsv@faytechcc.edu**
Department Office: Cosmetology Services Educational Center, Room 2A
Telephone: (910) 678-0159
FTCC Web Site: **FTCC Website**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/04/20

ESTHETICS TECHNOLOGY CERTIFICATE (C55230)
Effective: Fall 2020
Revised: 02/04/20

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

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

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

Work-Based Learning 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: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Fire Protection Technology Certificate (C55240C1)

Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Certificate: Fundamentals of Arson Certificate (C55240C2)

Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Certificate: Fire Protection Technology Certificate (C55240H1)

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Kenneth Buckey
Telephone Number: (910) 678-0046
Office Location: Horace Sisk, Room 633F
Email: **buckeyk@faytechcc.edu**
Department Office: Horace Sisk, Room 633
Telephone: (910) 678-0043
FTCC Web Site: **FTCC Website**

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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/04/20

FIRE PROTECTION TECHNOLOGY (A55240)
Effective: Fall 2020
Revised: 02/04/20

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
CIS110	Intro to Computers	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
FIP120	Introduction to Fire Protection	3	0	0	3
FIP124	Fire Prevention & Public Ed	3	0	0	3
FIP136	Inspections and Codes	3	0	0	3
FIP152	Fire Protection Law	3	0	0	3
	Totals	**18**	**2**	**0**	**19**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP132	Building Construction	3	0	0	3
FIP220	Fire Fighting Strategies	3	0	0	3
FIP228	Local Govt Finance	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
	Major Elective	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP224	Instructional Methodology	4	0	0	4
FIP230	Chemistry of Haz Mat	5	0	0	5
FIP232	Hydraulics and Water Dist	2	2	0	3
EPT140	Emergency Management	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP240	Fire Service Supervision	3	0	0	3
FIP256	Municipal Public Relations	3	0	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Introduction to Sociology	3	0	0	3
	Major Elective	1	0	0	1
	Totals	**10**	**0**	**0**	**10**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: Qualified students may elect to take up to four (4) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

Students with felony convictions may have limited employment opportunities in fire services careers.

See the Fire Protection Technology chair for information on transfer credits for fire certifications.

Let your fire training work for you and apply it towards your degree requirements.

See program chair for information on transfer credits from the Emergency Management program.

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

FIRE PROTECTION TECHNOLOGY (C55240C1)

Effective: Fall 2020
Revised: 02/04/20

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP120	Introduction to Fire Protection	3	0	0	3
FIP124	Fire Prevention & Public Ed	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP132	Building Construction	3	0	0	3
FIP220	Fire Fighting Strategies	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

FUNDAMENTALS OF ARSON CERTIFICATE (C55240C2)

Effective: Fall 2020
Revised: 02/04/20

The Fundamentals of Arson certificate program provides students with a foundation to build upon within emergency services delivery programs.

Topics include Fire Services Law and Ethics, Occupational Health Standards, Dynamic environment of Fire and its characteristics, basic building construction principles, and Investigative principles for the Arson Investigator.

This program will prepare students for entry level knowledge required for an understanding of Arson Investigations and its fundamental tenants within the Fire Services Industry.

Length: 2 Semesters.
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP128	Detection & Investigation	3	0	0	3
FIP132	Building Construction	3	0	0	3
FIP152	Fire Protection Law	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP164	OSHA Standards	3	0	0	3
FIP229	Fire Dynamics and Combust	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

FUNERAL SERVICE EDUCATION A55260

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

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 Funeral Service Education program at Fayetteville Technical Community College has as its central aim recognition of the importance of funeral service education personnel as

1. members of a human services profession,
2. members of the community in which they serve,
3. participants in the relationship between bereaved families and those engaged in the funeral service,
4. professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the geographic area where the practice is) as well as
5. professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains.

The program also has the following objectives:

1. To enlarge the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service to help enable them to develop the proficiency necessary for the profession, as defined in the above.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the postsecondary level of instruction.
6. To encourage student and faculty research in the field of funeral service.

Awards

Associate Degree: Funeral Service Education (A55260)
Length of Program: 6 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: N. C. Funeral Director (D55260)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning education requirements/opportunities please see the appropriate Program 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 eligible to take the National Board Exam for Funeral Service.

Programmatic Accreditation: The Funeral Service Education degree program at Fayetteville Technical Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, Telephone: (816) 233-3747, Web: ABFSE Website

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.

Program Information Contact:
Curriculum Chairperson: Ronald Montgomery
Telephone Number: (910) 678-8301
Office Location: Cumberland Hall, Room 311B
Email: **montgomr@faytechcc.edu**
Department Office: Cumberland Hall, Room 311
Telephone: (910) 678-8566
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/11/17

FUNERAL SERVICE EDUCATION (A55260)
Effective: Fall 2018
Revised: 12/11/17

Length: 6 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CIS110	Introduction to Computers	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT110	Math Measurement & Literacy	2	2	0	3
or					
MAT143	Quantitative Literacy	2	2	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACC111	Financial Accounting	3	0	0	3
or					
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
BUS230	Small Business Management	3	0	0	3
COM231	Public Speaking	3	0	0	3

PSY150	General Psychology	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
FSE112	Princ of Funeral Service	3	0	0	3
FSE118	Embalming Anatomy	4	0	0	4
	Totals	**7**	**0**	**0**	**7**

Fall Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
FSE120	Embalming Microbiology	3	0	0	3
FSE210	Embalming Theory I	3	0	0	3
FSE211	Embalming Lab I	0	2	0	1
or					
WBL111	Work-Based Learning I	0	0	10	1
FSE216	Restorative Arts	2	2	0	3
PSY141	Psych of Death and Dying	3	0	0	3
	Totals	**11**	**2**	**0**	**13**

Spring Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
FSE114	Embalming Chemistry	3	0	0	3
FSE116	Funeral Law and Ethics	3	0	0	3
FSE212	Embalming Theory II	3	0	0	3
FSE213	Embalming Lab II	0	2	0	1
or					
WBL121	Work-Based Learning II	0	0	10	1
FSE214	Pathology	3	0	0	3
FSE215	Funeral Home Operations	3	0	0	3
	Totals	**15**	**0**	**0**	**16**

Summer Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
FSE217	Funeral Service Projects	1	2	0	2
	Totals	**1**	**2**	**0**	**2**

TOTAL REQUIRED CREDITS.... 68

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of FSE-211 and FSE-213 provided they acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

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.

"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**)"

The Funeral Service Education degree program at Fayetteville Technical Community College is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097; Telephone: (816) 233-3747,
Web: **www.abfse.org**

NATIONAL BOARD STATISTICS - Fayetteville

3 year Average	% Pass Arts	% Pass Sciences
2016 - 2018	60%	67%
2015 - 2017	56%	64%
2014 - 2016	70%	77%

Most recent	# Takers	# Passed
2018 Arts	19	14
2018 Sciences	17	13

Accreditation
Program Accredited by ABFSE: Associate of Applied Science - Funeral Service Education

Initial Accreditation 1973/Last comprehensive review 2016/Next comprehensive review 2023

Re-accreditation: April 2017 for period of 7 years with no stipulations

Most recent Accreditation decision: April 2019 – program returned to good standing. (removed from Probation status)

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at ABFSE Website. To request a printed copy of this program's rates, go to Cumberland Hall, Room 311 or the funeral service program web site **http://www.faytechcc.edu/academics/public-service/funeral-service-education/**, by e-mail at **montgomr@faytechcc.edu** or by telephone (910) 678-8301.

PROGRAM INFORMATION - Fayetteville

Year	Total Enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate	Did not finish**	Overall % Employed	Employed In FS
2018	192	31	25	19/25	76%	0	92%	92%
2017	115	23	45	9/45	91%	0	92%	78%
2016	251	25	35	22/35	86%	0	86%	77%

**Timely graduation = complete program in 1½ times designated program length.*
***Left before completing the program; did not finish.*

FUNERAL SERVICE EDUCATION/
N.C. FUNERAL DIRECTOR (D55260)
Effective: Fall 2018
Revised: 12/11/17

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, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
BUS115	Business Law I	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACC111	Financial Accounting	3	0	0	3
or					
ACC120	Prin of Financial Accounting	3	2	0	4
BUS230	Small Business Management	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
PSY141	Psych of Death and Dying	3	0	0	3
	Totals	**11**	**2**	**0**	**12**

Fall Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
FSE112	Princ of Funeral Service	3	0	0	3
FSE116	Funeral Law and Ethics	3	0	0	3
FSE214	Pathology	3	0	0	3
FSE215	Funeral Home Operations	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL CREDITS HOURS.... 36

Work-Based Learning 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.

GEOMATICS TECHNOLOGY (SURVEYING) A40420

A course of study that prepares students to use mathematical and scientific principles for the delineation, determination, planning and positioning of land tracts, boundaries, contours and features applying principles of route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts and reports. Includes instruction in applied geodesy, computer graphics, photointerpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography.

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: Geomatics Technology (A40420)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities:
For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Cathy Christianson
Telephone Number: (910) 678-8249
Office Location: Advanced Technology Center, Room 244C
Email: **christic@faytechcc.edu**
Department Office: Advanced Technology Center, Room 244H
Telephone: (910) 486-7327
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 01/29/18

GEOMATICS TECHNOLOGY (SURVEYING) (A40420)
Effective: Fall 2018
Revised: 01/29/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG151	CAD for Engineering Tech	2	3	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT171	Precalculus Algebra	3	2	0	4
PSY150	General Psychology	3	0	0	3
SRV110	Surveying I	2	6	0	4
	Totals	**13**	**11**	**0**	**17**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG111	Intro to GIS and GNSS	2	4	0	4
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
EGR115	Intro to Technology	2	3	0	3
EGR250	Statics/Strength of Mater	4	3	0	5
MAT172	Precalculus Trigonometry	3	2	0	4
	Totals	**11**	**14**	**0**	**17**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	4	0	4
SRV111	Surveying II	2	6	0	4
	Totals	**4**	**10**	**0**	**8**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG211	Hydrology & Erosion Control	2	3	0	3
SRV210	Surveying III	2	6	0	4
SRV220	Surveying Law	2	2	0	3
	Totals	**6**	**11**	**0**	**10**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CEG230	Subdivision Planning & Design	1	6	0	3
COM231	Public Speaking	3	0	0	3
SRV240	Topo/Site Surveying	2	6	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**9**	**12**	**0**	**13**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: NA

2+2 Transfer: Students desiring to pursue a Bachelors of Technology should take MAT 271 and PHY 151.

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

GUNSMITHING A30200

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Graduates should qualify as a professional gunsmith, able to complete any task in general gunsmithing.

Individuals wishing to enroll in the Gunsmithing program or any Gunsmithing course must provide acceptable proof of their legal authorization to possess a firearm at the time of enrollment but not later than the first day of the program or course.

Awards

Associate Degree: Gunsmithing (A30200)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: NA
Length of Program:
Prerequisite:

Certificate: Basic Gunsmithing Skills Certificate (C30200C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Michael Horner
Telephone Number: (910) 486-3969
Office Location: Lafayette Hall, Room 139A
Email: **hornerm@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/04/20

GUNSMITHING (A30200)
Effective: Fall 2020
Revised: 02/04/20

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
	CIS Elective	0	2	0	1
MAC118	Machine Shop Basic	1	3	0	2
GSM111	Gunsmithing I	2	12	0	6
	Humanities/Fine Arts Elect	3	0	0	3
	Totals	**7**	**17**	**0**	**13**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
GSM120	Gunsmithing Tools	2	12	0	6
GSM125	Barrel Fitting/Alteration	3	9	0	6
	Totals	**8**	**21**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GSM127	General Repair	3	9	0	6
	Totals	**3**	**9**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GSM225	Gunmetal Refinishing	2	12	0	6
GSM230	Handgun Technology	2	9	0	5
MAT110	Math Measurement & Literacy	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**9**	**23**	**0**	**17**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
GSM227	Adv Repair Technology	2	12	0	6
GSM235	Current Gunsmithing Tools	2	12	0	6
	Totals	**7**	**24**	**0**	**15**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: NA

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

Note: ENG-110 is not transferable.

BASIC GUNSMITHING SKILLS (C30200C1)
Effective: Fall 2020
Revised: 02/04/20

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC118	Machine Shop Basic	1	3	0	2
GSM111	Gunsmithing I	2	12	0	6
	Totals	**3**	**15**	**0**	**8**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
GSM120	Gunsmithing Tools	2	12	0	6
	Totals	**2**	**12**	**0**	**6**

TOTAL REQUIRED CREDITS... 14

Work-Based Learning Option: NA

HEALTH & FITNESS SCIENCE A45630

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Awards

Associate Degree: Health and Fitness Science (A45630)
Length of Program: 4 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Health and Wellness Management Certificate (C45630C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Health and Fitness Science Certificate (C45630H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: Program prepares students to sit for national certification exams in the various fitness fields of study. Students with a felony conviction may have limited certification and employment opportunities.

Program Information Contact:
Curriculum Chairperson: Larzaris Butler
Telephone Number: (910) 678-8352
Office Location: Horace Sisk Building, Room 811
Email: **butlerl@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. Specific health program admission requirements must be met before a student is eligible for admission.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 03/06/19

HEALTH AND FITNESS SCIENCE (A45630)

Effective: Fall 2019
Revised: 03/06/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BIO111	General Biology I	3	3	0	4
ENG111	Writing and Inquiry	3	0	0	3
HFS110	Exercise Science	4	0	0	4
PSY150	General Psychology	3	0	0	3
	Major Elective	0	3	0	1
	Totals	**13**	**6**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I	3	3	0	4
CIS110	Introduction to Computers	2	2	0	3
MAT143	Quantitative Literacy	2	2	0	3
HFS111	Fitness & Exer Testing I	3	2	0	4
	Totals	**10**	**9**	**0**	**14**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO155	Nutrition	3	0	0	3
BIO169	Anatomy and Physiology II	3	3	0	4
HFS118	Fitness Facility Mgmt	4	0	0	4
HFS120	Group Exer Instruction	2	2	0	3
HFS218	Lifestyle Chng & Wellness	3	2	0	4
	Totals	**15**	**7**	**0**	**18**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
HEA112	CPR and First Aid	1	2	0	2
HFS116	Pvnt & Care Exer Injuries	2	2	0	3
HFS210	Personal Training	2	2	0	3
HFS212	Exercise Programming	2	2	0	3
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	**13**	**8**	**0**	**17**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: Qualified students may elect to take up to one (1) credit hour of Work-Based Learning in lieu of an Other Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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.

HEALTH AND FITNESS SCIENCE/ HEALTH AND WELLNESS MANAGEMENT CERTIFICATE (C45630C1)

Effective: Fall 2019
Revised: 03/06/19

Length: 4 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA110	Personal Health/Wellness	3	0	0	3
PED110	Fit and Well for Life	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
HEA112	CPR and First Aid	1	2	0	2
	Totals	**4**	**2**	**0**	**5**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

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

HEALTHCARE MANAGEMENT TECHNOLOGY A25200

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

Awards

Associate Degree: General Healthcare Management Technology (A25200G)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Healthcare Access Customer Service Specialist Certificate (C25200C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Healthcare Access Financial Specialist Certificate (C25200C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Long-Term Care Entrepreneurship Certificate (C25200C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License of Certification Information: None Required

Program Information Contact:
Curriculum Chair: Larissa White
Telephone Number: (910) 678-8518
Office Location: Cumberland Hall, Room 377H
Email: **whitel@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 03/04/19

HEALTHCARE MANAGEMENT TECHNOLOGY/ GENERAL HEALTHCARE MANAGEMENT TECHNOLOGY (A25200G)
Effective: Fall 2019
Revised: 03/04/19

Length: 5 Semesters
Prerequisites: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ACC120	Prin of Financial Acctg	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2

HMT110	Intro to Healthcare Mgmt	3	0	0	3
OST141	Medical Office Terms I	3	0	0	3
	Totals	**10**	**4**	**0**	**13**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
HMT212	Mgmt of Healthcare Org	3	0	0	3
OST142	Medical Office Terms II	3	0	0	3
	Totals	**14**	**4**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Mgmt	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HMT210	Medical Insurance	3	0	0	3
HMT215	Legal Asp of Healthcare Admin	3	0	0	3
or					
OST149	Medical Legal Issues	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
MKT223	Customer Service	3	0	0	3
	Social/Behav Science Elect	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HMT220	Healthcare Fin Mgmt	4	0	0	4
HMT225	Practice Mgmt. Simulation	2	2	0	3
	Humanities Elective	3	0	0	3
	Major Elective	5	0	0	5
	Totals	**14**	**2**	**0**	**15**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: NA

HEALTHCARE MANAGEMENT TECHNOLOGY/ HEALTHCARE ACCESS CUSTOMER SERVICE SPECIALIST CERTIFICATE (C25200C1)

Effective: Fall 2019
Revised: 03/04/19

The Healthcare Access Customer Service Specialist certificate is designed to prepare individuals for part one of the Certified Healthcare Access Manager Exam. The certificate emphasizes knowledge of customer satisfaction, compliance, management of healthcare services.

Course work includes medical terminology, customer service, problem solving, and healthcare laws.

Upon completion of this program, students should be able to deliver a quality experience to patients prior to arrival at a healthcare facility. Students may transfer these courses into the Associate degree Healthcare Management Technology program.

Length: 2 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HMT110	Intro to Healthcare Mgmt	3	0	0	3
MKT223	Customer Service	3	0	0	3
OST141	Medical Office Terms I	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HMT215	Legal Asp of Healthcare Admin	3	0	0	3
OMT156	Problem-Solving Skills	3	0	0	3
OST142	Medical Office Terms II	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

HEALTHCARE MANAGEMENT TECHNOLOGY/ HEALTHCARE ACCESS FINANCIAL SPECIALIST CERTIFICATE (C25200C2)

Effective: Fall 2019
Revised: 03/04/19

The Healthcare Access Financial Specialist certificate is designed to prepare individuals for part two and three of the Certified Healthcare Access Manager Exam. The certificate emphasizes knowledge of revenue cycles, compliance, and management of healthcare services.

Course work includes medical terminology, medical insurance, and financial accounting.

Upon completion of this program, students should be able to capture data elements for accurate billing, have knowledge of the revenue cycle process, and manage accounts receivable. Students may transfer these courses into the Associate degree Healthcare Management Technology program.

Length: 2 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HMT110	Intro to Healthcare Mgmt	3	0	0	3
*OST141	Medical Office Terms I	3	0	0	3
**OST142	Medical Office Terms II	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acctg	3	2	0	4
HMT210	Medical Insurance	3	0	0	3
	Totals	**6**	**2**	**0**	**7**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

***1st 8 weeks **2nd 8 weeks**

HEALTHCARE MANAGEMENT TECHNOLOGY/ LONG-TERM CARE ENTREPRENEURSHIP CERTIFICATE (C25200C3)

Effective: Fall 2019
Revised: 03/04/19

The Long-term Care Entrepreneurship certificate is designed to prepare individuals interested in opening a home health business or long-term care facility. The certificate emphasizes healthcare leadership and management skills with a focus on developing ideas and gaining knowledge in small-business.

Course work includes healthcare laws and compliance, innovation and creativity, and strategic management of a long-term care organization.

Upon completion of this program, students should be able to identify the requirements and skills necessary to start their own home health business.

Length: 2 Semesters
Prerequisites: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ETR220	Innovation and Creativity	3	0	0	3
HMT110	Intro to Healthcare Mgmt	3	0	0	3
HMT215	Legal Asp of Healthcare Admin	3	0	0	3
	Totals	9	0	0	9

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS230	Small Business Management	3	0	0	3
HMT211	Long-Term Care Admin	3	0	0	3
HMT212	Mgmt of Healthcare Org	3	0	0	3
	Totals	9	0	0	9

TOTAL REQUIRED CREDITS.... 18
Work-Based Learning Option: NA

HORTICULTURE TECHNOLOGY A15240

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Horticulture Technology is program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Awards

Associate Degree: Horticulture Technology (A15240)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Landscape Maintenance (C15240C1)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Viticulture Certificate (C15240C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Horticulture Certificate (C15240H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Robin Pusztay
Telephone Number: (910) 678-8447
Office Location: HEC 101B
Email: **pusztayr@faytechcc.edu**
Department Office: Cumberland Hall, Room 338
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/06/17

HORTICULTURE TECHNOLOGY (A15240)

Effective: Fall 2018
Revised: 12/06/17

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
HOR160	Plant Materials I	2	2	0	3
HOR162	Applied Plant Science	2	2	0	3
HOR170	Hort Computer Apps	1	3	0	2
	Humanities/Fine Art Elective	3	0	0	3
	Totals	**11**	**7**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR134	Greenhouse Operations	2	2	0	3
HOR161	Plant Materials II	2	2	0	3
HOR166	Soils & Fertilizers	2	2	0	3
MAT110	Math Measurement & Literacy	2	2	0	3
or					
MAT143	Quantitative Literacy	2	2	0	3
	Social/Behav Science Elect	3	0	0	3
	Totals	**11**	**8**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR124	Nursery Operations	2	3	0	3
HOR164	Hort Pest Management	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
HOR112	Landscape Design I	2	3	0	3
HOR215	Landscape Irrigation	2	2	0	3
HOR278	Hort Bus Entrepreneurship	3	0	0	3
	Major Elective	2	2	0	3
	Totals	**12**	**7**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR168	Plant Propagation	2	2	0	3
HOR213	Landscape Design II	2	2	0	3
HOR255	Interiorscapes	1	2	0	2
HOR277	Hort Sales & Services	3	0	0	3
TRF110	Intro Turfgrass Cult & ID	3	2	0	4
	Totals	**11**	**8**	**0**	**15**

TOTAL REQUIRED CREDITS.....66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

HORTICULTURE TECHNOLOGY
BASIC LANDSCAPE MAINTENANCE CERTIFICATE (C15240C1)

Effective: Fall 2018
Revised: 12/06/17

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 associate degree curriculum.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR116	Landscape Management I	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR166	Soils & Fertilizers	2	2	0	3
TRF110	Intro Turfgrass Cult & ID	3	2	0	4
	Totals	**5**	**4**	**0**	**7**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR164	Hort Pest Management	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

HORTICULTURE TECHNOLOGY
VITICULTURE CERTIFICATE (C15240C3)
Effective: Fall 2018
Revised: 12/06/17

The Viticulture certificate program is designed to give students an introduction to the field of grape growing. Course work includes aspects of plant science, vineyard stock selection and propagation, soils, vine nutrition and pest management, planning, layout, economics and management of vineyards. Employment opportunities include entry-level positions in vineyards, garden centers, greenhouses, and related sales areas.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
VEN135	Intro to Viticulture	3	2	0	4
VEN287	Vineyard Operations	3	2	0	4
	Totals	**6**	**4**	**0**	**8**

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR166	Soils & Fertilizers	2	2	0	3
HOR168	Plant Propagation	2	2	0	3
VEN138	Vineyard Estab & Develop	3	0	0	3
	Totals	**7**	**4**	**0**	**9**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning 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.

Awards

Associate Degree: Hospitality Management (A25110)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Event Planning (C25110C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Hotel & Lodging Management (C25110C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Restaurant Management (C25110C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Hospitality Foundations (C25110C5)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning 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 377K
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 11/12/19

HOSPITALITY MANAGEMENT (A25110)

Effective: Fall 2019
Revised: 03/04/19

Length: 5 Semesters
Prerequisite: High School Diploma & 1 Unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL110	Sanitation & Safety	2	0	0	2
CUL111	Success in Hosp Studies	1	0	0	1
HRM110	Intro to Hosp & Tourism	3	0	0	3
HRM140	Legal Issues-Hospitality	3	0	0	3
	CIS Elective	1	2	0	2
	CUL/HRM Elective	2	2	0	3
	Totals	**12**	**4**	**0**	**14**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	0	0	4
HRM120	Front Office Procedures	3	0	0	3
HRM125	Etiquette for Hospitality	1	0	0	1
HRM240	Hospitality Marketing	3	0	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Major Elective	2	0	0	2
	Totals	**15**	**0**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Totals	**6**	**0**	**10**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Writing and Inquiry	3	2	0	3
HRM210	Meetings & Conventions	3	0	0	3
or					
HRM230	Club & Resort Management	3.	0	0	3
HRM215	Restaurant Management	3	0	0	3
WBL111	Work-Based Learning I	0	0	10	1
	Math Elective	2	2	0	3
	Major Elective	2	0	0	2
	Totals	**15**	**4**	**10**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM220	Food & Beverage Controls	3	0	0	3
HRM280	Hospitality Mgmt Problems	3	0	0	3
WBL121	Work-Based Learning II	0	0	10	1
	COM Elective	3	0	0	3
	Major Elective	5	0	0	5
	Totals	**14**	**0**	**10**	**15**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Students are required to take two (2) credit hours of Work-Based Learning. Students must acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson in order to receive credit for this degree.

HOSPITALITY MANAGEMENT/ EVENT PLANNING CERTIFICATE (C25110C2)

Effective: Fall 2019
Revised: 03/04/19

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 Hospitality Management program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM140	Legal Issues-Hospitality	3	0	0	3
HRM210	Meetings & Event Planning	3	0	0	3
HRM240	Marketing for Hospitality	3	0	0	3
or					
MKT232	Social Media Marketing	3	2	0	4
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL130	Menu Design	2	0	0	2
or					
CUL214	Wine Appreciation	1	2	0	2
HRM124	Guest Service Management	2	2	0	3
or					
CUL135	Food & Beverage Service	2	0	0	2
and					
CUL135A	Food & Beverage Serv Lab	0	2	0	1
HRM125	Etiquette for Hospitality	1	0	0	1
HRM230	Club & Resort Management	3	0	0	3
	Totals	**7**	**2**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

HOSPITALITY MANAGEMENT/ HOTEL & LODGING MANAGEMENT CERTIFICATE (C25110C3)

Effective: Fall 2019
Revised: 03/04/19

The Hotel and Lodging Management certificate is designed to prepare students to understand the daily management concept of supervising hotels and lodging establishments.

This certificate program covers basic management supervision, front office procedures, tourism law, sanitation & safety, marketing, meeting planning, and facilities management.

Upon completion of this program, students should be prepared for entry-level management positions in hotels and lodges or transfer the course credits to the Hospitality Management program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL110	Sanitation & Safety	2	0	0	2
HRM140	Legal Issues-Hospitality	3	0	0	3
or					
HRM240	Marketing for Hospitality	3	0	0	3
HRM210	Meetings & Event Planning	3	0	0	3
	Totals	**8**	**0**	**0**	**8**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM120	Front Office Procedures	3	0	0	3
HRM135	Facilities Management	3	0	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

HOSPITALITY MANAGEMENT/ RESTAURANT MANAGEMENT CERTIFICATE (C25110C4)

Effective: Fall 2019
Revised: 03/04/19

The Restaurant Management certificate is designed to prepare students to understand the daily management concept of supervising restaurants.

This certificate program covers basic management supervision, restaurant management procedures, tourism law, and food and beverage controls, sanitation and safety, and guest service management.

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 Hospitality Management program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL110	Sanitation & Safety	2	0	0	2
CUL135	Food & Beverage Service	2	0	0	2
and					
CUL135A	Food & Beverage Serv Lab	0	2	0	1
or					
HRM124	Guest Service Management	2	2	0	3
HRM125	Etiquette for Hospitality	1	0	0	1
HRM140	Legal Issues-Hospitality	3	0	0	3
or					
HRM240	Marketing for Hospitality	3	0	0	3
	Totals	**8**	**2**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM215	Restaurant Management	3	0	0	3
HRM220	Cost Control-Food & Bev	3	0	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

HOSPITALITY MANAGEMENT/ HOSPITALITY FOUNDATIONS CERTIFICATE (C25110C5)

Effective: Fall 2020
Revised: 11/12/19

The Hospitality Foundations certificate is designed to introduce students to expected business practices and standards within the hospitality industry.

Course work includes an introduction to hospitality principles, hospitality law, human resources, etiquette, food and beverage service/ management, and safety and sanitation standards.

Upon completion of this certificate, students should be able to identify core hospitality concepts. Students may transfer these courses into the Associate degree Hospitality Management program.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL110	Sanitation & Safety	2	0	0	2
CUL111	Success in Hosp Studies	1	0	0	1
CUL135	Food & Beverage Service	2	0	0	2
and					
CUL135A	Food & Beverage Serv Lab	0	2	0	1
or					
HRM124	Guest Service Management	2	2	0	3
HRM110	Intro to Hosp & Tourism	3	0	0	3

HRM140	Legal Issues-Hospitality	3	0	0	3
	Totals	**11**	**2**	**0**	**12**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM125	Etiquette for Hospitality	1	0	0	1
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Totals	**4**	**0**	**0**	**4**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

INDUSTRIAL SYSTEMS TECHNOLOGY A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Awards

Associate Degree: Industrial Systems Technology (A50240)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Electrical PLC Applications Certificate (C50240C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Mechanical Maintenance Certificate (C50240C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Mechanical Maintenance Certificate (C50240H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Darius Wilkins
Telephone Number: (910) 678-1064
Office Location: Center for Business & Industry, Room 117
Email: **wilkinsd@faytechcc.edu**
Department Office: Advanced Technology Center, Room 145
Telephone: (910) 486-3930
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: The program is designed for a student to enter during the fall or spring semesters. A Student may enter at other times with approval of the Department Chairperson.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/09/19

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)
Effective: Fall 2020
Revised: 12/09/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BPR111	Print Reading	1	2	0	2
CIS111	Basic PC Literacy	1	2	0	2
ELC112	DC/AC Electricity	3	6	0	5
MNT110	Intro to Maint Procedures	1	3	0	2
WLD112	Basic Welding Processes	1	3	0	2
	Totals	**7**	**16**	**0**	**14**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
ELC128	Intro to PLC	2	3	0	3
ISC110	Workplace Safety	1	0	0	1
MAC141	Machining Applications I	2	6	0	4
MAT110	Math Measurement & Literacy	2	2	0	3
or					
PHY121	Applied Physics I	3	2	0	4
WBL110	World of Work	1	0	0	1
	Totals	**11**	**11**	**0**	**15**

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR115	Elc/Fluid Power Diagrams	1	2	0	2
HYD110	Hydraulics/Pneumatics I	2	3	0	3
MNT111	Maintenance Practices	2	2	0	3
	Totals	**5**	**7**	**0**	**8**

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ATR212	Industrial Robots	2	3	0	3
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
ELC228	PLC Applications	2	6	0	4
WLD131	GTAW (TIG) Plate	2	6	0	4
	Totals	**9**	**15**	**0**	**14**

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC117	Motors and Controls	2	6	0	4
MNT220	Rigging and Moving	1	3	0	2
MNT230	Pumps & Piping Systems	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Totals	**10**	**12**	**0**	**14**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning Option: NA

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

***Note:** ENG-110 is not transferable

INDUSTRIAL SYSTEMS TECHNOLOGY/
ELECTRICAL PLC APPLICATIONS CERTIFICATE
(C50240C1)
Effective: Fall 2020
Revised: 12/09/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR115	Elc/Fluid Power Diagrams	1	2	0	2
ELC112	DC/AC Electricity	3	6	0	5
ELC128	Intro to PLC	2	3	0	3
	Totals	**6**	**11**	**0**	**10**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC117	Motors and Controls	2	6	0	4
ELC228	PLCD Applications	2	6	0	4
	Totals	**4**	**12**	**0**	**8**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

INDUSTRIAL SYSTEMS TECHNOLOGY/
MECHANICAL MAINTENANCE CERTIFICATE (C50240C2)
Effective: Fall 2020
Revised: 12/09/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR115	Elc/Fluid Power Diagrams	1	2	0	2
MNT110	Intro to Maint Procedures	1	3	0	2
ELC112	DC/AC Electricity	3	6	0	5
	Totals	**5**	**11**	**0**	**9**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC141	Machining Applications I	2	6	0	4
MNT111	Maintenance Practices	2	2	0	3
WLD112	Basic Welding Processes	1	3	0	2
	Totals	**5**	**11**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

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, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Rondell Bennett
Telephone Number: (910) 678-9788
Office Location: Early Childhood Center, Room 206
Email: **bennettr@faytechcc.edu**
Department Office: Early Childhood Center, Room 202
Telephone: (910) 678-8566
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/17/19

INFANT/TODDLER CARE CERTIFICATE (C55290)
Effective: Fall 2020
Revised: 12/17/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU119	Intro to Early Childhood Edu	4	0	0	4
EDU131	Child, Family & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
	Totals	**10**	**0**	**0**	**10**

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU153	Health, Safety & Nutrition	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

*Prospective child care providers must furnish criminal record history, a health card, and physical examination prior to employment in child care.

INFORMATION TECHNOLOGY A25590

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement, and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Awards

Associate Degree: IT/Network Administration (A25590A)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/Database Management (A25590B)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/Computer Programming & Development (A25590C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/Digital Media Technology (A25590D)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/Game and Interactive Programming (A25590G)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/Network Management (A25590N)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/PC Support & Services (A25590P)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/Systems Security & Analysis (A25590S)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/Mobile Applications Developer (A25590X)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: IT/Java Programming Certificate (C25590C1)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/C# Programming Certificate (C25590C2)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Mobile Application Development Certificate (C25590C3)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Digital Media Basics Certificate (C25590C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Database Programming Certificate (C25590C5)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, PlacementTest Equivalent

Certificate: IT/Visual Basic Programming Certificate (C25590C6)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Digital Animation Certificate (C25590C7)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Cisco Networking Certificate (C25590C8)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Computer Technologies Certificate (C25590C9)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Linux Certificate (C25590C10)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Hardware and Software Certificate (C25590C11)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Microsoft Networking Certificate (C25590C12)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Microsoft Desktop Support Certificate (C25590C13)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Mobile & Web Basics Certificate (C25590C14)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Cyber Crime Fundamentals Certificate (C25590C15)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Cyber Crime Analysis Certificate (C25590C16)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Cyber Security Operations Certificate (C25590C17)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Information Technology Basics Certificate (C25590C18)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Wireless Networking Security Certificate (C25590C19)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Python Programming Certificate (C25590C20)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Network Defense Specialist Certificate (C25590C21)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Microsoft Office Specialist Excel & Access Certificate (C25590C22)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Mobile Design Certificate (C25590C23)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Social Media Certificate (C25590C24)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Web Management Certificate (C25590C25)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Cisco Entry Networking Certificate (C25590C26)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Intro to iOS Development Using Swift Certificate (C25590C27)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Data Analysis Using SAS Certificate (C25590C28)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Cloud Management Certificate (C25590C29)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Audio and Video Editing Certificate (C25590C30)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Microsoft Server Administration Certificate (C25590C31)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Mobile App Development Certificate (C25590H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Digital Media Basics Certificate (C25590H2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Hardware and Software Certificate (C25590H3)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Computer Technologies Certificate (C25590H4)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Network Defense Specialist Certificate (C25590H5)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Wireless Networking Security Certificate (C25590H7)
Length of Program: 2 Semester
Prerequisite: Placement Test Equivalent

Certificate: IT/Python Programming Certificate (C25590H8)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Cisco Entry Networking Certificate (C25590H9)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Data Analysis Using SAS Certificate (C25590HA)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Intro to iOS Development Using Swift Certificate (C25590HB)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Audio and Video Editing Certificate (C25590HC)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
T/Database Management (A25590B) Contact:
Curriculum Chairperson: Tomica Sobers
Telephone Number: (910) 678-7365
Office Location: Advanced Technology Center, Room 244F
Email: **sbersto@faytechcc.edu**
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
FTCC Web Site: **www.faytechcc.edu**

IT/Computer Programming & Development (A25590C) and IT/ Mobile Applications Developer (A25590X) Contact:
Curriculum Chairperson: Anthony Cameron
Telephone Number: (910) 678-8571
Office Location: Advanced Technology Center, Room 113F
Email: **camerona@faytechcc.edu**

IT/Networking Management (A25590N) and IT/Network Administration (A25590A) Contact:
Curriculum Chairperson: Carlos Bodden
Telephone Number: (910) 678-7367
Office Location: General Classroom Bldg. Room 202U
Email: **boddenc@faytechcc.edu**

IT/Digital Media Technology (A25590D) Contact:
Curriculum Chairperson: Stephen Umland
Telephone Number: (910) 678-9792
Office Location: Advanced Technology Center, Room 113D
Email: **umlands@faytechcc.edu**

IT/PC Support & Services (A25590P) Contact:
Curriculum Chairperson: Tomica L. Sobers
Telephone Number: (910) 678-7365
Office Location: Advanced Technology Center, Room 244F
Email: **sobersto@faytechcc.edu**

IT/Game and Interactive Programming (A25590G) Contact:
Curriculum Chairperson: Stephen Umland
Telephone Number: (910) 678-9792
Office Location: Advanced Technology Center, Room 113D
Email: **umlands@faytechcc.edu**

IT/Systems Security & Analysis (A25590S) Contact:
Curriculum Chairperson: Chris Herring
Telephone Number: (910) 678-7353
Office Location: General Classroom Bldg. Room 202T
Email: **herringc@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/27/19

INFORMATION TECHNOLOGY/ NETWORK ADMINISTRATION (A25590A)

Effective: Fall 2020
Revised: 12/27/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTI120	Network & Sec Foundation	2	2	0	3
CTS120	Hardware/Software Support	2	3	0	3
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**11**	**10**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Introduction to Networks	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
*NOS230	Windows Administration I	2	2	0	3
**NOS231	Windows Administration II	2	2	0	3
	Totals	**8**	**14**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**5**	**2**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
*NET225	Routing & Switching I	1	4	0	3
NOS125	Linux/Unix Scripting	2	2	0	3
NOS220	Linux/Unix Admin I	2	2	0	3
NOS232	Windows Administration III	2	2	0	3
	Totals	**9**	**12**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
HUM110	Technology and Society	3	0	0	3
NET289	Networking Project	1	4	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Major Elective	1	2	0	2
	Totals	**11**	**6**	**0**	**14**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***1st 8 weeks** **2nd 8 weeks**

INFORMATION TECHNOLOGY/ DATABASE MANAGEMENT (A25590B)

Effective: Fall 2020
Revised: 12/27/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTI120	Network & Sec Foundation	2	2	0	3
DBA110	Database Concepts	2	3	0	3
	Totals	**8**	**9**	**0**	**13**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
DBA120	Database Programming I	2	2	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
NET110	Networking Concepts	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**11**	**10**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
	Social/Behav Science Elect	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
DBA210	Database Administration	2	3	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
SEC110	Security Concepts	2	2	0	3
	Major Elective	2	3	0	2
	Totals	**13**	**12**	**0**	**17**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA125	Database Reporting	2	2	0	3
DBA261	SQL Server DBMS Admin	2	2	0	3
DBA289	Database Project	1	4	0	3
	Humanities Fine Arts Elect	3	0	0	3
	Major Elective	2	2	0	3
	Totals	**10**	**10**	**0**	**15**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

INFORMATION TECHNOLOGY/ COMPUTER PROGRAMMING & DEVELOPMENT (A25590C)

Effective: Fall 2020
Revised: 12/27/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAT-143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
	Totals	**12**	**7**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC151	JAVA Programming	2	3	0	3
CSC153	C# Programming	2	3	0	3
CTI120	Network & Sec Foundation	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Major Elective	3	2	0	3
	Totals	**11**	**13**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Introduction to Sociology	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC251	Adv JAVA Programming	2	3	0	3
CSC253	Advanced C# Programming	2	3	0	3
CTS285	Systems Analysis & Design	3	0	0	3
DBA110	Database Concepts	2	3	0	3
	Major Elective	2	3	0	3
	Totals	**11**	**12**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC289	Programming Capstone Proj	1	4	0	3
DBA120	Database Programming I	2	2	0	3
NOS120	Linux/Unix Single User	2	2	0	3
	Humanities Fine Arts Elective	3	0	0	3
	Major Elective	2	0	0	2
	Totals	**10**	**8**	**0**	**14**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

INFORMATION TECHNOLOGY/ DIGITAL MEDIA TECHNOLOGY (A25590D)

Effective: Fall 2020
Revised: 12/27/19

The Information Technology/Digital Media Technology (DME) curriculum prepares graduates for employment in the digital design and multimedia industry. Course work includes 2D and 3D animation,

motion graphics, digital composting, web design, multimedia scripting, audio and video editing, and interactive technologies.

Graduates should qualify for employment as animators, web designers, graphic artists/designers, multimedia specialists, digital technicians, and many new jobs yet to be defined in this expanding field.

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
DME110	Intro to Digital Media	2	2	0	3
DME115	Graphic Design Tools	2	2	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**11**	**8**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI120	Network & Sec Foundation	2	2	0	3
DME120	Intro to Multimedia Appl	2	2	0	3
DME130	Digital Animation I	2	2	0	3
	Major Elective	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**10**	**10**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
	Social/Behav Science Elect	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
DME140	Intro to Audio/Video Media	2	2	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
	Humanities Fine Arts Elect	3	0	0	3
	Major Elective	4	4	0	5
	Totals	**11**	**8**	**0**	**14**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
DME270	Prof Pract Digital Media	2	2	0	3
DME285	Systems Project	2	2	0	3
	Major Elective	4	4	0	6
	Totals	**11**	**8**	**0**	**15**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

INFORMATION TECHNOLOGY/ GAME AND INTERACTIVE PROGRAMMING (A25590G)

Effective: Fall 2020
Revised: 12/27/19

The Information Technology/Game and Interactive Programming curriculum prepares graduates for employment in the gaming and interactive applications industries. Course work includes game programming, multimedia scripting, app development, and interactive programming.

Graduates should qualify for employment as game programmers, game app developers, and interactive programmers.

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
SGD111	Introduction to SGD	2	3	0	3
	Math Elective	2	2	0	3
	Totals	**11**	**10**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC153	C# Programming	2	3	0	3
CTI120	Network & Sec Foundation	2	2	0	3
DBA110	Database Concepts	2	3	0	3
SGD113	SGD Programming	2	3	0	3
	Major Elective	2	3	0	3
	Totals	**10**	**14**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
	Social/Behav Science Elect	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC253	Advanced C# Programming	2	3	0	3
SGD168	Mobile SG Programming I	2	3	0	3
SGD213	SGD Programming II	2	3	0	3
	Major Elective	4	6	0	6
	Totals	**10**	**15**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
SGD288	SGD Portfolio Design	1	2	0	2
SGD289	SGD Project	2	3	0	3
	Humanities Fine Arts Elective	3	0	0	3
	Major Elective	2	3	0	3
	Totals	**11**	**8**	**0**	**14**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

INFORMATION TECHNOLOGY/ NETWORK MANAGEMENT (A25590N)

Effective: Fall 2020
Revised: 12/27/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CTI120	Network & Sec Foundation	2	2	0	3
CTS120	Hardware/Software Support	2	2	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**11**	**9**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
*NET125	Introduction to Networks	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**8**	**14**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
CSC121	Python Programming	2	3	0	3
	Totals	**5**	**3**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Routing & Switching I	1	4	0	3
**NET226	Routing & Switching II	1	4	0	3
NOS125	Linux/UNIX Scripting	2	2	0	3
NOS220	Linux/Unix Admin I	2	2	0	3
NOS230	Windows Administration I	2	2	0	3
	Totals	**8**	**14**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
HUM110	Technology and Society	3	0	0	3
NET289	Networking Project	1	4	0	3
	Social/Behav Science Elect	3	0	0	3
	Major Elective	1	2	0	2
	Totals	**11**	**6**	**0**	**14**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***1st 8 weeks **2nd 8 weeks**

INFORMATION TECHNOLOGY/ PC SUPPORT & SERVICES (A25590P)

Effective: Fall 2020
Revised: 12/27/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTI120	Network & Sec Foundation	2	2	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**8**	**6**	**0**	**12**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS120	Hardware/Software Support	2	3	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
NET110	Networking Concepts	2	2	0	3
or					
NET125	Introduction to Networks	1	4	0	3
NOS110	Operating Systems Concepts	2	3	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**9**	**12**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
	Social/Behav Science Elect	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
CTS155	Tech Support Functions	2	2	0	3
CTS220	Adv Hard/Software Support	2	3	0	3
NOS120	Linux/Unix Single User	2	2	0	3
NOS130	Windows Single Users	2	2	0	3
	Humanities Fine Arts Elective	3	0	0	3
	Totals	**14**	**9**	**0**	**18**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI140	Virtualization Concepts	1	4	0	3
CTS272	Desktop Support: Apps	2	2	0	3
CTS289	System Support Project	1	4	0	3
NOS230	Windows Administration I	2	2	0	3
	Major Elective	2	2	0	3
	Totals	**8**	**14**	**0**	**15**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

INFORMATION TECHNOLOGY/ SYSTEMS SECURITY & ANALYSIS (A25590S)

Effective: Fall 2020
Revised: 12/27/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CTI120	Network & Sec Foundation	2	2	0	3
*NET125	Introduction to Networks	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS110	Operating Systems Concepts	2	3	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**8**	**15**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
NOS120	Linux/Unix Single User	2	2	0	3
SEC150	Secure Communications	2	2	0	3
	Totals	**11**	**8**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/Unix Admin I	2	2	0	3
SEC160	Security Administration I	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
HUM110	Technology and Society	3	0	0	3
NOS230	Windows Administration I	2	2	0	3
SEC175	Perimeter Defense	1	4	0	3
SEC210	Intrusion Detection	2	2	0	3
	Totals	**11**	**8**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Interpersonal Communication	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Introduction to Sociology	3	0	0	3
SEC285	Systems Security Project	1	4	0	3
	Major Elective	3	2	0	5
	Totals	**10**	**6**	**0**	**14**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***1st 8 weeks** **2nd 8 weeks**

INFORMATION TECHNOLOGY/ MOBILE APPLICATION DEVELOPER (A25590X)

Effective: Fall 2020
Revised: 12/27/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
DBA110	Database Concepts	2	3	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
MAT-143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
	Totals	**11**	**10**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC118	Swift Programming I	2	3	0	3
CSC151	JAVA Programming	2	3	0	3
CTI120	Network & Sec Foundation	2	2	0	3
WEB115	Web Markup and Scripting	2	2	0	3
	Humanities Fine Arts Elective	3	0	0	3
	Totals	**11**	**10**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB125	Mobile Web Design	2	2	0	3
WEB141	Mobile Interface Design	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
CSC218	Swift Programming II	2	3	0	3
CTS285	Systems Analysis & Design	3	0	0	3
WEB151	Mobile Application Dev I	2	2	0	3
WEB215	Adv Markup and Scripting	2	2	0	3
	Totals	**12**	**7**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC289	Programming Capstone Proj	1	4	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Introduction to Sociology	3	0	0	3
WEB251	Mobile Application Dev II	2	2	0	3
	Major Elective	2	0	0	2
	Totals	**11**	**6**	**0**	**14**

TOTAL REQUIRED CREDITS... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

INFORMATION TECHNOLOGY/ JAVA PROGRAMMING CERTIFICATE (C25590C1)

Effective: Fall 2020
Revised: 12/27/19

The JAVA Programming certificate is designed to prepare individuals for employment as programmers in JAVA through study and applications in computer concepts, logic, and programming procedures using the JAVA programming language.

Students will solve business computer problems through programming techniques and procedures using the JAVA language.

Upon completion of this program, a student will have the necessary JAVA skills for an entry level JAVA programming position in business, industry, and government organizations.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC151	JAVA Programming	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC251	Adv JAVA Programming	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ C# PROGRAMMING CERTIFICATE (C25590C2)

Effective: Fall 2020
Revised: 12/27/19

The C# Programming certificate is designed to prepare individuals for employment programmers 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, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC153	C# Programming	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC253	Advanced C# Programming	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ MOBILE APPLICATION DEVELOPMENT CERTIFICATE (C25590C3)

Effective: Fall 2020
Revised: 12/27/19

The Mobile Application Development certificate is designed to introduce individuals to the basics of developing mobile applications for mobile devices.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB151	Mobile Application Dev I	2	2	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB251	Mobile Application Dev II	2	2	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ DIGITAL MEDIA BASICS CERTIFICATE (C25590C4)

Effective: Fall 2020
Revised: 12/27/19

In the Digital Media Basics certificate students learn the basics of digital media. They are introduced to graphic tools, multimedia applications, and animation.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
DME110	Intro to Digital Media	2	2	0	3
DME115	Graphic Design Tools	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME120	Intro to Multimedia Appl	2	2	0	3
DME130	Digital Animation I	2	2	0	3
DME140	Intro to Audio/Video Media	2	2	0	3
	Totals	**6**	**6**	**0**	**9**

TOTAL REQUIRED CREDITS... 15

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ DATABASE PROGRAMMING CERTIFICATE (C25590C5)

Effective: Fall 2020
Revised: 12/27/19

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, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA110	Database Concepts	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA120	Database Programming I	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ VISUAL BASIC PROGRAMMING CERTIFICATE (C25590C6)

Effective: Fall 2020
Revised: 12/27/19

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, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC139	Visual Basic Programming	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC239	Advanced Visual Basic Prog	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ DIGITAL ANIMATION CERTIFICATE (C25590C7)

Effective: Fall 2020
Revised: 12/27/19

In the Digital Animation certificate students learn the basics of animations. They are introduced to 3D animation, storyboarding, digital effects, and environmental modeling.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
DME110	Intro to Digital Media	2	2	0	3
DME115	Graphic Design Tools	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME120	Intro to Multimedia Appl	2	2	0	3
DME130	Digital Animation I	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
DME230	Digital Animation II	2	2	0	3
SGD114	3D Modeling	2	3	0	3
	Totals	**4**	**5**	**0**	**6**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CISCO NETWORKING CERTIFICATE (C25590C8)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Introduction to Networks	1	4	0	3
*NET126	Routing Basics	1	4	0	3
	Totals	**2**	**8**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Routing & Switching I	1	4	0	3
*NET226	Routing & Switching II	1	4	0	3
	Totals	**2**	**8**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

***Eight week class**

INFORMATION TECHNOLOGY/ COMPUTER TECHNOLOGIES CERTIFICATE (C25590C9)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
or					
CSC121	Python Programming	2	3	0	3
CTI110	Web, Pgm, & DB Foundation	2	2	0	3
CTI120	Network & Sec Foundation	2	2	0	3
	Totals	**6**	**7**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**6**	**7**	**0**	**9**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ LINUX CERTIFICATE (C25590C10)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS110	Operating Systems Concepts	2	3	0	3
NOS120	Linux/Unix Single User	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS125	Linux/Unix Scripting	2	2	0	3
NOS220	Linux/Unix Admin I	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
HARDWARE AND SOFTWARE CERTIFICATE (C25590C11)
Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI120	Network & Sec Foundation	2	2	0	3
CTS120	Hardware/Software Support	2	3	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**6**	**8**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS111	Basic PC Literacy	1	2	0	2
CTS220	Adv Hard/Software Support	2	3	0	3
	Totals	**3**	**4**	**0**	**5**

TOTAL REQUIRED CREDITS... 14

This certificate should prepare you for the A+ Certification.

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
MICROSOFT NETWORKING CERTIFICATE (C25590C12)
Effective: Fall 2020
Revised: 12/27/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI120	Network & Sec Foundation	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Introduction to Networks	1	4	0	3
NOS130	Windows Single Users	2	2	0	3
	Totals	**3**	**4**	**0**	**6**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS230	Windows Administration I	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

TOTAL REQUIRED CREDITS... 15

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
MICROSOFT DESKTOP SUPPORT CERTIFICATE (C25590C13)
Effective: Fall 2020
Revised: 12/27/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS111	Basic PC Literacy	1	2	0	2
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**3**	**5**	**0**	**5**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS130	Windows Single Users	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI120	Network & Sec Foundation	2	2	0	3
CTS272	Desktop Support: Apps	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 14

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
MOBILE & WEB BASICS CERTIFICATE (C25590C14)
Effective: Fall 2020
Revised: 12/27/19

In the Mobile & Web Basics certificate students learn the basics of Mobile and Web Development. They are introduced to Web page creation and programming for the Internet.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
WEB115	Web Markup and Scripting	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB125	Mobile Web Design	2	2	0	3
WEB215	Adv Markup and Scripting	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CYBER CRIME FUNDAMENTALS CERTIFICATE (C25590C15)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT112	Ethics & High Technology	3	0	0	3
CCT250	Network Vulnerabilities I	2	2	0	3
NET110	Networking Concepts	2	2	0	3
	Totals	**7**	**4**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT231	Technology Crimes & Law	3	0	0	3
CCT251	Network Vulnerabilities II	2	2	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**7**	**4**	**0**	**9**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CYBER CRIME ANALYSIS CERTIFICATE (C25590C16)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT240	Data Recovery Techniques	2	3	0	3
CCT272	Forensic Password Recov	1	4	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**5**	**9**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT241	Advanced Data Recovery	2	3	0	3
CCT273	Registry Forensics	1	4	0	3
NET110	Networking Concepts	2	2	0	3
	Totals	**5**	**9**	**0**	**9**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CYBER SECURITY OPERATIONS CERTIFICATE (C25590C17)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Introduction to Networks	1	4	0	3
NOS110	Operating Systems Concepts	2	3	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**5**	**9**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS120	Linux/Unix Single User	2	2	0	3
SEC150	Secure Communications	2	2	0	3
SEC160	Security Administration I	2	2	0	3
	Totals	**6**	**6**	**0**	**9**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

***Eight week class**

INFORMATION TECHNOLOGY/ INFORMATION TECHNOLOGY BASICS CERTIFICATE (C25590C18)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
or					
NOS110	Operating Systems Concepts	2	3	0	3
CTI110	Web, Pgm, & Db Foundation	2	2	0	3

CTI120	Network & Sec Foundation	2	2	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
		---	---	---	---
	Totals	**9**	**7**	**0**	**12**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
WIRELESS NETWORKING SECURITY CERTIFICATE
(C25590C19)
Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semester
Prerequisite: Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
		---	---	---	---
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NET175	Wireless Technology	2	2	0	3
SEC110	Security Concepts	2	2	0	3
		---	---	---	---
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
PYTHON PROGRAMMING CERTIFICATE (C25590C20)
Effective: Fall 2020
Revised: 12/27/19

The PYTHON programming certificate is designed to prepare individuals for employment as programmers in PYTHON through study and applications in computer concepts, logic, and programming procedures using the PYTHON programming language.

Students will solve business computer problems though programming techniques and procedures using the PYTHON language.

Upon completion of this program, a student will have the necessary PYTHON skills for an entry level PYTHON programming position in business, industry and government organizations.

Length: 3 Semesters
Prerequisite: Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
		---	---	---	---
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC121	Python Programming	2	3	0	3
		---	---	---	---
	Totals	**2**	**3**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC221	Advanced Python Programming	2	2	0	3
		---	---	---	---
	Totals	**2**	**2**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
NETWORK DEFENSE SPECIALIST CERTIFICATE
(C25590C21)
Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Introduction to Networks	1	4	0	3
SEC110	Security Concepts	2	2	0	3
		---	---	---	---
	Totals	**3**	**4**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT250	Network Vulnerabilities I	2	2	0	3
NOS120	Linux/Unix Single User	2	2	0	3
		---	---	---	---
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ MICROSOFT OFFICE SPECIALIST EXCEL & ACCESS CERTIFICATE (C25590C22)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*CIS111	Basic PC Literacy	1	2	0	2
CTI110	Web, Pgm, & DB Foundation	2	2	0	3
**CTS130	Spreadsheet	2	2	0	3
	Totals	**5**	**6**	**0**	**8**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA110	Database Concepts	2	3	0	3
CTS230	Advanced Spreadsheet	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

TOTAL REQUIRED CREDITS... 14

This certificate should prepare you for the Microsoft Office Specialist Certification in Excel and Access.

Work-Based Learning Option: NA

***1st 8 weeks **2nd 8 weeks**

INFORMATION TECHNOLOGY/ MOBILE DESIGN CERTIFICATE (C25590C23)

Effective: Fall 2020
Revised: 12/27/19

In the Mobile Design certificate students learn the basics of designing for mobile devices. They are introduced to mobile computing devices and designing pages and applications for those devices.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, & Db Foundation	2	2	0	3
or					
WEB110	Internet/Web Fundamentals	2	2	0	3
CTI150	Mobile Computing Devices	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB125	Mobile Web Design	2	2	0	3
WEB141	Mobile Interface Design	2	2	0	3
WEB210	Web Design	2	2	0	3
	Totals	**6**	**6**	**0**	**9**

TOTAL REQUIRED CREDITS... 15

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ SOCIAL MEDIA CERTIFICATE (C25590C24)

Effective: Fall 2020
Revised: 12/27/19

In the Social Media certificate students learn the basics of HTML, social media, and working on websites in a group project. They are introduced to various social media platforms and dealing with working in a group.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, & Db Foundation	2	2	0	3
or					
WEB110	Internet/Web Fundamentals	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB115	Web Markup and Scripting	2	2	0	3
WEB125	Mobile Web Design	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB214	Social Media	2	2	0	3
WEB285	Emerging Web Technologies	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 15

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ WEB MANAGEMENT CERTIFICATE (C25590C25)

Effective: Fall 2020
Revised: 12/27/19

In the Web Management certificate students learn the basics of working with Content Management Systems and using analytics to check on their websites. They are introduced to various CMS platforms and the business concepts for analyzing web traffic.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB213	Internet Mkt & Analytics	2	2	0	3
WEB225	Content Management Systems	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CISCO ENTRY NETWORKING CERTIFICATE (C25590C26)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI120	Network & Sec Foundation	2	2	0	3
NET125	Introduction to Networks	1	4	0	3
	Totals	**3**	**6**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NET126	Routing Basics	1	4	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**3**	**7**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ INTRO TO iOS DEVELOPMENT USING SWIFT CERTIFICATE (C25590C27)

Effective: Fall 2020
Revised: 12/27/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
CTI110	Web, Pgm, Db Foundation	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC118	Swift Programming I	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC218	Swift Programming II	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ DATA ANALYSIS USING SAS CERTIFICATE (C25590C28)

Effective: Fall 2020
Revised: 12/27/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC152	SAS	2	3	0	3
DBA110	Database Concepts	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA120	Database Programming I	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA224	SAS DB Programming II	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CLOUD MANAGEMENT CERTIFICATE (C25590C29)

Effective: Fall 2020
Revised: 12/27/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI140	Virtualization Concepts	1	4	0	3

NOS230	Windows Administration I	2	2	0	3
	Totals	**3**	**6**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI141	Cloud & Storage Concepts	1	4	0	3
CTI240	Virtualization Admin I	1	4	0	3
NOS120	Linux/Unix Single User	2	2	0	3
	Totals	**4**	**10**	**0**	**9**

TOTAL REQUIRED CREDITS... 15

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ AUDIO AND VIDEO EDITING CERTIFICATE (C25590C30)

Effective: Fall 2020
Revised: 12/27/19

In the Audio and Video Editing certificate students learn the basics of audio and video editing technology. They are also introduced to graphic tools, multimedia applications, and animation.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MIT115	Intro to Video Concepts	2	2	0	3
MIT120	Intro to Audio Concepts	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME120	Intro to Multimedia Appl	2	2	0	3
DME140	Intro to Audio/Video Media	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ MICROSOFT SERVER ADMINISTRATION CERTIFICATE (C25590C31)

Effective: Fall 2020
Revised: 12/27/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS110	Operating Systems Concepts	2	3	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**3**	**5**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NOS230	Windows Administration I	2	2	0	3
**NOS231	Windows Administration II	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

Prefix No.	Title	Class	Lab	Clinical	Credit
*NOS232	Windows Administration III	2	2	0	3
**NOS233	Windows Administration IV	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

***1st 8 weeks **2nd 8 weeks**

INTELLIGENCE STUDIES A25700

The Intelligence Studies curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the intelligence profession.

Course work includes various subject areas related to intelligence studies involving information systems, military and criminal intelligence, intelligence operations, intelligence collection methods, intelligence research, cybercrime intelligence, geospatial intelligence and counterintelligence.

Graduates may qualify for entry-level intelligence positions in the public and private sectors. Occupations may include positions specific to the military, intelligence agencies, cybersecurity, counterterrorism and homeland security.

Awards

Associate Degree: Criminal Intelligence (A25700A)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I, Placement Test Equivalent

Associate Degree: Geospatial Intelligence (A25700B)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I, Placement Test Equivalent

Associate Degree: Intel Operations (A25700C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I, Placement Test Equivalent

Certificate: Intelligence Operations Certificate (C25700C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Geospatial Intelligence Certificate (C25700C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Criminal Intelligence Certificate (C25700C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Human Intelligence Certificate (C25700C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Intelligence Analysis Certificate (C25700C5)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Jeremy Derby
Telephone Number: (910)486-3976
Office Location: General Classroom Building, Room 216A
Email: **derbyj@faytechcc.edu**
Department Office: General Classroom Building, Room 216A
Telephone: (910) 486-3976
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

INTELLIGENCE STUDIES/ CRIMINAL INTELLIGENCE (A25700A)

Effective: Fall 2020
Revised: 02/12/20

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	3	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
ITL110	Intro to US Intel Community	3	0	0	3
ITL115	Intro to Global Threats	3	0	0	3
	Totals	**12**	**2**	**0**	**13**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT110	Intro to Cyber Crime	3	0	0	3
DBA110	Database Concepts	2	3	0	3
or					
GEO110	Introduction to Geography	3	0	0	3
or					
SEC110	Security Concepts	2	2	0	3
ITL210	Intel Research Methods	2	2	0	3
	Math Elective	2	2	0	3
	Major elective	3	0	0	3
	Totals	**12**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
ITL220	Intelligence Operations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GIS111	Introduction to GIS	2	2	0	3
ITL130	Illicit Financing	3	0	0	3
ITL215	Site Exploitation	2	2	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Intro to Sociology	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	12	0	0	12
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 64

Students with a felony conviction may have limited Emergency Preparedness employment opportunities.

Work -Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***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. See your advisor for assistance in selecting courses.

INTELLIGENCE STUDIES/
GEOSPATIAL INTELLIGENCE (A25700B)
Effective: Fall 2020
Revised: 02/12/20

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	3	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
ITL110	Intro to US Intel Community	3	0	0	3
ITL115	Intro to Global Threats	3	0	0	3
		---	---	---	---
	Totals	**12**	**2**	**0**	**13**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC134	C++ Programming	2	3	0	3
DBA110	Database Concepts	2	3	0	3
or					
GEO110	Introduction to Geography	3	0	0	3
or					
SEC110	Security Concepts	2	2	0	3
ITL210	Intel Research Methods	2	2	0	3
	Math Elective	2	2	0	3
	Major elective	3	0	0	3
		---	---	---	---
	Totals	**11**	**7**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
ITL220	Intelligence Operations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		---	---	---	---
	Totals	**9**	**0**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GEO130	General Physical Geography	3	0	0	3
GIS111	Introduction to GIS	2	2	0	3
ITL245	Geospatial Intelligence	2	2	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Intro to Sociology	3	0	0	3
	Major Elective	3	0	0	3
		---	---	---	---
	Totals	**13**	**4**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	12	0	0	12
		---	---	---	---
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 64

Students with a felony conviction may have limited Emergency Preparedness employment opportunities.

Work -Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***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. See your advisor for assistance in selecting courses.

INTELLIGENCE STUDIES/
INTEL OPERATIONS (A25700C)
Effective: Fall 2020
Revised: 02/12/20

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

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	3	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
ITL110	Intro to US Intel Community	3	0	0	3
ITL115	Intro to Global Threats	3	0	0	3
		---	---	---	---
	Totals	**12**	**2**	**0**	**13**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA110	Database Concepts	2	3	0	3
or					
GEO110	Introduction to Geography	3	0	0	3
or					
SEC110	Security Concepts	2	2	0	3
ITL120	Threat Analysis & Pres.	3	0	0	3
ITL210	Intel Research Methods	2	2	0	3
	Math Elective	2	2	0	3
	Major elective	3	0	0	3
		---	---	---	---
	Totals	**12**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
ITL220	Intelligence Operations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ITL225	SIGINT Operations	2	2	0	3
ITL235	Human Intelligence	3	0	0	3
ITL240	CI Operations	3	0	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Intro to Sociology	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	12	0	0	12
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 64

Students with a felony conviction may have limited Emergency Preparedness employment opportunities.

Work -Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

***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. See your advisor for assistance in selecting courses.

INTELLIGENCE STUDIES/ INTELLIGENCE OPERATIONS CERTIFICATE (C25700C1)

Effective: Fall 2020
Revised: 02/12/20

The Intelligence Operations certificate program provides students with a foundation to build upon within Intelligence Studies delivery programs.

Topics include Threat Analysis, Signal Intel Operation, Human Intelligence, Counter Intelligence, and Public Speaking.

This program will prepare students for entry level knowledge required for an understanding of Intelligence Operations and its fundamental tenants within the Intelligence Community.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ITL120	Threat Analysis & Pres.	3	0	0	3
ITL220	Intelligence Operations	3	0	0	3
ITL225	SIGINT Operations	2	2	0	3
	Totals	**8**	**2**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
ITL235	Human Intelligence	3	0	0	3
ITL240	CI Operations	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work -Based Learning Option: NA

INTELLIGENCE STUDIES/ GEOSPATIAL INTELLIGENCE CERTIFICATE (C25700C2)

Effective: Fall 2020
Revised: 02/12/20

The Geospatial Intelligence certificate provides students with a foundation to build upon within the Intelligence Studies delivery programs.

Topics include Programming, Geography, Geospatial Intelligence and Introduction to GIS.

This program will prepare students for entry level knowledge required for an understanding of Intelligence Operations and its fundamental tenants within the Intelligence Community.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC134	C++ Programming	2	3	0	3
GEO130	General Physical Geography	3	0	0	3
ITL220	Intelligence Operations	3	0	0	3
	Totals	**8**	**3**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GIS111	Introduction to GIS	2	2	0	3
ITL245	Geospatial Intelligence	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work -Based Learning Option: NA

INTELLIGENCE STUDIES/
CRIMINAL INTELLIGENCE CERTIFICATE (C25700C3)
Effective: Fall 2020
Revised: 02/12/20

The Criminal Intelligence certificate program provides students with a foundation to build upon within Intelligence Studies delivery programs.

Topics include Cyber Crime, Illicit Financing, Site Exploitation and Introduction to GIS.

This program will prepare students for entry level knowledge required for an understanding of Intelligence Operations and its fundamental tenants within the Intelligence Community.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT110	Intro to Cyber Crime	3	0	0	3
ITL130	Illicit Financing	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GIS111	Introduction to GIS	2	2	0	3
ITL215	Site Exploitation	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work -Based Learning Option: NA

INTELLIGENCE STUDIES/
HUMAN INTELLIGENCE CERTIFICATE (C25700C4)
Effective: Fall 2020
Revised: 02/12/20

The Human Intelligence certificate program provides students with a foundation to build upon within Intelligence Studies delivery programs.

Topics include Human Intelligence, Interviews and interrogations, critical thinking skills, and Public Speaking.

This program will prepare students for entry level knowledge required for an understanding of Intelligence Operations and its fundamental tenants within the Intelligence Community.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC120	Interviews/Interrogations	1	2	0	2
COM231	Public Speaking	3	0	0	3
ITL220	Intelligence Operations	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HUM115	Critical Thinking	3	0	0	3
or					
HUM120	Cultural Studies	3	0	0	3
ITL235	Human Intelligence	3	0	0	3
POL220	International Relations	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 17

Work -Based Learning Option: NA

INTELLIGENCE STUDIES/
INTELLIGENCE ANALYSIS CERTIFICATE (C25700C5)
Effective: Fall 2020
Revised: 02/12/20

The Intelligence Analysis certificate program provides students with a foundation to build upon within Intelligence Studies delivery programs.

Topics include Threat Analysis, Global Threats, Research Methods, Introduction to Geography, and Public Speaking.

This program will prepare students for entry level knowledge required for an understanding of Intelligence Operations and its fundamental tenants within the Intelligence Community.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ITL115	Intro to Global Threats	3	0	0	3
ITL120	Threat Analysis & Pres.	3	0	0	3
ITL210	Intel Research Methods	2	2	0	3
	Totals	**8**	**2**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
GEO110	Introduction to Geography	3	0	0	3
POL220	International Relations	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work -Based Learning Option: NA

LEADERSHIP STUDIES A25830

The Leadership Studies curriculum is designed to provide students with the knowledge and skills necessary for employment and growth into leadership positions.

Course work includes various subject areas related to leadership involving data driven decision making, change management, strategic leadership, leadership planning, team-building, leadership capacity, motivation and effective communication.

Graduates may qualify for leadership positions in the public and private sectors. Occupations may include positions specific to the military, governmental agencies, public policy, non-governmental agencies, law enforcement and homeland security.

Awards

Associate Degree: Leadership Studies (A25830)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Kenneth Buckey
Telephone Number: (910) 678-0046
Office Location: Horace Sisk, Room 640E
Email: **buckeyk@faytechcc.edu**
Department Office: Horace Sisk, Room 640E
Telephone: (910) 678-0046
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 12/06/18

LEADERSHIP STUDIES (A25830)
Effective: Fall 2019
Revised: 12/06/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
LDR110	Introduction to Leadership	3	0	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Introduction to Sociology	3	0	0	3
	Totals	**11**	**4**	**0**	**13**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS135	Principles of Supervision	3	0	0	3
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
LDR115	Evid-Based Ldrship & Dec Making	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Mathematics Elective	2	2	0	3
	Totals	**14**	**2**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
POL120	American Governments	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ITL115	Intro to Global Threats	3	0	0	3
LDR210	Ldrship Capacity Assessment	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
PHI240	Introduction to Ethics	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
LDR220	Strategic Leadership	3	0	0	3
LDR225	Leading Change	3	0	0	3
LDR230	Global Leadership	3	0	0	3
	Major Electives	6	0	0	6
	Totals	**15**	**0**	**0**	**15**

TOTAL REQUIRED CREDITS.... 64

Work-Based Learning Option: NA

MAMMOGRAPHY C45830

The Mammography curriculum provides registered radiologic technologists the didactic and clinical experience necessary to become registered mammographers.

Course work includes clinical rotations to mammography facilities, breast anatomy/physiology, patient preparation/education, mammographic procedures, interventional procedures, image analysis, mammographic instrumentation, physics, quality control, and quality assurance.

Graduates will meet the Mammography Quality Standards Act initial training requirements for mammography and may be eligible to apply to take the American Registry of Radiologic Technologists (ARRT) post primary certification in Mammography.

Awards

Associate Degree: N/A
Length of Program:
Prerequisite:

Diploma: N/A
Length of Program:
Prerequisite:

Certificate: Mammography Certificate (C45830)
Length of Program: 2 Semester
Prerequisite: American Registry of Radiologic Technologist (ARRT) certified in Radiography

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

Certification Information: Graduates may be eligible take the ARRT post primary certification in Mammography.
AART, 1255 Northland Drive, St. Paul, MN 55120, (651) 687-0048
www.arrt.org

Program Information Contact:
Department Chair: Michelle Walden
Telephone Number: (910) 678-8533
Office Location: Health Technologies Center, Room 169-H
Email: **waldenm@faytechcc.edu**
Department Office: Health Technologies 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 or spring semester. Specific health program admission requirements must be met before student is eligible for admission.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

MAMMOGRAPHY CERTIFICATE (C45830)
Effective: Fall 2020
Revised: 02/12/20

Length: 2 Semester
Prerequisite: American Registry of Radiologic Technologist (ARRT) registered in Radiography
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAM101	Mam Proc & Image Analysis	3	3	0	4
MAM102	Mam Instrumentation & Qa	3	0	0	3
MAM103	Digital Mammography	1	0	0	1
MAM104	Digital Breast Tomosynthesis	1	0	0	1
	Totals	**8**	**3**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAM105	Mammography Clinical Ed	0	0	15	5
MAM109	Mammography Capstone	3	0	0	3
	Totals	**31**	**0**	**15**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

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

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, Placement Test Equivalent

Certificate: Manicuring/Nail Technology Certificate (C55400H1)
Length of Program: 1 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning 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) 678-0199
Office Location: Cosmetology Services Educational Center, Room 23A
Email: **sneeds@faytechcc.edu**
Department Office: Cosmetology Services Educational Center, Room 2A
Telephone: (910) 678-0158
FTCC Web Site: **FTCC Website**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/04/20

MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)
Effective: Fall 2020
Revised: 02/04/20

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
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
ACA120	Career Assessment	1	0	0	1
CIS110	Introduction to Computers	2	2	0	3
	Totals	**3**	**2**	**0**	**4**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

***1st 8 weeks **2nd 8 weeks**

MEDICAL OFFICE ADMINISTRATION A25310

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Awards

Associate Degree: Medical Office Professional (A25310M)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent

Associate Degree: Medical Billing, Coding, and Auditing (A25310C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent

Associate Degree: Electronic Health Records Specialist (A25310E)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Medical Coding Specialist Certificate (C25310C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Dental Office Specialist Certificate (C25310C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Patient Services Representative Certificate (C25310C5)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Electronic Billing Specialist Certificate (C25310C6)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Healthcare Customer Service Certificate (C25310H2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Credit Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning 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: Cumberland Hall, Room 377D
Email: **dedeauxd@faytechcc.edu**
Department Office: Cumberland Hall, Room 377D
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 01/24/20

MEDICAL OFFICE ADMINISTRATION/ ELECTRONIC HEALTH RECORDS SPECIALIST (A25310E)

Effective Date: Fall 2020
Revised: 01/24/20

Length: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST132	Keyboard Skill Building	1	2	0	2
OST141	Med Office Terms I	3	0	0	3
OST148	Med Ins & Billing	3	0	0	3
OST149	Medical Legal Issues	3	0	0	3
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	2	2	0	3
OST142	Med Office Terms II	3	0	0	3
OST161	Medical Ofc Procedures	2	2	0	3
OST164	Office Editing	3	0	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**11**	**6**	**0**	**14**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WBL110	World of Work	1	0	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Social Behav Science Elective	3	0	0	3
	Totals	**7**	**0**	**0**	**7**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
HEA112	First Aid & CPR	1	2	0	2
OST134	Text Entry & Formatting	2	2	0	3
OST244	Med Document Processing	2	2	0	3
OST280	Electronic Health Records	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**12**	**10**	**0**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS260	Business Communications	3	0	0	3
or					
OST165	Adv Office Editing	2	2	0	3
OST135	Adv Text Entry & Format	2	2	0	3
OST263	Healthcare Customer Relations	3	0	0	3
OST288	Med Office Admin Capstone	2	2	0	3
WBL111	Work-Based Learning I	0	0	10	1
	Totals	**9**	**4**	**10**	**13**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Students are required to take one (1) credit hour of work-based learning

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

MEDICAL OFFICE ADMINISTRATION/ MEDICAL BILLING, CODING, AND AUDITING (A25310C)

Effective Date: Fall 2020
Revised: 01/24/20

Length: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST132	Keyboard Skill Building	1	2	0	2
OST141	Med Office Terms I	3	0	0	3
OST148	Med Ins & Billing	3	0	0	3
OST149	Medical Legal Issues	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	2	2	0	3
OST142	Med Office Terms II	3	0	0	3
OST164	Office Editing	3	0	0	3
OST247	Procedure Coding	2	2	0	3
OST248	Diagnostic Coding	2	2	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**13**	**8**	**0**	**17**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA112	First Aid & CPR	1	2	0	2
WBL110	World of Work	1	0	0	1
	Social Behav Science Elect	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
OST263	Healthcare Customer Relations	3	0	0	3
OST264	Medical Auditing	3	0	0	3
OST280	Electronic Health Records	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**13**	**4**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST249	Med Coding Certification Prep	2	3	0	3
OST265	Healthcare Comp & Reg	2	2	0	3
OST288	Med Office Admin Capstone	2	2	0	3
WBL111	Work-Based Learning I	0	0	10	1
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**9**	**7**	**10**	**13**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Students are required to take one (1) credit hour of work-based learning.

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

MEDICAL OFFICE ADMINISTRATION/ MEDICAL OFFICE PROFESSIONAL (A25310M)

Effective Date: Fall 2020
Revised: 01/24/20

Length: 5 Semesters
Prerequisite: High School Diploma and 1 unit of Algebra, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST132	Keyboard Skill Building	1	2	0	2
OST141	Med Office Terms I	3	0	0	3
OST148	Med Ins & Billing	3	0	0	3
OST149	Medical Legal Issues	3	0	0	3
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	2	2	0	3
OST142	Med Office Terms II	3	0	0	3
OST161	Medical Ofc Procedures	2	2	0	3
OST164	Office Editing	3	0	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**11**	**6**	**0**	**14**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WBL110	World of Work	1	0	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Social Behav Science Elective	3	0	0	3
	Totals	**7**	**0**	**0**	**7**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
HEA112	First Aid & CPR	1	2		2
OST236	Adv Word/Information Proc	2	2	0	3
OST244	Med Document Processing	2	2		3
OST280	Electronic Health Records	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**12**	**10**	**0**	**17**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST263	Healthcare Customer Relations	3	0	0	3
OST286	Professional Development	3	0	0	3
OST288	Med Office Admin Capstone	2	2	0	3
SPA120	Spanish for the Workplace	3	0	0	3
WBL111	Work-Based Learning I	0	0	10	1
	Totals	**11**	**2**	**10**	**13**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Students are required to take one (1) credit hour of work-based learning.

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

MEDICAL OFFICE ADMINISTRATION/ MEDICAL CODING SPECIALIST (C25310C2)

Effective Date: Fall 2020
Revised: 01/24/20
Day and Evening

The Medical Coding Specialist certificate is designed to prepare individuals for employment in a medical office or other healthcare related business.

The certificate program covers medical terminology, medical insurance/ billing, procedure and diagnostic coding and medical coding certification prep. Students will learn accurate coding processes and develop skills applicable in the medical coding and billing field.

Upon completion of this program, students would be able to perform the necessary coding skills required in today's medical office or transfer the course credits to one of the Medical Office Administration programs for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*OST141	Med Office Terms I	3	0	0	3
**OST142	Med Office Terms II	3	0	0	3
OST148	Med Ins & Billing	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*OST247	Procedure Coding	2	2	0	3
*OST248	Diagnostic Coding	2	2	0	3
**OST249	Med Coding Certif Prep	2	3	0	3
	Totals	**6**	**7**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

***1st eight weeks** ****2nd eight weeks**

MEDICAL OFFICE ADMINISTRATION/ DENTAL OFFICE SPECIALIST CERTIFICATE (C25310C3)

Effective Date: Fall 2020
Revised: 01/24/20
Day and Evening

The Dental Office Specialist certificate is designed to prepare individuals for employment in a dental office or other dental healthcare related business.

The certificate program covers keyboarding, dental terminology, dental billing and coding, medical ethics, 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 one of the Medical Office Administration programs for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST132	Keyboard Skill Building	1	2	0	2
*OST143	Dental Office Terminology	3	0	0	3
**OST147	Dental Billing and Coding	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST149	Medical Legal Issues	3	0	0	3
OST245	Dental Office Management	2	2	0	3
OST246	Dental Office Simulation	2	2	0	3
	Totals	**7**	**4**	**0**	**9**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

***1st eight weeks** ****2nd eight weeks**

MEDICAL OFFICE ADMINISTRATION/ PATIENT SERVICES REPRESENTATIVE CERTIFICATE (C25310C5)

Effective Date: Fall 2020
Revised: 01/24/20
Day and Evening

The Patient Services Representative certificate is designed to prepare individuals for employment in a medical office or other healthcare related business.

The certificate program covers medical terminology, medical insurance/ billing and medical ethics, as well as, computer software applications and healthcare customer relations. Students will learn administrative and support functions and develop skills applicable in various healthcare environments.

Upon completion of this program, students would be able to perform the patient services representative skills required in today's medical office or transfer the course credits to one of the Medical Office Administration programs for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST141	Med Office Terms I	3	0	0	3
OST148	Med Ins & Billing	3	0	0	3
OST149	Medical Legal Issues	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST142	Med Office Terms II	3	0	0	3
OST263	Healthcare Customer Relations	3	0	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**7**	**2**	**0**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

MEDICAL OFFICE ADMINISTRATION/
ELECTRONIC BILLING SPECIALIST CERTIFICATE
(C25310C6)
Effective Date: Fall 2020
Revised: 01/24/20

The Electronic Billing Specialist certificate is designed to prepare individuals for employment in a medical office or other healthcare related business.

The certificate program covers medical terminology, medical insurance/ billing and medical office procedures, as well as, keyboarding and computer applications.

Upon completion of this program, students would be able to perform the necessary skills of an electronic billing specialist. Students may transfer the course credits to the Medical Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST130	Comprehensive Keyboarding	2	2	0	3
OST141	Med Office Terms I	3	0	0	3
OST148	Med Ins & Billing	3	0	0	3
	Totals	**8**	**2**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST142	Med Office Terms II	3	0	0	3
OST161	Medical Ofc Procedures	2	2	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**6**	**4**	**0**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

NURSE AIDE D45970

This Nurse Aide curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health Curricula.
Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this program may be eligible to be listed on the Division of Health Service Regulation (DHSR) Nurse Aide registry as a Nurse Aide I and the N. C. Board of Nursing Nurse Aide II registry as a Nurse Aide II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Nurse Aide (D45970)
Length of Program: 3 Semesters
Prerequisite: None

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program 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:
Department Chairperson: Denise T. Pate
Telephone Number: (910) 678-9868
Office Location: Health Technology Center, Room 201A
Email: **pated@faytechcc.edu**
Department Office: Health Technology Center, Room 201
Telephone: (910) 678-9868
FTCC Web Site: **www.faytechcc.edu**

Special Requirements:
Students enrolled in this program of study should seek an education plan from the Health Counselor by emailing healthcounseling@faytechcc.edu and should seek specific guidance regarding course selection from their Academic Advisors. Please note that a grade of "D" may not meet the requirements for entry into the competitive Health 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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

NURSE AIDE (D45970)
Effective: Fall 2020
Revised: 02/12/20

Length: 3 Semesters
Prerequisites: None
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO110	Principles of Biology	3	3	0	4
or					
BIO111	General Biology I	3	3	0	4
CHM131	Introduction to Chemistry	3	0	0	3
CHM131A	Intro to Chemistry Lab	0	3	0	1
HSC120	CPR	0	2	0	1
MED120	Survey of Med Terminology	2	0	0	2
NAS101	Nurse Aide I	3	4	3	6
	Totals	**12**	**12**	**3**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I	3	3	0	4
BIO169	Anatomy and Physiology II	3	3	0	4
ENG111	Writing and Inquiry	3	0	0	3
NAS102	Nurse Aide II	3	2	6	6
PSY150	General Psychology	3	0	0	3
	Totals	**15**	**8**	**6**	**20**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY110	Life Span Development	3	0	0	3
or					
PSY241	Developmental Psych	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**9**	**2**	**0**	**10**

TOTAL REQUIRED CREDITS.... 48

Work-Based Learning Option: NA

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

NURSE AIDE C45840

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nurse Aide I and Nurse Aide II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Awards

Associate Degree: N/A
Length of Program:
Prerequisite:

Diploma: N/A
Length of Program:
Prerequisite:

Certificate: Nurse Aide (C45840)
Length of Program: 2 Semesters
Prerequisite: CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class

Certificate: Nurse Aide (C45840H1)
Length of Program: 2 Semesters
Prerequisite: CPR Certification, TB Screening, and Vaccinations required 2 weeks prior to first day of class

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program 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:
Department Chairperson: Denise Pate, RN
Telephone Number: (910) 678-9868
Office Location: Health Technology Center, Room 201-A
Email: **pated@faytechcc.edu**
Department Office: Health Technologies Building Room 201
Department Phone: (910) 678-8392
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: Specific health program admission requirements must be met before a student is eligible for admission.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

NURSE AIDE CERTIFICATE (C45840)
Effective: Fall 2020
Revised: 02/12/20

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nurse Aide I and Nurse Aide 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	Nurse Aide I	3	4	3	6
	Totals	**5**	**6**	**3**	**9**

SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
NAS102	Nurse Aide II	3	2	6	6
MED120	Survey of Med Terminology	2	0	0	2
	Totals	**5**	**2**	**6**	**8**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

Note: To progress to NAS-102 students must:
- Successfully complete NAS-101 and
- Successfully test and be listed on the NA I registry with no substantial findings prior to the 10% date for the term that the NAS-102 course is taken.

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

OFFICE ADMINISTRATION A25370

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Awards

Associate Degree: General Office Administration (A25370G)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Office Finance (A25370F)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Legal Office (A25370L)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Basic Office Administration (C25370C1)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Office Documents Specialist Certificate (C25370C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Legal Office Foundations Certificate (C25370H2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Department Chairperson: Lisa Fagan
Telephone Number: (910) 678-8361
Office Location: Cumberland Hall, Room 348F
Email: **faganl@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 12/10/18

OFFICE ADMINISTRATION/ GENERAL OFFICE ADMINISTRATION (A25370G)

Effective Date: Fall 2018
Revised: 03/14/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
MKT223	Customer Service	3	0	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST-132	Keyboard Skill Building	1	2	0	2
OST137	Office Applications I	2	2	0	3
OST184	Records Management	2	2	0	3
	Totals	**12**	**6**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OMT156	Problem-Solving Skills	3	0	0	3
OST136	Word Processing	2	2	0	3
OST138	Office Applications II	2	2	0	3
OST164	Office Editing	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST134	Text Entry & Formatting	2	2	0	3
	Communications Elective	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST135	Adv Text Entry & Format	2	2	0	3
OST181	Office Procedures	2	2	0	3
OST236	Adv Word Processing	2	2	0	3
OST286	Professional Development	3	0	0	3
	Math Elective	2	2	0	3
	Totals	**11**	**8**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST233	Office Publications Design	2	2	0	3
OST289	Office Admin Capstone	2	2	0	3
	Social/Behav Science Elective	3	0	0	3
	Major Elective	5	2	0	6
	Totals	**12**	**6**	**0**	**15**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

OFFICE ADMINISTRATION/ OFFICE FINANCE (A25370F)

Effective Date: Fall 2018
Revised: 03/14/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					

ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
MKT223	Customer Service	3	0	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST-132	Keyboard Skill Building	1	2	0	2
OST137	Office Applications I	2	2	0	3
OST184	Records Management	2	2	0	3
	Totals	**12**	**6**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS121	Business Math	2	2	0	3
OST136	Word Processing	2	2	0	3
OST138	Office Applications II	2	2	0	3
OST164	Office Editing	3	0	0	3
	Math Elective	2	2	0	3
	Totals	**11**	**8**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST134	Text Entry & Formatting	2	2	0	3
	Communications Elective	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS240	Business Ethics	3	0	0	3
OST286	Professional Development	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC150	Accounting Software App	1	3	0	2
BUS125	Personal Finance	3	0	0	3
OST289	Office Admin Capstone	2	2	0	3
	Social/Behav Science Elective	3	0	0	3
	Major Elective	2	2	0	3
	Totals	**11**	**7**	**0**	**14**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

OFFICE ADMINISTRATION/ LEGAL OFFICE (A25370L)

Effective Date: Fall 2018
Revised: 03/14/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
MKT223	Customer Service	3	0	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST-132	Keyboard Skill Building	1	2	0	2
OST137	Office Applications I	2	2	0	3
OST184	Records Management	2	2	0	3
	Totals	**12**	**6**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	2	2	0	3
OST155	Legal Terminology	3	0	0	3
OST164	Office Editing	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Math Elective	2	2	0	3
	Totals	**13**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST134	Text Entry & Formatting	2	2	0	3
	Communications Elective	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST156	Legal Office Procedures	2	2	0	3
OST223	Admin Office Transcript I	2	2	0	3
OST236	Adv Word Processing	2	2	0	3
OST251	Legal Doc. Formatting	2	2	0	3
OST286	Professional Development	3	0	0	3
	Totals	**11**	**8**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
OST289	Office Admin Capstone	2	2	0	3
	Social/Behav Science Elective	3	0	0	3
	Major Elective	5	2	0	6
	Totals	**13**	**4**	**0**	**15**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

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

OFFICE ADMINISTRATION/
BASIC OFFICE ADMINISTRATION CERTIFICATE
(C25370C1)
Effective: Fall 2018
Revised: 03/14/18

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, customer service, records management, office procedures, 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: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MKT223	Customer Service	3	0	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
or					
OST131	Keyboarding	1	2	0	2
or					
OST132	Keyboard Skill Building	1	2	0	2
OST137	Office Software Apps	2	2	0	3
OST181	Office Procedures	2	2	0	3
OST184	Records Management	2	2	0	3
	Totals	**10**	**8**	**0**	**14**

TOTAL REQUIRED CREDITS.... 14

Work-Based Learning Option: NA

OFFICE ADMINISTRATION/
OFFICE DOCUMENTS SPECIALIST CERTIFICATE
(C25370C3)
Effective: Fall 2018
Revised: 03/14/18

The Office Documents Specialist 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, basic and advanced Microsoft Office Word, Access, and Excel.

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, Placement Test Equivalent
Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
*OST130	Comprehensive Keyboarding	2	2	0	3
or					
*OST131	Keyboarding	1	2	0	2
or					
*OST132	Keyboard Skill Building	1	2	0	2
**OST136	Word Processing	2	2	0	3
OST137	Office Applications I	2	2	0	3
	Totals	**5**	**6**	**0**	**8**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
OST138	Office Applications II	2	2	0	3
OST236	Adv Word Processing	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS.... 14

Work-Based Learning Option: NA

***1st 8 weeks** **2nd 8 weeks**

OPHTHALMIC SURGICAL ASSISTANT C45880

This curriculum is designed to prepare qualified Ophthalmic Personnel with the educational preparation necessary to assume the role of the Ophthalmic Surgical Assistant.

Students will apply theoretical knowledge to the care of ophthalmic surgical patients and develop the skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for ophthalmic surgery; and assist Ophthalmologists during surgery.

Graduates may be eligible to apply for the Ophthalmic Surgical Assistant national certification exam. Employment opportunities include hospitals, clinics, and educational institutions.

Individuals entering the certificate curriculum must currently be employed as a Certified Ophthalmic Assistant (COA).

Awards

Associate Degree: N/A
Length of Program:
Prerequisite:

Diploma: N/A
Length of Program:
Prerequisite:

Certificate: Ophthalmic Surgical Assistant Certificate (C45880)
Length of Program: 3 Semester
Prerequisite: High School Graduate or GED, and currently employed as Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT), or Certified Ophthalmic Medical Technologist (COMT)

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

Certification Information: Graduates may be eligible to sit for the OSA sub-specialty certification administered by the International Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO). JCAHPO, 2025 Woodlane Drive, St. Paul, MN 55125,(651) 731-2944

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) 678-8358
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: The program is designed for a student to enter during the Fall semester.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 01/02/20

OPHTHALMIC SURGICAL ASSISTANT CERTIFICATE (C45880)
Effective: Fall 2020
Revised: 01/02/20

Length: 3 Semester
Prerequisite: High School Graduate or GED, and currently employed as Certified Ophthalmic Assistant (COA), Certified Ophthalmic Technician (COT), or Certified Ophthalmic Medical Technologist (COMT)
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OSA101	Intro to Ophthalmic Surg Asst	3	0	0	3
OPH151	Ocular Anat. & Physiology	2	0	0	2
	Totals	**5**	**0**	**0**	**5**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OSA102	Ophthalmic Skills & Practices	5	6	0	7
	Totals	**5**	**6**	**0**	**7**

Prefix No.	Title	Class	Lab	Clinical	Credit
WBL111	Work-Based Learning I (Clinical Preceptorship I)	0	0	10	1
	Totals	**0**	**0**	**10**	**1**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: Students are required to take one (1) credit hours of work-based learning, WBL-111 Work-Based Learning I (Clinical Preceptorship I).

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

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 (D25380)
Length of Program: 3 semesters
Prerequisite: Bachelor's Degree

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Transfer Credits: Transfer credit from an ABA-approved paralegal education program may be awarded after approval by the Paralegal

Technology Department Chair. The Department Chair will review the course syllabus and other documentation including the method of instruction. A minimum of 18 semester hours of legal specialty courses must be taken at FTCC. A maximum of 6 semester hours of legal specialty courses may be accepted as transfer credits. A minimum of 10 semester hours of legal specialty courses must be completed through traditional classroom instruction.

Program Information Contact:
Curriculum Chairperson: Matthew Grobosky
Telephone Number: (910) 678-7379
Office Location: Cumberland Hall, Room 346B
Email: **groboskm@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 02/18/20

PARALEGAL TECHNOLOGY (A25380)

Effective: Fall 2020
Revised: 02/18/20

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

Fall Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
LEX110	Intro to Paralegal Study	2	0	0	2
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
POL120	American Government	3	0	0	3
	Totals	**12**	**4**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
LEX120	Legal Research/Writing I	2	2	0	3
LEX140	Civil Litigation I	3	0	0	3
LEX150	Commercial Law	2	2	0	3
LEX180	Case Analysis	1	2	0	2
LEX270	Law Office Mgt/Technology	1	2	0	2
	General Education Elective	3	0	0	3
	Totals	**12**	**8**	**0**	**16**

Summer Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COM231	Public Speaking	3	0	0	3
LEX141	Civil Litigation II	2	2	0	3
	Totals	**5**	**2**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
LEX130	Civil Injuries	3	0	0	3
LEX160	Criminal Law & Practice	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX250	Wills & Estates	2	2	0	3
	Major Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
LEX211	Real Property II	1	4	0	3
LEX240	Family Law	3	0	0	3
LEX283	Investigations	1	2	0	2
PHI230	Introduction to Logic	3	0	0	3
WBL112	Work Based Learning I	0	0	20	2
	Major Elective	3	0	0	3
	Totals	**11**	**6**	**20**	**16**

TOTAL CREDITS HOURS... 68

* Transfer credit from an ABA-approved paralegal education program may be awarded after approval by the Paralegal Technology Department Chair. The Department Chair will review the course syllabus and other documentation including the method of instruction. A minimum of 18 semester hours of legal specialty courses must be taken at FTCC. A maximum of 6 semester hours of legal specialty courses may be accepted as transfer credits. A minimum of 10 semester hours of legal specialty courses must be completed through traditional classroom instruction.

Work-Based Learning Option: Students are required to take 2 credit hours of Work-Based Learning. Students must acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson in order to receive credit for this degree.

PARALEGAL (D25380)

Effective: Fall 2020
Revised Date: 02/18/20

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 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
LEX110	Introduction to Paralegal	2	0	0	2
LEX130	Civil Injuries	3	0	0	3
LEX140	Civil Litigation I	3	0	0	3
LEX160	Criminal Law & Procedure	2	2	0	3
LEX210	Real Property I	3	0	0	3
LEX250	Wills, Estates, & Trust	2	2	0	3
	Totals	**19**	**6**	**0**	**22**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
LEX120	Legal Research/Writing I	2	2	0	3
LEX141	Civil Litigation II	2	2	0	3
LEX150	Commercial Law I	2	2	0	3
LEX180	Case Analysis & Reasoning	1	2	0	2
LEX211	Real Property II	1	4	0	3
LEX240	Family Law	3	0	0	3
LEX270	Law Office Mgt/Technology	1	2	0	2
PHI230	Introduction to Logic	3	0	0	3
	Totals	**16**	**14**	**0**	**23**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WBL112	Work Based Learning I	0	0	20	2
	Totals	**0**	**0**	**20**	**2**

TOTAL REQUIRED CREDITS … 47

* Transfer credit from an ABA-approved paralegal education program may be awarded after approval by the Paralegal Technology Department Chair. The Department Chair will review the course syllabus and other documentation including the method of instruction. A minimum of 18 semester hours of legal specialty courses must be taken at FTCC. A maximum of 6 semester hours of legal specialty courses may be accepted as transfer credits. A minimum of 10 semester hours of legal specialty courses must be completed through traditional classroom instruction.

Work-Based Learning Option: Students are required to take 2 credit hours of Work-Based Learning. Students must acquire prior approval from the Work-Based Learning Coordinator and the Department Chairperson in order to receive credit for this diploma.

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: 4 Semesters
Prerequisite: High School Diploma and
1 Unit Biology

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning 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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/16/19

PHARMACY TECHNOLOGY (A45580)
Effective: Fall 2020
Revised: 12/16/19

Length: 4 Semesters
Prerequisites: High School Diploma and 1Unit Biology
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	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
	Totals	**13**	**7**	**0**	**17**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Writing and Inquiry	3	0	0	3
PHM118	Sterile Products	3	3	0	4
PHM120	Pharmacology I	3	0	0	3
PHM136	Pharmacy Clinical	0	0	18	6
PHM155	Community Pharmacy	2	2	0	3
	Totals	**11**	**5**	**18**	**19**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PHM125	Pharmacology II	3	0	0	3
PHM150	Hospital Pharmacy	3	3	0	4
PHM160	Pharm. Dosage Forms	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PHM138	Pharmacy Clinical	0	0	24	8
PHM140	Trends in Pharmacy	2	0	0	2
PHM165	Pharmacy Prof Practice	2	0	0	2
	Humanities Elective	3	0	0	3
	Totals	**7**	**0**	**24**	**15**

TOTAL REQUIRED CREDITS.... 67

Work-Based Learning 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.

The Fayetteville Technical Community College Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Upon receiving your Associate of Applied Science degree from the college, the graduate may be eligible to sit for the Physical Therapist Assistant licensure examination. Successfully meeting licensure requirements allows the graduate to work as a Physical Therapist Assistant. 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, I unit of biology and chemistry

Diploma: None
Length of Programs:
Prerequisite:

Certificate: None
Length of Program
Prerequisite

Work-Based Learning Requirements/Opportunities: For Work-Based Learning requirements/opportunities please see the appropriate Program Sequencing sheet.

N C License or Certification Information: Licensure required. Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. [A student with a felony conviction may not be eligible for licensure or employment.]

Programmatic Accreditation: The Physical Therapist Assistant program at Fayetteville Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: **accreditation@apta.org**; website: **www.capteonline.org**.

Program Information Contact:
Curriculum Chairperson: Lynne McDonough, DPT
Telephone Number: 678-8259
Office Location: Health Technology Center, 201-D
Email: **mcdonoul@faytechcc.edu**
Department Office: Health Technology Center, 201
Telephone: 678-8392
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: The program is designed only for fall admission. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/18/17

PHYSICAL THERAPIST ASSISTANT (A45620)
Effective: Fall 2014
Revised: 03/07/14

Length: 5 Semesters
Prerequisites: 1Unit Biology & Chemistry
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	ACA Elective	1	0	0	1
BIO168	Anatomy & Physiology I	3	3	0	4
CIS113	Computer Basics	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
PHY125	Health Sciences Physics	3	2	0	4
PTA110	Intro to Physical Therapy	2	3	0	3
PTA130	Physical Therapy Proc I	1	6	0	3
	Totals	**13**	**16**	**0**	**19**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy & Physiology II	3	3	0	4
PSY150	General Psychology	3	0	0	3
PTA120	Functional Anatomy	1	6	0	3
PTA140	Therapeutic Exercise	2	6	0	4
PTA150	Physical Therapy Proc II	1	6	0	3
	Totals	**12**	**23**	**0**	**17**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PTA160	Physical Therapy Proc III	2	3	0	3
PTA170	Pathophysiology	3	0	0	3
	Totals	**5**	**3**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
PTA180	PTA Clinical Ed Intro	0	0	9	3
PTA222	Professional Interactions	2	0	0	2
PTA240	Physical Therapy Proc IV	3	6	0	5
	Humanities/Fine Arts Elec	3	0	0	3
	Totals	**14**	**6**	**9**	**19**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PTA212	Health Care/Resources	2	0	0	2
PTA260	Adv PTA Clinical Ed	0	0	30	10
	Totals	**2**	**0**	**30**	**12**

TOTAL REQUIRED CREDITS.... 73

Work-Based Learning 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.

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, Placement Test Equivalent

Certificate: Basic Plumbing Certificate (C35300C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Plumbing Certificate (C35300H1)
Length of Program: 4 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Stephen Bullard
Telephone Number: (910) 678-8522
Office Location: Cumberland Hall Room 334B
Email: **bullards@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/22/19

PLUMBING (D35300)

Effective: Fall 2019
Revised: 02/22/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BPR130	Blueprint Reading/Const	3	0	0	3
PLU110	Modern Plumbing	4	15	0	9
PLU140	Intro to Plumbing Codes	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
	Totals	**11**	**17**	**0**	**18**

Spring Semester 1

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
or					
ENG110	Freshman Composition	3	0	0	3
PLU120	Plumbing Applications	4	15	0	9
PLU124	Plumbing Business Operations	2	0	0	2
PLU150	Plumbing Diagrams	1	2	0	2
	Totals	**10**	**19**	**0**	**17**

Summer Semester 1

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.... 44

***ENG-101 will not transfer to Associate Degree program.**

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning provided they acquire approval from the Work-Based Learning Director and the Department Chairperson.

BASIC PLUMBING CERTIFICATE (C35300C1)

Evening/Weekend Program
Effective: Fall 2019
Revised: 02/22/19

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, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PLU110	Modern Plumbing	4	15	0	9
PLU140	Intro to Plumbing Codes	1	2	0	2
	Totals	**5**	**17**	**0**	**11**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	3	0	0	3
PLU150	Plumbing Diagrams	1	2	0	2
	Totals	**4**	**2**	**0**	**5**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

PRACTICAL NURSING D45660

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

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

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

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Practical Nursing (D45660)
Length of Program: 3 Semesters
Prerequisite: High Schoo1 Diploma, 1 Unit of Biology, 1 Unit of Algebra, & 1 Unit of Chemistry

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning 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:North Carolina Board of Nursing, P.O. Box 2129, Raleigh, NC 27602, 1 (919) 782-3211

Program Information Contact:
Department Chair: Renee Ellis
Telephone Number: (910) 678-9866
Office Location: HTC, Room 169 K
Email: **ellisr@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 between November 1st and January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

NCLEX Pass Rate:
2016-2018 – 3-year pass rate average on State Board Licensure Exam of 90%.

***Graduates available to work as LPN upon successful completion of licensure examination.**

Attention: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 02/12/20

PRACTICAL NURSING (DIPLOMA) (D45660)
Effective: Fall 2020
Revised: 02/12/20

Length: 3 Semesters
Prerequisites: High School Diploma, 1Unit Biology, Algebra & Chemistry
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
*NUR101	Practical Nursing I	7	6	6	11
	Totals	**11**	**8**	**6**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
*NUR102	Practical Nursing II	7	0	9	10
PSY110	Life Span Development	3	0	0	3
	Totals	**10**	**2**	**9**	**14**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
*NUR103	Practical Nursing III	6	0	9	9
	Totals	**9**	**0**	**9**	**12**

TOTAL REQUIRED CREDITS.... 42

Work-Based Learning Option: NA

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

***NUR-101, NUR-102 and NUR-103 will not transfer to Associate Degree program.**

RADIOGRAPHY A45700

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body. Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates 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, 1 Unit of Algebra, 1 Unit of Biology, 1 Unit of Chemistry

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: 100% pass rate of graduates for the American Registry of Radiologic Technologists. Students with a felony conviction may have limited certification and employment opportunities.

Programmatic Accreditation: Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, (312) 704-5300, **mail@jrcert.org**

Program Information Contact:
Curriculum Chairperson: Anita McKnight
Telephone Number: (910) 678-8303
Office Location: Health Technology Center, Room 169-G
Email: **mcknigha@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 06/04/19

RADIOGRAPHY (A45700)
Effective: Fall 2018
Revised: 06/04/19

Length: 5 Semesters
Prerequisites: 1 Unit Algebra, 1 Unit Biology, and Chemistry
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BIO163	Basic Anat & Physiology	4	2	0	5
ENG111	Writing and Inquiry	3	0	0	3
RAD110	RAD Intro & Patient Care	2	3	0	3
RAD111	RAD Procedures I	3	3	0	4
RAD113	RAD Lab Elective	0	3	0	1
RAD151	RAD Clinical Ed I	0	0	6	2
		-----	-----	-----	-----
	Totals	**12**	**11**	**6**	**19**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public speaking	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
RAD112	RAD Procedures II	3	3	0	4
RAD121	Image Production I	2	3	0	3
RAD161	RAD Clinical Ed II	0	0	15	5
		-----	-----	-----	-----
	Totals	**10**	**10**	**15**	**19**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
RAD122	Image Production II	1	3	0	2
RAD141	Radiation Safety	2	0	0	2
RAD171	RAD Clinical Ed III	0	0	9	3
RAD181	RAD Clinical Elective	0	0	3	1
		-----	-----	-----	-----
	Totals	**3**	**3**	**12**	**8**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY150	General Psychology	3	0	0	3
RAD211	RAD Procedures III	2	3	0	3
RAD231	Image Production III	1	3	0	2

RAD251	RAD Clinical Ed IV	0	0	21	7
	Totals	**6**	**6**	**21**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
RAD261	RAD Clinical Ed V	0	0	21	7
RAD271	Radiography Capstone	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**5**	**3**	**21**	**13**

TOTAL REQUIRED CREDITS.... 74

Work-Based Learning 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 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 and 1 Unit of Chemistry. For the advanced placement option, a student must have military training as a respiratory specialist or have a current unrestricted CRT certification with evidence of 3600 hours of clinical experience as a CRT within the past 4 years.

Diploma: None
Length of Program: N/A
Prerequisite:

Certificate: None
Length of Program: N/A
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program 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: Kecie Dunigan
Telephone Number: (910) 678-9869
Office Location: Health Technology Center, Room 201-H
Email: **thompsok@faytechcc.edu**
Department Office: Health Technology Center, Room 201
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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/03/19

RESPIRATORY THERAPY (A45720)
Effective: Fall 2018
Revised: 12/03/19

Length: 5 Semesters
Prerequisites: 1 Unit Biology and 1 Unit Chemistry. For the advanced placement option, a student must have military training as a respiratory specialist or have a current unrestricted CRT certification with evidence of 3600 hours of clinical experience as a CRT within the past 4 years.
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
ENG111	Writing and Inquiry	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**	**5**	**6**	**17**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1

RCP111	Therapeutics/Diagnostics	4	3	0	5
RCP114	C-P Anatomy and Physiology	3	0	0	3
RCP143	RCP Clinical Practice II	0	0	9	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**10**	**5**	**9**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
RCP115	C-P Pathophysiology	2	0	0	2
RCP153	RCP Clinical Practice III	0	0	9	3
RCP223	Special Practice Lab	0	3	0	1
	Totals	**2**	**3**	**9**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
RCP210	Critical Care Concepts	3	3	0	4
RCP214	Neonatal/Ped's RC	1	3	0	2
RCP236	RCP Clinical Practice IV	0	0	18	6
	Totals	**7**	**6**	**18**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY150	General Psychology	3	0	0	3
RCP211	Adv. Monitoring/Procedures	3	3	0	4
RCP215	Career Prep – ADV Level	0	3	0	1
RCP248	RCP Clinical Practice V	0	0	24	8
	Totals	**6**	**6**	**24**	**16**

TOTAL REQUIRED CREDITS.... 69

Work-Based Learning 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.

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.

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, Placement Test Equivalent

Diploma: School-Age Education Diploma (D55440)
Length of Program: 5 Semesters, **Prerequisite:** High School Diploma & Algebra I, Placement Test Equivalent

Certificate: Special Education Certificate (C55440C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Rondell Bennett
Telephone Number: (910) 678-9788
Office Location: Early Childhood Center, Room 206
Email: **bennettr@faytechcc.edu**
Department Office: Early Childhood Center, Room 202
Telephone: (910) 678-8566
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: None

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/17/19

SCHOOL-AGE EDUCATION (A55440)
Effective: Fall 2020
Revised: 12/17/19

Length: 5 Semesters
Prerequisite: High School Diploma & Algebra I, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
EDU131	Child, Family, & Community	3	0	0	3
EDU144	Child Development I	3	0	0	3
EDU145	Child Development II	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		---	---	---	---
	Totals	**15**	**0**	**0**	**16**

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU163	Classroom Mgmt & Instruct	3	0	0	3
EDU221	Children w/ Exceptionalities	3	0	0	3
MAT110	Math Measurement & Literacy	2	2	0	3
or					
MAT143	Quantitative Literacy	2	2	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Major Elective	3	0	0	3
		---	---	---	---
	Totals	**14**	**2**	**0**	**15**

Summer Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	6	0	0	6
		---	---	---	---
	Totals	**6**	**0**	**0**	**6**

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
EDU216	Foundations of Education	3	0	0	3
EDU235	School-Age Develop & Prog	3	0	0	3
EDU243	Learning Theory	3	0	0	3
	Major Elective	4	0	0	4
		---	---	---	---
	Totals	**16**	**0**	**0**	**16**

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU250	Teacher Licensure Preparation	3	0	0	3
EDU271	Educational Technology	2	2	0	3
EDU285	Internship Exp-School Age	1	9	0	4
EDU289	Adv Issues/School Age	2	0	0	2
		---	---	---	---
	Totals	**8**	**11**	**0**	**12**

TOTAL REQUIRED CREDITS.... 65

Work-Based Learning 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 2020
Revised: 12/17/19

Length: 5 Semesters
Prerequisite: High School Diploma & Algebra I, Placement Test Equivalent
Award: Diploma

Fall Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
EDU131	Child, Family, & Community	3	0	0	3
EDU144	Child Development I	3	0	0	3
EDU145	Child Development II	3	0	0	3
		---	---	---	---
	Totals	**9**	**0**	**0**	**10**

Spring Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU163	Classroom Mgmt and Instruct	3	0	0	3
EDU221	Children w/ Exceptionalities	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
		---	---	---	---
	Totals	**9**	**0**	**0**	**9**

Summer Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ENG111	Writing and Inquiry	3	0	0	3
		---	---	---	---
	Totals	**3**	**0**	**0**	**3**

Fall Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU216	Foundations of Education	3	0	0	3
EDU235	School-Age Develop & Prog	3	0	0	3
EDU275	Effective Teach Train	2	0	0	2
		---	---	---	---
	Totals	**8**	**0**	**0**	**8**

Spring Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU271	Educational Technology	2	2	0	3
EDU285	Internship Exp-School Age	1	9	0	4
		---	---	---	---
	Totals	**3**	**11**	**0**	**7**

TOTAL REQUIRED CREDITS.... 37

Work-Based Learning Option: NA

*Prospective childcare providers must furnish criminal record history, a health card, and physical examination prior to employment in childcare.

SCHOOL-AGE EDUCATION/
SPECIAL EDUCATION CERTIFICATE (C55440C2)
Effective Fall 2020
Revised: 12/17/19

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
*EDU144	Child Development I	3	0	0	3
*EDU145	Child Development II	3	0	0	3
**EDU221	Children w/ Exceptionalities	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

Spring Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU220	Prog Poli in Early Interv	3	0	0	3
EDU247	Sensory & Physical Disab	3	0	0	3
EDU248	Developmental Delays	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

*Prospective childcare providers must furnish criminal record history, a health card, and physical examination prior to employment in childcare.

***1st 8 week **2nd 8 week**

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, Placement Test Equivalent

Diploma: 3D Modeling and 3D Printing Diploma (D25450D1)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: SGD Basics Certificate (C25450C1)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Interactive 3D Certificate (C25450C2)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: SG Programming Certificate (C25450C3)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: SG Design Fundamentals Certificate (C25450C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: 3D Printing Certificate (C25450C5)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: 3D Animation Certificate (C25450C6)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Concept Art Certificate (C25450C7)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: SGD Basics Certificate (C25450H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: 3D Animation Certificate (C25450H2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Stephen Umland
Telephone Number: (910) 678-9792
Office Location: ATC 113D
Email: **umlands@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/13/19

SIMULATION AND GAME DEVELOPMENT (A25450)

Effective: Fall 2020
Revised: 12/13/19

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
SGD111	Introduction to SGD	2	3	0	3
SGD112	SGD Design I	2	3	0	3
SGD113	SGD Programming	2	3	0	3
SGD114	3D Modeling	2	3	0	3
	Totals	**11**	**12**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD116	Graphic Design Tools	2	2	0	3
SGD117	Art for Games	2	3	0	3
or					
TDP110	Introduction to 3D Printing	2	3	0	3
SGD162	SG 3D Animation	2	3	0	3
SGD174	SG Level Design	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**11**	**11**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
	Major Elective	2	3	0	3
	Totals	**5**	**3**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD172	Virtual SG Environments	2	3	0	3
SGD212	SGD Design II	2	3	0	3
SGD214	3D Modeling II	2	3	0	3
SGD262	SGD 3D Animation II	2	3	0	3
	Math Elective	2	2	0	3
	Totals	**10**	**14**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD158	SGD Business Management	3	0	0	3
SGD274	SG Level Design II	2	3	0	316+
SGD288	SGD Portfolio Design	1	2	0	2
SGD289	SGD Project	2	3	0	3
	Social/Behav Science Elect	3	0	0	3
	Totals	**11**	**8**	**0**	**14**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson. See your advisor for assistance in selecting courses.

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

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. See your advisor for assistance in selecting courses.

SIMULATION AND GAME DEVELOPMENT/ 3D MODELING AND 3D PRINTING DIPLOMA (D25450D1)

Effective: Fall 2020
Revised: 12/13/19

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
SGD114	3D Modeling	2	3	0	3
TDP110	Introduction to 3D Printing	2	3	0	3
	Math Elective	2	2	0	3
	Totals	**9**	**8**	**0**	**12**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ART120	3D Printing for the Artist	2	3	0	3
SGD116	Graphic Design Tools	2	2	0	3
TDP140	Precision 3D Printing	2	3	0	3
	Major Elective	2	3	0	3
	Totals	**8**	**11**	**0**	**12**

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD172	Virtual SG Environments	2	3	0	3
SGD214	3D Modeling II	2	3	0	3

TDP289	TDP Project	2	3	0	3
	Major Elective	2	3	0	3
	Totals	**8**	**12**	**0**	**12**

TOTAL REQUIRED CREDITS.... 36

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

SIMULATION AND GAME DEVELOPMENT/ SGD BASICS CERTIFICATE (C25450C1)

Effective: Fall 2020
Revised: 12/13/19

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: 1 Semester
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD111	Introduction to SGD	2	3	0	3
SGD112	SGD Design	2	3	0	3
SGD113	SGD Programming	2	3	0	3
SGD114	3D Modeling	2	3	0	3
	Totals	**8**	**12**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/ INTERACTIVE 3D CERTIFICATE (C25450C2)

Effective: Fall 2020
Revised: 12/13/19

Students learn the basics Interactive 3D. They are taught the principles of 3D modeling, Drafting, and programming. They are introduced to 2Dand 3D editing software, and programming tools.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD114	3D Modeling	2	3	0	3
SGD117	Art for Games	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD116	Graphic Design Tools	2	2	0	3
SGD162	SG 3D Animation	2	3	0	3
	Totals	**4**	**5**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD172	Virtual SG Environments	2	3	0	3
SGD214	3D Modeling II	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/ SG PROGRAMMING CERTIFICATE (C25450C3)

Effective: Fall 2020
Revised: 12/13/19

Students learn the basics of simulation programming. They are taught the principles of script languages, databases, and object-oriented programming. They are also introduced to Mobile or PC Game App programming.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD113	SGD Programming	2	3	0	3
SGD174	Sg Level Design	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD168	Mobile SG Programming I	2	3	0	3
SGD213	SGD Programming II	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/ SG DESIGN FUNDAMENTALS CERTIFICATE (C25450C4)

Effective: Fall 2020
Revised: 12/13/19

Students learn simulation design principles and techniques. They are taught level design, audio design, and video design. They are introduced to level indicators and game engines.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD111	Introduction to SGD	2	3	0	3
SGD112	SGD Design	2	3	0	3
SGD114	3D Modeling	2	3	0	3
	Totals	**6**	**9**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD158	SGD Business Management	3	0	0	3
SGD162	SG 3D Animation	2	3	0	3
SGD174	SG Level Design	2	3	0	3
	Totals	**7**	**6**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/ 3D PRINTING CERTIFICATE (C25450C5)

Effective: Fall 2020
Revised: 12/13/19

Students learn the basics of 3D Modeling and texturing. Students apply 3D digital art and modeling to 3D, and gain experience with 3D printers.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD114	3D Modeling	2	3	0	3
TDP110	Introduction to 3D Printing	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ART120	3D Printing for the Artist	2	3	0	3
SGD116	Graphic Design Tools	2	2	0	3
TDP140	Precision 3D Printing	2	3	0	3
	Totals	**6**	**8**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
TDP289	TDP Project	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/ 3D ANIMATION CERTIFICATE (C25450C6)

Effective: Fall 2020
Revised: 12/13/19

Students learn the basics of 3d modeling and animation. They are introduced to texturing and advanced animation techniques such as motion capture, weighting, and rigging..

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD114	3D Modeling	2	3	0	3
SGD116	Graphic Design Tools	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD162	SG 3D Animation	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD262	SG 3D Animation II	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/ CONCEPT ART CERTIFICATE (C25450C7)

Effective: Fall 2020
Revised: 12/13/19

Students learn the basics of 2D drawing, illustration, and 3D modeling. They use these skills to learn concept art creation for the gaming and other entertainment industries.

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD121	Drawing Fundamentals I	1	3	0	2
SGD113	SGD Programming	2	3	0	3
SGD114	3D Modeling	2	3	0	3
	Totals	**5**	**9**	**0**	**8**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD131	Illustration I	1	3	0	2

SGD117	Art for Games	2	3	0	3
	Totals	**3**	**6**	**0**	**5**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
GRD132	Illustration II	1	3	0	2
SGD239	SGD Tech Art	2	3	0	3
	Totals	**3**	**6**	**0**	**5**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

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: Speech-Language Pathology Assistant (A45730)
Length of Program: 5 Semesters
Prerequisite: MAT-003 & 1 Unit of Biology, Placement Test Equivalent

Diplomas: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
Length of Program:
Prerequisite:

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Charisse Gainey
Telephone Number: (910) 678-8492
Office Location: Advanced Technology Center, Room 154F
Email: **gaineyc@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 12/16/19

SPEECH LANGUAGE PATHOLOGY ASSISTANT (A45730)
Effective: Fall 2020
Revised: 12/16/19

Length: 5 Semesters
Prerequisites: MAT-003 & 1 Unit of Biology, Placement Test Equivalent
Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anatomy & Physiology	4	2	0	5
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
SLP111	Ethics & Standards for SLPAs	3	0	0	3
SLP140	Normal Communication	3	0	0	3
	Totals	**16**	**2**	**0**	**17**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Interpersonal Communication	3	0	0	3
COM231	Public Speaking	3	0	0	3
PSY241	Developmental Psychology	3	0	0	3
SLP112	SLPA Anatomy & Physiology	3	0	0	3
SLP120	SLPA Admin. Proced. & Mgt.	2	0	0	2
SLP130	Phonetics & Speech Patterns	2	2	0	3
	Totals	**16**	**2**	**0**	**17**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT143	Quantitative Literacy	2	2	0	3
PSY265	Behavior Modification	3	0	0	3
	Totals	5	**2**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ASL111	Elementary ASL I	3	0	0	3
SLP211	Developmental Disorders	3	2	0	4

SLP212	Acquired Disorders	3	2	3	5
SLP215	Treatment Intervention	3	2	0	4
	Totals	**12**	**6**	**3**	**16**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SLP220	Assistive Technology	1	2	0	2
SLP230	SLPA Fieldwork	0	0	12	4
SLP231	SLPA Fieldwork Seminar	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**7**	**2**	**12**	**12**

TOTAL REQUIRED CREDITS.... 68

Work-Based Learning 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.

SUPPLY CHAIN MANAGEMENT A25620

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of good s from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Awards

Associate Degree: Distribution Management (A25620D)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Global Logistics Technology (A25620G)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Trucking Operations Management (A25620T)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Logistics and Distribution Management Certificate (C25620C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Trucking Logistics Foundations Management Certificate (C25620C2)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Logistics and Distribution Management Foundations Certificate (C25620H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Luesena Michelle Carroll
Telephone Number: (910) 678-8444
Office Location: Cumberland Hall, Room 348E
Email: **carrollu@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 02/07/18

SUPPLY CHAIN MANAGEMENT/
DISTRIBUTION MANAGEMENT (A25620D)
Effective: Fall 2018
Revised: 02/07/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1

LOG110	Introduction to Logistics	3	0	0	3
LOG120	Global Logistics	3	0	0	3
OMT156	Problem-Solving Skills	3	0	0	3
	Computer App Elective	1	2	0	2
	Totals	**10**	**2**	**0**	**12**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS130	Spreadsheet	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
LOG211	Distribution Management	2	2	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**12**	**6**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
	Communications Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ECO251	Principles of Microeconomics	3	0	0	3
INT110	International Business	3	0	0	3
LOG210	Fleet Management	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
LOG220	Logistics Management	3	0	0	3
LOG230	Transportation Management	3	2	0	3
	Soc/Behav Science Elective	3	0	0	3
	Major Elective	5	0	0	5
	Totals	**16**	**2**	**0**	**16**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work Based Learning Coordinator and the Department Chairperson.

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

SUPPLY CHAIN MANAGEMENT/ GLOBAL LOGISTICS TECHNOLOGY (A25620G)

Effective: Fall 2018
Revised: 02/07/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
LOG110	Introduction to Logistics	3	0	0	3
LOG125	Transportation Logistics	3	0	0	3
OMT156	Problem-Solving Skills	3	0	0	3
	Computer App Elective	1	2	0	2
	Totals	**10**	**2**	**0**	**12**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS130	Spreadsheet	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
LOG215	Supply Chain Management	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
	Communications Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ECO251	Principles of Microeconomics	3	0	0	3
INT110	International Business	3	0	0	3
LOG240	Purchasing Logistics	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
LOG235	Import/Export Management	3	0	0	3
LOG250	Advanced Global Logistics	3	2	0	4
	Soc/Behav Science Elective	3	0	0	3
	Major Elective	4	0	0	4
	Totals	**16**	**2**	**0**	**17**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work Based Learning Coordinator and the Department Chairperson.

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

SUPPLY CHAIN MANAGEMENT/ TRUCK OPERATIONS MANAGEMENT (A25620T)

Effective: Fall 2018
Revised: 02/07/18

Length: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
LOG110	Introduction to Logistics	3	0	0	3
LOG125	Transportation Logistics	3	0	0	3
OMT156	Problem-Solving Skills	3	0	0	3
	Computer App Elective	1	2	0	2
	Totals	**10**	**2**	**0**	**12**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Management	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
	Communications Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
ECO251	Principles of Microeconomics	3	0	0	3
INT110	International Business	3	0	0	3
LOG210	Fleet Management	3	0	0	3
or					
TOM120	Introduction to Trucking	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
TOM130	Fleet Maintenance	3	0	0	3
TOM250	Operations of Trucking I	3	0	0	3
	Soc/Behav Science Elective	3	0	0	3
	Major Elective	4	0	0	5
	Totals	**16**	**0**	**0**	**17**

TOTAL REQUIRED CREDITS.... 66

Work-Based Learning Option: Qualified students may elect to take up to three (3) credit hours of Work-Based Learning in lieu of a Major elective provided they acquire approval from the Work Based Learning Coordinator and the Department Chairperson.

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

SUPPLY CHAIN MANAGEMENT/ LOGISTICS AND DISTRIBUTION MANAGEMENT CERTIFICATE (C25620C1)

Effective: Fall 2018
Revised: 02/07/18

The Logistics and Distribution Principles Certificate introduces the concepts of logistics and distribution. The management of resources and processes used to deliver a product from raw materials to the end use consumer has become more complex both in domestic and international operations. Individuals in this field work in a multitude of positions in distribution, transportation, warehousing, supply chain, and manufacturing organizations.

Course work includes logistics, transportation, supply chain operations, and distribution. Credit obtained in these courses transfers directly into the FTCC Associate Degree in Supply Chain Management program.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
INT110	International Business	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
LOG125	Transportation Logistics	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
LOG211	Distribution Management	2	2	0	3
LOG215	Supply Chain Management	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

SUPPLY CHAIN MANAGEMENT/
TRUCKING LOGISTICS FOUNDATION CERTIFICATE
(C25620C2)
Effective: Fall 2018
Revised: 02/07/18

The Trucking Logistics Foundation Certificate introduces the concepts of trucking operations. The management of trucking operations focuses on basic trucking management principles to include modes of transportation, dispatch functions, customer service, industry technology, human resources, driver requirements, safety functions, regulatory requirements, freight brokerage and routing.

Individuals in this field work in a multitude of positions in distribution, transportation, warehousing, trucking, supply chain, and manufacturing organizations.

Course work includes logistics, transportation, supply chain operations. Credit obtained in these courses transfers directly into the FTCC Associate Degree in Supply Chain Management program.

Length: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
LOG110	Introduction to Logistics	3	0	0	3
LOG125	Transportation Logistics	3	0	0	3
TOM120	Introduction to Trucking	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
INT110	International Business	3	0	0	3
TOM250	Operations of Trucking I	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

SURGICAL FIRST ASSISTANT C45870

The Surgical First Assistant curriculum is designed to prepare qualified Surgical Technologists and other surgical professionals with the educational preparation necessary to assume the role of the Surgical First Assistant during operative and other invasive procedures.

Students will learn to apply didactic knowledge to the care of the surgical patient and provide assistance in exposure, hemostasis, and other technical functions that will assist the surgeon in performing a safe operation with optimal results for the patient.

Graduates of an accredited Commission on Accreditation of Allied Health Education Program (CAAHEP) program may be eligible to test with one of the following organizations: National Board of Surgical Technology and Surgical Assisting (NBSTSA), National Surgical Assistant Association (NSAA) and the American Board of Surgical Assisting (ABSA). Employment opportunities include hospitals, clinics, educational institutions, and self-employment.

Note: Programmatic accreditation pending

Awards

Associate Degree: N/A
Length of Program:
Prerequisite:

Diploma: N/A
Length of Program:
Prerequisite:

Certificate: Surgical First Assistant Certificate (C45870)
Length of Program: 3 Semester
Prerequisite: Associate Degree; National Board of Surgical Technology and Surgical Assisting (NBSTSA) certified in Surgical Technology; 3 years' experience as a CST

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

Programmatic Accreditation: Accredited by:
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262, ARCSTSA Website.

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756, (727) 210-2350, CAAHEP Website

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) 678-8392
FTCC Web Site: **www.faytechcc.edu**

Application Deadlines: The program is designed for a student to enter during the summer semester.

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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

SURGICAL FIRST ASSISTANT CERTIFICATE (C45870)
Effective: Fall 2020
Revised: 02/12/20

Length: 3 Semester
Prerequisite: Associate Degree; National Board of Surgical Technology and Surgical Assisting (NBSTSA) certified in Surgical Technology; 3 years' experience as a CST
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SFA200	SFA Anatomy & Pathophysiology	3	2	0	4
	Totals	**3**	**2**	**0**	**4**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SFA201	Fundamentals of SFA	3	0	0	3
SFA203	Adv Surgical Pharmacology	3	0	0	3
WBL111	Work-Based Learning I (Clinical Preceptorship I)	0	0	10	1
	Totals	**9**	**0**	**10**	**7**

Prefix No.	Title	Class	Lab	Clinical	Credit
SFA202	Surgical Patient Management	3	0	0	3
SFA204	SFA Techniques	3	0	0	3
WBL121	Work-Based Learning II (Clinical Preceptorship II)	0	0	10	1
	Totals	**6**	**0**	**10**	**7**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: Students are required to take two (2) credit hours of work-based learning, WBL-111 Work-Based Learning I (Clinical Preceptorship I) and WBL-121 Work-Based Learning II (Clinical Preceptorship II).

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

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.

Students of CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited program are required to take the national certification exam administered by the NBSTSA (National Board on Certification in Surgical Technology and Surgical Assisting) within a four week period to or after graduation. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Awards

Associate Degree: Surgical Technology (A45740)
Length of Program: 5 Semesters
Prerequisite: High School Diploma and 1 Unit of Biology

Diploma: NA
Length of Program:
Prerequisite:

Diploma: Surgical Technology AAD Bridge Program (D45740B)
Length of Program: 2 Semesters
Prerequisite: Departmental Approval, Meets Placement Requirements, Current Surgical Technologist Documented 1000 hrs. or more working experience. Documentation of having independently scrubbed on 120 cases2 letters of recommendation from former and/or current supervisors.

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

Programmatic Accreditation: Accredited by:
Accreditation Review Council on Education in
Surgical Technology and Surgical Assisting (ARC/STSA)
6 West Dry Creek Circle
Suite 110
Littleton, CO 80120
(303) 694-9262
ARCSTSA Website

Commission on Accreditation of Allied Health
Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33756
(727) 210-2350
CAAHEP Website

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) 678-8392
FTCC Web Site: **FTCC Website**

Program Coordinator: Katrina Simpson
Telephone Number: (910) 678-9786
Office Location: Health Technologies Center, Room 201-G
Email: **simpsonk@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/12/20

SURGICAL TECHNOLOGY (A45740)

Effective: Fall 2020
Revised: 02/12/20

Length: 5 Semesters
Prerequisite: 1 Unit of Biology and Placement Test Equivalent
Award: Associate Degree in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	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	Writing and Inquiry	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 1

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 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*SUR134	Surgical Procedures II	5	0	0	5
*SUR135	SUR Clinical Practice II	0	0	12	4
	Totals	**5**	**0**	**12**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
SUR211	Advanced Theoretical Concepts	2	0	0	2
SUR212	SUR Clinical Supplement	0	0	12	4
	Humanities/Elective	3	0	0	3
	Totals	**8**	**0**	**12**	**12**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
*SUR137	Prof Success Prep	1	0	0	1
SUR210	Advanced SUR Clinical Practice	0	0	6	2
	Totals	**4**	**0**	**6**	**6**

TOTAL REQUIRED CREDITS… 66

Work-Based Learning 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 AAD BRIDGE PROGRAM (D45740B)

Effective: Fall 2020
Revised: 02/12/20

The Accelerated Alternate Delivery (AAD) Program was developed to assist non-certified currently practicing Surgical Technologists obtain the educational background required to sit for the Certification Examination with the NBSTSA (National Board of Surgical Technology and Surgical Assisting).

Surgical Technologists interested in this program must fit into one of the following categories:

1. On the job trained Surgical Technologists.
2. Formerly trained Surgical Technologists who completed their education from a non-Commission on Accreditation of the Allied Health Programs (CAAHEP) accredited program in Surgical Technology.

Students of CAAHEP (Commission on Accreditation of Allied Health Education Programs) accredited program are required to take the national certification exam administered by the NBSTSA (National Board on Certification in Surgical Technology and Surgical Assisting) within a four week period to or after graduation. 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: Departmental Approval, Meets Placement Requirements, Current Surgical Technologist, Documented 1000 hours working experience as a Surgical Technologist, Documentation of having independently scrubbed on 120 surgical cases, 2 Letters of Recommendation from former and/or current supervisors.
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
ENG111	Writing and Inquiry	3	0	0	3
SUR110	**Intro to Surg 1st 8 wks	3	0	0	3
SUR111	**Periop Patient Care 2nd 8 wks	5	6	0	7
	Totals	**15**	**8**	**0**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	**Surgical Procedures 1st 8 wks	5	3	0	6
SUR134	**Surgical Procedures II 2nd 8 wks	5	0	0	5
	Totals	**15**	**7**	**0**	**18**

EXPERIENTIAL CREDIT

Prefix No.	Title	Class	Lab	Clinical	Credit
*SUR123	Clinical Practice I	0	0	21	7
*SUR135	Clinical Practice II	0	0	12	4
*SUR137	Prof Success Prep	1	0	0	1
	Totals	**1**	**0**	**33**	**12**

TOTAL REQUIRED CREDITS.... 48

Work-Based Learning Option: NA

**All surgical courses (SUR) are taught online.

Must be a working Surgical Technologist with 1000 hours or more of work experience. Documented scrub on 120 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.

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, Placement Test Equivalent

Certificate: Basic Welding Technology Certificate (C50420C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Basic Welding Technology Certificate (C50420H1)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Work-Based Learning Requirements/Opportunities: For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:
Curriculum Chairperson: Steven Scott
Telephone Number: (910) 678-8460
Office Location: Lafayette Hall, Room 148A
Email: **scotts@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/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 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

Child Care Financial Assistance Information:
See Child Care Associate, Early Childhood Center, Room 210, Telephone: (910) 678-8486

Revised: 02/03/20

WELDING TECHNOLOGY (D50420)

Effective: Fall 2020
Revised: 02/03/20

Length: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Work	Credit
ACA120	Career Assessment	1	0	0	1
PSY118	Interpersonal Psychology	3	0	0	3
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
WLD131	GTAW (Tig) Plate	2	6	0	4
WLD141	Symbols & Specifications	2	2	0	3
	Totals	**10**	**18**	**0**	**18**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work	Credit
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD132	GTAW (Tig) Plate/Pipe	1	6	0	3
	Totals	**8**	**21**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Work	Credit
WLD151	Fabrication I	2	6	0	4
WLD261	Certification Practices	1	3	0	2
or					
WBL112	Work-Based Learning I	0	0	20	2
	Totals	**3**	**9**	**0**	**6**

TOTAL REQUIRED CREDITS..... 39

Work-Based Learning Option: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of WLD-261 provided they acquire approval from the Work-Based Learning Coordinator and the Department Chairperson.

***ENG-101 will not transfer to Associate Degree program.**

WELDING TECHNOLOGY/ BASIC WELDING TECHNOLOGY CERTIFICATE (C50420C1)

Evening/Weekend Program
Effective: Fall 2020
Revised: 02/03/20

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, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
	Totals	**4**	**12**	**0**	**8**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD131	GTAW (TIG) Plate	2	6	0	4
	Totals	**3**	**17**	**0**	**9**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

COURSE DESCRIPTIONS

ACA 111 College Student Success — CLASS HRS 1 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 1
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 — CLASS HRS 0 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 1
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 — CLASS HRS 1 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 2
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.

ACA 120 Career Assessment — CLASS HRS 1 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component: None
This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

ACA 122 College Transfer Success — CLASS HRS 0 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ACC 111 Financial Accounting — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take DMA-025, DMA-030 or MAT-003 Tier 1
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 — CLASS HRS 3 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: Take DMA-025, DMA-030 or MAT-003 Tier 1
Corequisites: None
Component: None
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 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.

ACC 121 Prin of Managerial Acct — CLASS HRS 3 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: Take ACC 120
Corequisites: None
Component: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA 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.

ACC 129 Individual Income Taxes — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: TakeDMA-025, DMA-030 or MAT-003 Tier 1
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 — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take 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 132 NC Business Taxes — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take ACC-111 or ACC-120
Corequisites: None
Component: None
This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes.

ACC 140 Payroll Accounting — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take ACC 115 or ACC 120.
Corequisites: None
Component: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. This course is also available through the Virtual Learning Community (VLC).

ACC 149 Intro to Acc Spreadsheets — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take One: ACC-115 or ACC-120
Corequisites: None
Component: None
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150 Acct Software Appl — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take 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 accurately solve accounting problems.

ACC 151 Acct Spreadsheet Appl — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take ACC 149
Corequisites: None
Component: None
This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. 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 180 Practices in Bookkeeping — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ACC 120
Corequisites: None
Component:
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

ACC 220 Intermediate Accounting I — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take ACC 120
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 — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ACC 121
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 240 Governmental & Not-for-Profit Accounting — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 269 Audit & Assurance Servcs — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 Intro to Refrigeration — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 5
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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 2, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take AHR 110
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 113 Comfort Cooling — CLASS HRS 2, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 4
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 — CLASS HRS 2, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take AHR 110 and 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take AHR 110, AHR 112, AHR-114, and 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take AHR 110, AHR 111, and AHR 113
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 analyis 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 — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, and AHR 130
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 160 Refrigerant Certification — CLASS HRS 1, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 1
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 — CLASS HRS 1, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component:
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211 Residential System Design — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, and AHR 130
Corequisites: None
Component: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take AHR 110, AHR 111, AHR 112, AHR 113,AHR 114, AHR 130, and AHR 151
Corequisites: None
Component: None
This course covers water-cooled comfort systems, water-source/ geothermal heat pumps, and high efficiency heat pump systems

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 213 HVACR Building Code **1** **2** **0** **2**
Prerequisites: None
Corequisites: None
Component: None
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

AHR 215 Commercial HVAC Controls **1** **3** **0** **2**
Prerequisites: Take AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, and AHR 130
Corequisites: None
Component: None
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR 240 Hydronic Heating **1** **3** **0** **2**
Prerequisites: Take AHR 110, AHR 111, AHR 112, AHR 114, and AHR 130
Corequisites: None
Component: None
This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems

AHR 245 Chiller Systems **1** **3** **0** **2**
Prerequisites: Take AHR 110, AHR 111, AHR 112, AHR 113, AHR 114, and AHR 130
Corequisites: None
Component: None
This course introduces the fundamentals 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 **0** **4** **0** **2**
Prerequisites: AHR 133
Corequisites: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ANT 210 General Anthropology **3** **0** **0** **3**
Prerequisites: Take ENG-111
Corequisites: None
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ANT 220 Cultural Anthropology **3** **0** **0** **3**
Prerequisites: Take 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ANT 221 Comparative Cultures **3** **0** **0** **3**
Prerequisites: Take 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ANT 230 Physical Anthropology **3** **0** **0** **3**
Prerequisites: Take 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 for transfer under the CAA as a general education coure in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ANT 240 Archaeology 3 0 0 3
Prerequisites: Take 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ARA 181 Arabic Lab I 0 2 0 1
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.

ARA 182 Arabic Lab II 0 2 0 1
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 premajor and/or elective course requirement.

ARC 111 Introduction to Architectural Technology 1 6 0 3
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 Constr Matls & Methods 3 2 0 4
Prerequisites: None
Corequisites: None
Component: None
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ARC 113 Residential Architectural Tech 1 6 0 3
Prerequisites: Take ARC 111
Corequisites: Take 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 a set of residential working drawings that are within accepted architectural standards.

ARC 114 Architectural CAD 1 3 0 2
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 architectural drawings to scale within accepted architectural standards.

ARC 114A Architectural CAD Lab 0 3 0 1
Prerequisites: None
Corequisites: Take 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 2 2 0 3
Prerequisites: Take 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 132 Specifications & Contracts 2 0 0 2
Prerequisites: Take ARC 112
Corequisites: None
Component: None
This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.

ARC 210 Intro to Sustain Design 1 3 0 2
Prerequisites: Take 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 1 6 0 3
Prerequisites: Take ARC 111
Corequisites: Take ARC 112
Component: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ARC 213 Design Project 2 6 0 4
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 221 Architectural 3-D CAD 1 4 0 3
Prerequisites: Take 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 225 Architectural BIM I 1 3 0 2
Prerequisites: None
Corequisites: None
Component:
This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include basic parametric modeling, creating new types and families of components, and using 3D models to create design drawings. Upon competition, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

ARC 225A Architectural BIM I Lab 0 3 0 1
Prerequisites:
Corequisites: Take ARC-225
Component:
This course provides a laboratory setting to enhance architectural BIM skills. Emphasis is placed on further development of basic parametric modeling, creating new types and families of components. Upon competition, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

ARC 226 Architectural BIM II 1 3 0 2
Prerequisites: Take ARC-225
Corequisites: None
Component:
This course covers advanced concepts of Building Information Modeling (BIM) including complex drawing generation and inter-disciplinary collaboration. Topics include advanced parametric modeling and model analysis, inter-disciplinary coordination, design web format models, material take-off, schedules, and rendering. Upon completion, students should be able to apply BIM software to create full 3D project models and convert them to scaled working or presentation drawings.

ARC 226A Architectural BIM II Lab 3 0 0 3
Prerequisites: Take ARC-225
Corequisites: Take ARC-226
Component:
This course provides a laboratory setting to enhance advanced architectural BIM skills. Emphasis is placed on further development of advanced parametric modeling and model analysis, inter-disciplinary coordination, design web format models, material take-off, schedules, and rendering. Upon completion, students should be able to apply BIM software to create full 3D project models and convert them to scaled working or presentation drawings.

ARC 230 Environmental Systems 3 3 0 4
Prerequisites: Take ARC 111 and MAT 121 or MAT 171
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

ARC 231 Architectural Presentations 2 4 0 4
Prerequisites: Take 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 2 3 0 3
Prerequisites: Take 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 2 2 0 3
Prerequisites: Take 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 3 0 0 3
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 1 2 0 2
Prerequisites: Take 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.

ART 111 Art Appreciation 3 0 0 3
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 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. This is a Universal General E

ART 113 Art Methods and Materials — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
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 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.

ART 114 Art History Survey I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ART 115 Art History Survey II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 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. This is a Universal General Ed

ART 116 Survey of American Art — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

ART 117 Non-Western Art History — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

ART 120 3D Printing for the Artist — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take TDP 110
Corequisites: None
Component:
This course provides an introduction to three-dimensional design principles using the basic techniques surrounding 3D Printing. Emphasis is placed on creating expressive works using 3D printing. Upon completion, students should be able to demonstrate an understanding of three-dimensional design as well as demonstrate an ability to create and print an advanced creative project.

ART 122 Three-Dimensional Design — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 131 Drawing I — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 3
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 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.

ART 132 Drawing II — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

ART 135 Figure Drawing I — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

ART 171 Digital Design I — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements

of design to create artwork using digital means. 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.

ART 212 Gallery Assistantship I 0 2 0 1
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 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.

ART 213 Gallery Assistantship II 0 2 0 1
Prerequisites: Take 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 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.

ART 240 Painting I 0 6 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved 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.

ART 241 Painting II 0 6 0 3
Prerequisites: Take ART 240
Corequisites: None
Component: None
his course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 244 Watercolor 0 6 0 3
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 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.

ART 250 Surface Design: Textiles 0 6 0 3
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 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.

ART 260 Photography Appreciation 3 0 0 3
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 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.

ART 264 Digital Photography I 0 6 0 3
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 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.

ART 265 Digital Photography II 1 4 0 3
Prerequisites: Take 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 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.

ART 275 Intro to Commercial Art 0 6 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ART 281 Sculpture I 0 6 0 3
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 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.

ART 282 Sculpture II 0 6 0 3
Prerequisites: Take 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 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.

ART 283 Ceramics I 0 6 0 3
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 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.

ART 284 Ceramics II 0 6 0 3
Prerequisites: Take 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 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.

ART 288 Studio 0 6 0 3
Prerequisites: None
Corequisites: None
Component: None
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ASL 111 Elementary ASL I 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 112 Elementary ASL II 3 0 0 3
Prerequisites: Take ASL 111
Corequisites: None
Component: None
This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 181 ASL Lab 1 0 2 0 1
Prerequisites: None
Corequisites: None
Component: None
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 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.

ASL 182 ASL Lab 2 0 2 0 1
Prerequisites: Take ASL 181
Corequisites: None
Component: None
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 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.

ASL 211 Intermediate ASL I 3 0 0 3
Prerequisites: Take ASL 112
Corequisites: None
Component: None
This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ASL 212 Intermediate ASL II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ASL 211
Corequisites: None
Component: None
This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/ Fine Arts.

ASL 281 ASL Lab 3 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take ASL 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills study of and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ASL 282 ASL Lab 4 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take ASL 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

AST 111 Descriptive Astronomy — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

AST 111A Descriptive Astronomy Lab — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: Take AST 111
Component: None
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

AST 151 General Astronomy I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

AST 151A General Astronomy I Lab — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

AST 152 General Astronomy II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take AST 151
Corequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

AST 152A General Astronomy II Lab — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take AST 151
Corequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

ATR 211 Robot Programming — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ELN-249, ELN-260, and CSC-233 or CSC-245
Corequisites: None
Component: None
This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR 212 Industrial Robots — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

ATT 140 Emerging Transp Tech — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies.

AUB 111 Painting & Refinishing I — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: Take DMA-010, DMA-020, and DMA-030 or DMA-025 or MAT-003 Tier 1
Corequisites: None
Component: None
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: Take 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 refinish problems.

AUB 114 Special Finishes — CLASS HRS 1 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: Take 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 — CLASS HRS 1 | LAB HRS 4 | CLINIC HRS 0 | CREDIT HRS 3
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 — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: Take 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 — CLASS HRS 2 | LAB HRS 4 | CLINIC HRS 0 | CREDIT HRS 4
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 — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: Take 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 136 Plastics & Adhesives — CLASS HRS 1 | LAB HRS 4 | CLINIC HRS 0 | CREDIT HRS 3
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 — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
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 — CLASS HRS 1 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 2
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.

AUC 285 Auto Custom Design Proj — CLASS HRS 1 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides the opportunity to design and construct an instructor-approved project. Emphasis is placed on selection, proposal, design construction, testing, and documentation of the approved project.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Upon completion, students should be able to present and demonstrate an operational project.

AUM 111 Managing Automotive Org 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course will cover the principles and procedures involved in managing an automotive facility. Emphasis is placed on record maintenance, facility layout, technical service training, personnel management, parts management, and computer-based shop management systems. Upon completion, students should be able to demonstrate procedures used in the day-to-day operations of an automotive facility.

AUM 112 Emerging Trends-Auto Ind 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course will cover emerging trends in the automotive industry. Topics will include an overview of management styles, manufacturing processes, technological advances, and current and future trends affecting the automotive industry. Upon completion, students should be able to discuss and analyze the current and future trends affecting the automotive industry.

AUT 113 Automotive Servicing 1 0 6 0 2
Prerequisites: None
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 116 Engine Repair 2 3 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1
Corequisites: Take AUT-116A
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 0 3 0 1
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalency
Corequisites: Take 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 2 3 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take 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 0 3 0 1
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take 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 151 Brake Systems 2 3 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take AUT 151A
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 0 3 0 1
Prerequisites: Take DRE-097 or ENG-002 Tier or Placement Test Equivalent
Corequisites: Take AUT 151
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, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 163 Adv Auto Electricity 2 3 0 3
Prerequisites: Take TRN 120
Corequisites: None
Component: None
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A Adv Auto Electricity Lab 0 3 0 1
Prerequisites: Take TRN 120
Corequisites: Take AUT 163
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

AUT 181 Engine Performance 1 2 3 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take AUT 181A
Component: None
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 0 3 0 1
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take AUT 181
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 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 2 6 0 4
Prerequisites: Take AUT 181
Corequisites: None
Component: None
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 221 Auto Transm/Transaxles 2 3 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take AUT 221A
Component: None
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 0 3 0 1
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take AUT 221
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 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 2 3 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take AUT 231A
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

AUT 231A Man Trans/Ax/Drtrains Lab 0 3 0 1
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: Take AUT 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 2 2 0 3
Prerequisites: Take DRE-097 or Placement Test Credit Equivalent.
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 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
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 143 Financial Planning 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

BIO 092 Basics of Cell Biology 3 2 0 4
Prerequisites: None
Corequisites: Take DRE-097 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 biology courses.

BIO 110 Principles of Biology 3 3 0 4
Prerequisites: Take DRE-098 or ENG-002 Tier 2 or Placement Test Equivalent
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, evolution, ecology, diversity, and other

related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Tra

BIO 111 General Biology I 3 3 0 4
Prerequisites: Take DRE-098 or ENG-002 Tier 2 or Placement Test Equivalent
Corequisites: None
Component: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Tr

BIO 112 General Biology II 3 3 0 4
Prerequisites: Take BIO 111
Corequisites: None
Component: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education T

BIO 120 Introductory Botany 3 3 0 4
Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 130 Introductory Zoology 3 3 0 4
Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 140 Environmental Biology 3 0 0 3
Prerequisites: None
Corequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 140A Environmental Biology Lab 0 3 0 1
Prerequisites: None
Corequisites: Take BIO 140
Component: None
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

BIO 143 Field Biology Minicourse 1 2 0 2
Prerequisites: None
Corequisites: None
Component: None
This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. This course has been approved for transfer under the CAA 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.

BIO 145 Ecology 3 3 0 4
Prerequisites: Take One: BIO-110 or BIO-111
Corequisites: None
Component: None
This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. This course has been approved 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.

BIO 146 Regional Natural History 3 3 0 4
Prerequisites: None
Corequisites: None
Component: None
This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is placed on geology, climate, forest systems, watersheds, water resources, and fish and wildlife resources of the region. Upon completion, students should be able to demonstrate comprehension of the natural history and the integration of the natural resources of the region. 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.

BIO 150 Genetics in Human Affairs — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take BIO 110 or BIO 111
Corequisites: None
Component: None
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. This course has been approved for transfer under the CAA 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.

BIO 155 Nutrition — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as wellas nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA 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.

BIO 161 Intro to Human Biology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 4, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take DRE-098 or ENG-002 Tier 2 or Placement Test Equivalent
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 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.

BIO 165 Anatomy and Physiology I — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 4
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 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.

BIO 166 Anatomy and Physiology II — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take 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 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.

BIO 168 Anatomy and Physiology I — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take DRE-098 or ENG-002 Tier 2 or Placement Test Equivalent
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 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.

BIO 169 Anatomy and Physiology II — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take 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 matabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BIO 175 General Microbiology — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
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 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.

BIO 180 Biological Chemistry — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
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 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.

BIO 230 Entomology 3 3 0 4
Prerequisites: Take 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 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.

BIO 243 Marine Biology 3 3 0 4
Prerequisites: Take BIO-110 or BIO-111
Corequisites: None
Component: None
This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. This course has been approved 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.

BIO 250 Genetics 3 3 0 4
Prerequisites: Take 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 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.

BIO 275 Microbiology 3 3 0 4
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 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.

BPA 150 Artisan & Specialty Bread 1 6 0 4
Prerequisites: Take CUL-110 and CUL-160
Corequisites: None
Component:
This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

BPA 210 Cake Design & Decorating 1 4 0 3
Prerequisites: Take CUL-110 and CUL-160
Corequisites: None
Component:
This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.

BPA 240 Plated Desserts 1 4 0 3
Prerequisites: Take All: CUL-110 and CUL-160
Corequisites: None
Component:
This course provides a study in the elements and principles of design as they relate to plated desserts. Topics include plate composition, portioning, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques.

BPR 111 Print Reading 1 2 0 2
Prerequisites: None
Corequisites: None
Component:
This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

BPR 115 Elc/Fluid Power Diagrams 1 2 0 2
Prerequisites: None
Corequisites: None
Component:
This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry.

BPR 130 Blueprint Reading-Construction 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BUS 110 Introduction to Business — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 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.

BUS 115 Business Law I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

BUS 116 Business Law II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take BUS 115
Corequisites: None
Component: None
This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

BUS 121 Business Math — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: TakeDMA-025, DMA-030 or MAT-003 Tier 1
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.

BUS 125 Personal Finance — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DMA-025, DMA-030 or MAT-003 Tier 1
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 HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 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.

BUS 139 Entrepreneurship I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
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 147 Business Insurance — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 148 Survey of Real Estate — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces real estate principles and practices. Topics include real estate finance, real estate law, brokerage, land use planning, property management, and valuation. Upon completion, students should be able to explain basic procedures involved in the lease, purchase, and sale of real property.

BUS 153 Human Resource Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

BUS 173 Procurement Management 3 0 0 3
Prerequisites: Take DMA-025, DMA-030 or MAT 003 Tier 1
Corequisites: None
Component: None
This course examines purchasing and materials management including function, organization, quality and quantity considerations, pricing policies, supplier selection, and ethical and legal implications. Topics include purchasing procedures, value analysis, inventory control, logistics, capital equipment, budgets, and institutional and governmental purchasing practices. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques of purchasing and materials management.

BUS 175 Contract Negotiations 3 0 0 3
Prerequisites: None
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 217 Employment Law and Regulations 3 0 0 3
Prerequisites: None
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 2 2 0 3
Prerequisites: Take ACC 120
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 2 2 0 3
Prerequisites: Take DMA 045, DMA 050, or MAT 003 Tier 2
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 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.

BUS 230 Small Business Management 3 0 0 3
Prerequisites: Take DMA 025, DMA 030, or MAT 003 Tier 1
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 3 0 0 3
Prerequisites: None
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 240 Business Ethics 3 0 0 3
Prerequisites: None
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 245 Entrepreneurship II 3 0 0 3
Prerequisites: Take BUS-139
Corequisites: None
Component:
This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

BUS 253 Leadership and Management Skills 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 255 Org Behavior in Business 3 0 0 3
Prerequisites: None
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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.

BUS 258 Compensation and Benefits — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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.

BUS 259 HRM Applications — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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.

BUS 260 Business Communication — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ENG 110 or ENG 111
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 285 Business Management Issues — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ACC 120, 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 — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 3, LAB HRS 15, CLINIC HRS 0, CREDIT HRS 8
Prerequisites: None
Corequisites: None
Component: CAR 111AB, CAR111BB
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II — CLASS HRS 3, LAB HRS 15, CLINIC HRS 0, CREDIT HRS 8
Prerequisites: A set of courses is required: CAR 111 or CAR111AA and CAR 111BB
Corequisites: None
Component: CAR 112AB, CAR112BB
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, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 Carpentry III — CLASS HRS 3, LAB HRS 9, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: A set of courses is required: CAR 111 or CAR 111AB and CAR 111BB
Corequisites: None
Component: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CAR 114 Residential Building Codes	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115 Residential Planning/ Estimating	**3**	**0**	**0**	**3**

Prerequisites: All Courses Required: BPR 130
Corequisites: None
Component: None
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.

CAR 140 Basic Carpentry	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
This course covers the basic construction of wood structures, and installation, maintenance, and repair of the many components within these structures. Topics include safe use of tools, implementation of standard practices, appropriate use of materials, and installation/repair of components such as doors, windows, roofing, and siding. Upon completion, students should be able to construct, install/repair wooden structures and components using appropriate tools, materials and standard practices from the carpentry trade.

CCT 110 Intro to Cyber Crime	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

CCT 112 Ethics & High Technology	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
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.

CCT 121 Computer Crime Invest.	**3**	**2**	**0**	**4**

Prerequisites:
Corequisites:
Component:
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 231 Technology Crimes & Law	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
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.

CCT 240 Data Recovery Techniques	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
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.

CCT 241 Advanced Data Recovery	**2**	**3**	**0**	**3**

Prerequisites: Take CCT-240
Corequisites: None
Component: None
This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation.

CCT 250 Network Vulnerabilities I	**2**	**2**	**0**	**3**

Prerequisites: Take CTI-120 or NET-110
Corequisites: None
Component: None
This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

CCT 251 Network Vulnerabilities II	**2**	**2**	**0**	**3**

Prerequisites: Take CCT-250
Corequisites: None
Component: None
This course advances students knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.

CCT 260 Mobile Phone Examination	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CCT 272 Forensic Password Recov	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving decryption. Topics include decryption of PGP key rings, private keys, EFS hard drives, and encrypted containers. Upon completion, students will be able to use the course processes and methodologies to obtain forensic evidence from encrypted files, folders, and systems.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CCT 273 Registry Forensics	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course provides unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving the Windows registry. Emphasis is placed on the processes used to locate registry artifacts, including security, SAM, software, system, and NT user data. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from a Windows registry.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CCT 285 Trends in Cyber Crime	**2**	**2**	**0**	**3**

Prerequisites: Take CCT-110
Corequisites: None
Component:
This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CEG 111 Intro to Gis and Gnss	**2**	**4**	**0**	**4**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CEG 151 Cad for Engineering Technology	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces computer-aided drafting (CAD) software. Topics include file and data management, drawing, editing, dimensioning commands, plotting, and related topics. Upon completion, students should be able to create and plot basic drawings and maps using CAD software.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CEG 210 Construction Mtls & Methods	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, identify construction equipment and applications.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CEG 211 Hydrology & Erosion Control	**2**	**3**	**0**	**3**

Prerequisites: Take MAT-121, MAT-171 or DMA-080 or DMA-065 or MAT-003 Tier 3
Corequisites: None
Component: None
This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CEG 212 Intro to Environmental Tech	**2**	**3**	**0**	**3**

Prerequisites: Take CEG-211 and EGR-250
Corequisites: None
Component: None
This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes and perform basic hydraulics and treatment computations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CEG 230 Subdivison Planning & Design	**1**	**6**	**0**	**3**

Prerequisites: Take CEG 211 and CEG 151, DFT 151, or EGR 120, and SRV 111 or CIV 215
Corequisites: None
Component: None
This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CET 111 Computer Upgrade/Repair I	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CET 211 Computer Upgrade/Repair II	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course covers concepts of repair, service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CHI 111 Elementary Chinese I	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion,

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness.

CHI 112 Elementary Chinese II 3 0 0 3
Prerequisites: Take CHI-111
Corequisites: None
Component:
This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Chinese and demonstrate further cultural awareness.

CHI 181 Chinese Lab I 0 2 0 1
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese 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 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 182 Chinese Lab II 0 2 0 1
Prerequisites: Take CHI 181
Corequisites: None
Component: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese 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 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 3 0 0 3
Prerequisites: Take CHI-112
Corequisites: None
Component:
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.

CHI 212 Intermediate Chinese II 3 0 0 3
Prerequisites: Take CHI-211
Corequisites: None
Component:
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

CHM 115 Concepts in Chemistry 3 0 0 3
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 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.

CHM 115A Concepts in Chemistry Lab 0 2 0 1
Prerequisites: None
Corequisites: Take 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 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.

CHM 130 General, Organic, & Biochemistry 3 0 0 3
Prerequisites: None
Corequisites: Take CHM 130A
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 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.

CHM 130A Genereal, Organic, & Biochemistry Lab 0 2 0 1
Prerequisites: None
Corequisites: Take 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 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.

CHM 131 Introduction to Chemistry 3 0 0 3
Prerequisites: None
Corequisites: Take CHM-131A
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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CHM 131A Introduction to Chemistry Lab	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: Take CHM 131
Component: None
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 132 Organic and Biochemistry	**3**	**3**	**0**	**4**

Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 135 Survey of Chemistry I	**3**	**2**	**0**	**4**

Prerequisites: None
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	**3**	**2**	**0**	**4**

Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

CHM 151 General Chemistry I	**3**	**3**	**0**	**4**

Prerequisites: Take MAT 161 or MAT 171
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, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Tr

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CHM 152 General Chemistry II	**3**	**3**	**0**	**4**

Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Tr

CHM 251 Organic Chemistry I	**3**	**3**	**0**	**4**

Prerequisites: Take 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 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.

CHM 252 Organic Chemistry II	**3**	**3**	**0**	**4**

Prerequisites: Take 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 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.

CHM 263 Analytical Chemistry	**3**	**4**	**0**	**5**

Prerequisites: Take One: CHM 132 or CHM 152
Corequisites: None
Component: None
This course covers the knowledge and laboratory skills needed to perform chemical analysis. Emphasis is placed on developing laboratory techniques used in the separation, identification, and quantification of selected substances. Upon completion, students should be able to perform laboratory techniques employed in substance identification and volumetric analysis and interpret the results. 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.

CIS 070 Fundamentals of Computing	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 2 2 0 3
Prerequisites: None
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 for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

CIS 111 Basic PC Literacy 1 2 0 2
Prerequisites: None
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 0 2 0 1
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 2 3 0 3
Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: DMA-025 and DMA-040 Set 3: MAT-121 Set 4: MAT-171 Set 5: MAT-003 Tier 2 Set 6: BSP-4003
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 use top-down algorithm design and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).
This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

CIV 111 Soils and Foundations 2 4 0 4
Prerequisites: Take 1 course: EGR 250, EGR 251 or MEC 210
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

CIV 221 Steel and Timber Design 2 3 0 3
Prerequisites: Take EGR-250, EGR-251, or MEC-210
Corequisites: None
Component: None
This course introduces the basic elements of steel and timber structures. Topics include strength of materials applications, the analysis and design of steel and timber beams, columns, and connections and concepts of structural detailing. Upon completion, students should be able to analyze, design, and draw simple plans using Computer Aided Drafting and Design software (CADD).

CIV 230 Construction Estimating 2 3 0 3
Prerequisites: One course required: CIS 110, CIS 111 or EGR 115
Corequisites: None
Component: None
This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

CIV 240 Project Management 2 3 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

CJC 100 Basic Law Enforcement Training 10 30 0 20
Prerequisites: None
Corequisites: None
Component: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

CJC 110 Basic Law Enforcement BLET 10 30 0 20
Prerequisites: None
Corequisites: None
Component:
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.

CJC 111 Introduction to Criminal Justice — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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

CJC 113 Juvenile Justice — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
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 115 Crime Scene Photography — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites:
Corequisites:
Component:
This course covers methodologies for photographing crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence.

CJC 120 Interviews/Interrogations — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 144 Crime Scene Processing	**2**	**3**	**0**	**3**

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	**2**	**3**	**0**	**3**

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.

CJC 146 Trace Evidence	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

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

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 Issu	**3**	**0**	**0**	**3**

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 muclear terrorism; and planning cosiderations involving threat assessments. Upon completion, students should be able to identify and discuss the nethods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC 161 Intro Homeland Security	**3**	**0**	**0**	**3**

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 162 Intel Analysis & Sec Mgmt	**3**	**0**	**0**	**3**

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	**3**	**0**	**0**	**3**

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 170 Critical Incident Mgmt Pub Saf	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

CJC 193S Selected Topics in Criminal Justice	**3**	**0**	**0**	**3**

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	**3**	**0**	**0**	**3**

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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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.

CJC 214 Victimology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 221 Investigative Principles — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 240 Law Enfor Mgt. & Supervis — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take BUS-253
Corequisites: None
Component:
This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in

law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

CJC 241 Community-Based Correction 3 0 0 3
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 2 3 0 3
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 2 3 0 3
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 2 3 0 3
Prerequisites: Take 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 250 Forensic Biology I 2 2 0 3
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 3 2 0 4
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 3 2 0 4
Prerequisites: Take 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.

CJC 255 Issues in Crim Justice App 3 0 0 3
Prerequisites: Take CJC-111, CJC-221, and CJC-231
Corequisites: None
Component:
This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

CJC 256 Forensic Surveying 2 3 0 3
Prerequisites: None
Corequisites: None
Component: None
This course provides students with the requisite understanding and skills necessary to employ surveying equipment to position and map a crime or traffic homicide scene. Topics include triangulation and rectangular coordinate grids, polar coordinates, establishing datum points, Global Positioning Systems and total station positioning and mapping. Upon completion, students should be able to accurately use a total station system for the purpose of positioning and mapping crime or traffic homicide scenes.

CJC 260 Threat Assessment 1 2 0 2
Prerequisites: None
Corequisites: None
Component: None
This course prepares students to perform extensive security audits for private corporations and for local and state government, identifying weaknesses in their overall security programs. Emphasis will be placed on risk analysis studies that examine the methods, procedures, and systems for security gaps and vulnerabilities. Upon completion, students should be able to evaluate all facets of a protective program from corporate disaster response planning to security teams guarding local/state officials.

CJC 262 High-Risk Event Planning 1 2 0 2
Prerequisites: None
Corequisites: None
Component: None
This course introduces students to the principles of high-risk executive protection and the planning associated with security during visits from government officials and other dignitaries. Emphasis will be placed on conducting advance surveys, residential security, restaurant and banquet security, surveillance detection, and counter surveillance operations. Upon completion, students should be able to demonstrate the ability to write security plans for high-risk events.

CMT 120 Codes and Inspections — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers building codes and the codeinspections process used in the design andconstruction of residential and commercialbuildings. Emphasis is placed on commercial,residential, and accessibility (ADA) buildingcodes. Upon completion, students should understandthe building code inspections process and applybuilding code principals and requirements toconstruction projects.

COM 120 Intro Interpersonal Com — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Educ

COM 140 Intro Intercultural Com — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in English Composition.
This course has been approved for transfer under the ICAA as a general education course in English Composition.

COM 231 Public Speaking — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Educ

COM 251 Debate I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. This course has been approved 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.

COS 111 Cosmetology Concepts I — CLASS HRS 4, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: None
Corequisites: Take COS 112
Component: COS 111AB and COS 111BB
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 — CLASS HRS 0, LAB HRS 24, CLINIC HRS 0, CREDIT HRS 8
Prerequisites: None
Corequisites: Take COS 111
Component: COS112AB and COS 112BB
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 — CLASS HRS 4, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take COS 111 COS 112
Corequisites: Take COS 114
Component: COS 113AB and COS 113AB
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II — CLASS HRS 0, LAB HRS 24, CLINIC HRS 0, CREDIT HRS 8
Prerequisites: Take COS 111, COS 112
Corequisites: Take COS 113
Component: COS 114AB 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.

COS 115 Cosmetology Concepts III — CLASS HRS 4, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take COS 111, COS 112
Corequisites: Take COS 116
Component: COS 115AB, 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 — CLASS HRS 0, LAB HRS 12, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take COS 111, COS 112
Corequisites: Take COS 115
Component: COS 116AB, 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

COS 117 Cosmetology Concepts IV 2 0 0 2
Prerequisites: Take COS 111, COS 112, COS 113, COS 114, COS 115, COS 116
Corequisites: Take COS 118
Component: COS 117AB and COS 117BB
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0 21 0 7
Prerequisites: Take COS 111, COS 112, COS 113, COS 114, COS 115, COS 116
Corequisites: Take COS 117
Component: COS 118AB and COS 118BB
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I 2 0 0 2
Prerequisites: None
Corequisites: Take COS 120
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 0 18 0 6
Prerequisites: None
Corequisites: Take COS 119
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 4 6 0 6
Prerequisites: None
Corequisites: None
Component: None
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

COS 125 Esthetics Concepts II 2 0 0 2
Prerequisites: None
Corequisites: Take COS 126
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

COS 126 Esthetics Salon II 0 18 0 6
Prerequisites: None
Corequisites: Take COS 125
Component: None
This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II 4 6 0 6
Prerequisites: Take COS 121
Corequisites: None
Component: None
This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 223 Contemp Hair Coloring 1 3 0 2
Prerequisites: Take 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 1 3 0 2
Prerequisites: Take COS 111 and COS 112
Corequisites: None
Component: None
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 225 Adv Contemporary Hair Coloring 1 3 0 2
Prerequisites: Take COS-223
Corequisites: None
Component: None
This course covers advanced techniques in coloring applications and problem solving situations. Topics include removing unwanted color,replacing pigment and re-coloring, removing coatings, covering grey and white hair, avoiding color fading, and poor tint results. Upon completion, students should be able to apply problem solving techniques in hair coloring situations.

COS 240 Contemporary Design 1 3 0 2
Prerequisites: Take 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 — CLASS HRS 1, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: Take COS-111
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.

COS 253 Esthetics Ins. Concepts I — CLASS HRS 6, LAB HRS 15, CLINIC HRS 0, CREDIT HRS 11
Prerequisites: None
Corequisites: None
Component:
This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254 Esthetic Ins. Concepts II — CLASS HRS 6, LAB HRS 15, CLINIC HRS 0, CREDIT HRS 11
Prerequisites: None
Corequisites: None
Component:
This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion,students should be able to demonostrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

COS 260 Design Applications — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

COS 271 Instructor Concepts I — CLASS HRS 5, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: None
Corequisites: Take COS 272
Component:
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I — CLASS HRS 0, LAB HRS 21, CLINIC HRS 0, CREDIT HRS 7
Prerequisites: None
Corequisites: Take COS 271
Component:
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II — CLASS HRS 5, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take COS 271 and COS 272
Corequisites: Take COS 274
Component:
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II — CLASS HRS 0, LAB HRS 21, CLINIC HRS 0, CREDIT HRS 7
Prerequisites: Take COS 271 and COS 272
Corequisites: Take COS 273
Component:
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

CSC 111 Intro to Ethical Hacking — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces computer programming students to the foundations of ethical hacking. Topics include security policies, common vulnerabilities, penetration testing methodology, and hacking concepts using computer programming and scripting techniques. Upon completion, students should be able to describe the computer programming aspects of ethical hacking in an organization's overall security framework.

CSC 116 Intro PC App Development — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides an introductory study of the principles of application development and end-user interface design principles. Emphasis is placed on tables, file management, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design and program a PC application at the introductory level.

CSC 118 Swift Programming I — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take CTI-110 or CIS-115 or Departmental Approval
Corequisites:
Component:
This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.

CSC 120 Computing Fundamentals I — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050 Set 2: DMA-010, DMA-020 DMA-030 and DMA-045 Set 3: DMA-025, DMA-040 and DMA-050 Set 4: DMA-025 and DMA-045 Set 5: MAT-121 Set 6: MAT-171 Set 7: MAT-003 Tier 2 Set 8: BSP-4003 or Placemen
Corequisites: None
Component:
This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

CSC 121 Python Programming 2 3 0 3
Prerequisites: Take CTI-110
Corequisites: None
Component:
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC 122 Python Application Development 2 2 0 **3**
Prerequisites: None
Corequisites: None
Component:
This course introduces the use of frameworks to build web-enabled applications. Emphasis is placed on URL routing, output format templating, database manipulation and security. Upon completion, students should be able to create simple web-enabled applications with a graphical user interface using the Python language.

CSC 124 Intro to Data Science Prog. 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers the key technologies used to manipulate, store and analyze big data. Topics include scripting languages, noSQL databases, database scalability, performance metrics and tuning. Upon completion, students should be able to use programming techniques to investigate data sets and algorithms.

CSC 133 C Programming 2 3 0 3
Prerequisites: Take DMA-080 or DMA-065 or MAT-003 Tier 3 or Placement Test Credit Equivalent
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. This course will involve the use of algebra, trigonometry, electronic circuit theory, physics, and engineering to solve typical engineering problems.

CSC 134 C++ Programming 2 3 0 3
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 and debug at a beginning level. 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.

CSC 139 Visual BASIC Prog 2 3 0 3
Prerequisites: Take CIS 115 or CTI-110
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. 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.

CSC 143 Object-Oriented Prog 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the concepts of object-oriented programming. 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, test, debug, and implement objects at the application level using the appropriate environment.

CSC 151 JAVA Programming 2 3 0 3
Prerequisites: Take CIS 115 or CTI-110
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 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.

CSC 152 SAS 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the fundamentals of SAS programming. Emphasis is placed on learning basic SAS commands and statements for solving a variety of data processing applications. Upon completion, students should be able to use SAS data and procedure steps to create SAS data sets, do statistical analysis, and general customized reports.

CSC 153 C# Programming 2 3 0 3
Prerequisites: Take CIS-115 or CTI-110
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 163 C# Application Development 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the use of web-enabled applications and web services in the development of C# based applications. Emphasis is placed on creating web-enabled applications using event driven programming, graphical user interface design, database connectivity, and software development principles. Upon completion, students should be able to create web-enabled applications with a graphical user interface using the C# language.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

CSC 174 Server-Side Javascript 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the use of JavaScript in the server environment to build server-side applications. Topics include asynchronous programming, connecting to other machines, testing, and connecting to different databases. Upon completion, students should be able to create server-side applications using JavaScript applications.

CSC 211 Ethical Hacking With Python I 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in gaining system access, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to ethical hacking.

CSC 212 Ethical Hacking With Python II 2 3 0 3
Prerequisites: Take CSC-211
Corequisites: None
Component:
This course covers advanced investigative ethical hacking techniques using the Python programming language. Emphasis is placed on advanced web attacks with Python, scanning, maintaining access, covering tracks, malware delivery, password cracking, and keylogging with Python. Upon completion, students should be able to evaluate and mitigate system vulnerabilities and threats using the Python computer programming language.

CSC 218 Swift Programming II 2 3 0 3
Prerequisites: Take CSC-118
Corequisites: None
Component:
This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language.

CSC 221 Advanced Python Programming 2 2 0 3
Prerequisites: Take CSC-121
Corequisites: None
Component:
This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

CSC 222 Eth Hack Mob Dev Using Python 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces students to mobile ethical hacking techniques using the Python programming language. Emphasis is placed on mobile device attacks, scanning, maintaining access, covering tracks, malware delivery, password cracking, and keylogging with Python. Upon completion, students should be able evaluate and mitigate system vulnerabilities and threats on mobile devices using the Python computer programming language.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

CSC 226 NET Programming 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the use of C# and XAML to design, develop, test and deploy .NET applications. Topics include building GUIs, data binding, Web API services, automated testing and deployment. Upon completion, students should be able to design, develop, test and deploy .NET applications.

CSC 227 Cloud Application Development 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces how to build, deploy, host, and manage applications using cloud technologies. Topics include building cloud applications using cloud toolsets, defining and managing service models, storage fundamentals, secure backup system and database programming. Upon completion, students should be able to develop and host cloud applications, as well as design and develop services that access local and remote data from various data sources.

CSC 234 Advanced C++ 2 3 0 3
Prerequisites: Take 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 239 Advanced Visual BASIC 2 3 0 3
Prerequisites: Take 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 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.

CSC 245 Adv C/C++ Programming 2 3 0 3
Prerequisites: Take EGR-120 and CSC-133, CSC-134, CSC-140, CSC-141, or CSC-145
Corequisites: None
Component: None
This course covers additional operations using C dialects primarily relating to operating system interfacing. Topics include advanced file handling, Interprocess Communications, messages, semaphores, inter-language calls, signals, device drivers, sockets, and client/server techniques. Upon completion, students should be able to write and modify programs using advanced functions.

CSC 251 Advanced JAVA Programming 2 3 0 3
Prerequisites: Take 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 253 Advanced C# Programming — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take CSC-153
Corequisites: None
Component: None
This course is a continuation of CSC 153 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.

CSC 258 JAVA Enterprise Programs — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take 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 — CLASS HRS: 1, LAB HRS: 4, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take All: CTI-110, CTI-120, and CTS-115
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 — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
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 221 Statics/Structures — CLASS HRS: 3, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 4
Prerequisites: Take ARC 112, CAR 112, or CST 112 and MAT 110, MAT 121 or MAT 171
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 — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take one: BPR 130, MAT 121 or MAT 171
Corequisites: None
Component: None
This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

CTI 110 Web, Pgm, Db Foundation — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 115 Computer Systems Foundation — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the basic hardware components of a personal computer workstation and their operations and interactions with software. Topics include installing and updating system software, application software programs, and device drivers. Upon completion, students should be able to set up a workstation, install software, and establish network connectivity.

CTI 120 Network & Sec Foundation — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 130 Os and Device Foundation — CLASS HRS: 4, LAB HRS: 4, CLINIC HRS: 0, CREDIT HRS: 6
Prerequisites: None
Corequisites: None
Component:
This course covers the basic hardware and software of a personal computer, including installation, operations and interaction with popular microcomputer operating systems. Topics include components 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.

CTI 135 Introduction to Green IT — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course provides the skills to implement environmentally sound techniques such as disposal, conservation of power, and reduction of an organization's carbon footprint. Topics include identifying Green organizations and standards, implementing virtualization on IT systems, and calculating the ROI involved in implementing green initiatives. Upon completion, students should be able to develop an environmental policy for a computer network infrastructure.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

CTI 140 Virtualization Concepts 1 4 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

CTI 141 Cloud & Storage Concepts 1 4 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTI 150 Mobile Computing Devices 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.

CTI 175 Intro to Wireless Technology 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the student to the technologies and standards of wireless telecommunications. Topics include the design, implementation, configuration, security, standards and protocols of wireless local area networks (WLAN). Upon completion, students should be able to design, implement, and administer wireless local area networks.

CTI 240 Virtualization Admin I 1 4 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

CTI 241 Virtualization Admin II 1 4 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers administration of datacenter virtualization infrastructure. Topics include access control, fault tolerance, scalability, resource management, virtual machine migration and troubleshooting. Upon completion, students should be able to perform tasks related to virtualization security, data protection and resource monitoring.

CTI 260 Data Center Troubleshooting 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers troubleshooting in a highly available, high performance, storage and computing system. Topics include provisioning, monitoring, diagnosing, and taking corrective actions in storage environments relating to Storage Area Network (SAN), Network Attached Storage (NAS), data protection and recovery. Upon completion, students should be able to demonstrate an understanding of SAN and NAS technologies, topologies, configuration, data protection, and fault triage and remediation.

CTI 270 Data Center Design & Prob Res 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides students an opportunity to complete a significant data center hardware and software design and configuration project, including disaster recovery planning. Emphasis is placed on adhering to optimal practices that can provide a highly available, stable, manageable, secure and scalable environment and maintaining it using a variety of utilities and system tools. Upon completion, students should be able to design, deploy and administer the hardware and software components of a highly available data center.

CTS 115 Info Sys Business Concept 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA 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.

CTS 120 Hardware/Software Support 2 3 0 3
Prerequisites: None
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 2 2 0 3
Prerequisites: Take 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 135 Integrated Software Intro 2 4 0 4
Prerequisites: None
Corequisites: None
Component:
This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

CTS 155 Tech Support Functions 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 220 Adv Hard/Software Support 2 3 0 3
Prerequisites: Take 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 225 Spreadsheet Data Analysis 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course presents basic and advanced techniques for data analysis and management using electronic spreadsheets. Topics include an overview of spreadsheet analytics, terminology, model preparation, and analytical techniques. Upon completion, students should be able to develop reliable and effective quantitative data models and reports to support analysis and decision-making for common business systems.

CTS 230 Advanced Spreadsheet 2 2 0 3
Prerequisites: Take 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 240 Project Management 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

CTS 250 User Support & Software Eval 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CTS 255 Adv Tech Support Functions 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Topics include technical support management techniques, evaluation, and methods of deployment for technical support technologies. Upon completion, students should be able to determine the best technologies to support and solve more complex technical support problems.

CTS 272 Desktop Support: Applications 2 2 0 3
Prerequisites: None
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 toward resolving office productivity end-user problems.

CTS 285 Systems Analysis & Design 3 0 0 3
Prerequisites: None
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 1 4 0 3
Prerequisites: Take All: CTI-110, CTI-120, and CTS-115
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 2 0 0 2
Prerequisites: None
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 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 111 Success in Hosp Studies 1 0 0 1
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 HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DMA 025, DMA 030 or MAT 003 Tier 1
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 120 Purchasing — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: TakeDMA 025, DMA 030, or MAT 003 Tier 1
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 130 Menu Design — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
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 HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
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 HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: Take 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.

CUL 140 Basic Culinary Skills — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take DMA-030, DMA-025, or MAT-003 Tier 1 or Placement Test Credit Equivalent
Corequisites: Take CUL-110
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 knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

CUL 150 Food Science — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None
Component: None
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170 Garde Manager I — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take CUL-140
Corequisites: Take 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 185 Nutritional Cuisine — CLASS HRS 1, LAB HRS 8, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take 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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
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 — CLASS HRS 1, LAB HRS 8, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take 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 240 Culinary Skills II — CLASS HRS 1, LAB HRS 8, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take one set: Set 1: CUL-110 and CUL-140 Set 2: CUL-110, CUL-142, and CUL-170
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 245 Contemporary Cuisines — CLASS HRS 1, LAB HRS 8, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take CUL-110 and CUL-140
Corequisites: None
Component:
This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines.

CUL 250 Classical Cuisine — CLASS HRS 1, LAB HRS 8, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take 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 260 Baking II — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 270 Garde Manager II — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 Manger II Lab — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take CUL 110, CUL 140 and CUL 170
Corequisites: Take 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 — CLASS HRS 1, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
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 — CLASS HRS 1, LAB HRS 8, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take 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 — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take CUL 110, CUL 140, CUL 160, and CUL 260
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.

CUL 280A Pastry & Confections Lab — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take CUL 110, CUL 140, CUL 160, and CUL 260
Corequisites: Take 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 — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take 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 an understanding of environmental stewardship and its impact on cuisine.

CUL 285 Competition Fundamentals — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take One: CUL-110, CUL-110A, CUL-140, or CUL-160
Corequisites: None
Component: None
This course provides practical experience in planning, techniques, and procedures required for culinary competitions and exhibitions. Emphasis is placed on competition strategies including menu planning, teamwork, plate design, flavor profiles, recipe development, nutrition, advanced knife/culinary skills, professionalism, and portfolio development. Upon completion, students should be able to apply competition/exhibition skills and standards in the competition arena and professional kitchen.

DAN 110 Dance Appreciation — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 the diverse forms and values that dance embraces. 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.

DBA 110 Database Concepts — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 112 Database Utilization — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end user mode.

DBA 115 Database Applications — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DBA-110
Corequisites: None
Component:
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

DBA 120 Database Programming I — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DBA-110
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 125 Database Reporting — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides a survey of the tools used in designing, creating and publishing database reports. Topics include both relational and XML datasets. Upon completion, students should be able to demonstrate an understanding of the different tools and frameworks used for database reporting.

DBA 130 Intro to noSQL Databases — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces large scale data oriented web solutions on noSQL Databases. Topics include the advantages of developing and implementing noSQL Database systems. Upon completion, students should be able to design, develop, implement, and administer noSQL Database structures on business environments.

DBA 210 Database Administration — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.

DBA 220 Oracle DB Programming II — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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

DBA 221 SQL Server DB Prog II — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DBA-120
Corequisites: None
Component:
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 a SQL Server DBMS application which includes a GUI front-end and report generation.

DBA 223 MySQL DB Programming II — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DBA-120
Corequisites: None
Component:
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 a MySQL DBMS application which includes a GUI front-end and report generation.

DBA 224 SAS DB Programming II — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DBA-120
Corequisites: None
Component:
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 a SAS DBMS application which includes a GUI front-end and report generation.

DBA 230 Databases in Corp Environs — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course covers database systems as they relate to the corporate environment. Topics include knowledge-based, decision-support, and expert systems; database choices; data warehousing; and corporate structure. Upon completion, students should be able to analyze and recommend database systems needed by a corporation.

DBA 240 Database Analysis/Design — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:

This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.

DBA 260 Oracle DBMS Admin 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course examines advanced Oracle database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.

DBA 261 SQL Server DBMS Admin 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course examines advanced SQL Server database administration issues and distributed database concepts. Topics include backup and recovery, transporting of data between databases, database networking concepts, and resolution of database networking issues. Upon completion, students should be able to manage backup recovery and implement networked database solutions.

DBA 270 Oracle Performance Tuning 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers Oracle performance tuning concepts and techniques. Topics include database tuning and Oracle performance tools. Upon completion, students should be able to configure and diagnose an Oracle database for optimal performance.

DBA 271 SQL Server Perf Tuning 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers SQL Server performance tuning concepts and techniques. Topics include database tuning and SQL Server performance tools. Upon completion, students should be able to configure and diagnose an SQL Server database for optimal performance.

DBA 273 MySQL Performance Tuning 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers MySQL performance tuning concepts and techniques. Topics include database tuning and MySQL performance tools. Upon completion, students should be able to configure and diagnose a MySQL database for optimal performance.

DBA 285 Data Warehousing and Mining 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces data warehousing and data mining techniques. Emphasis is placed on data warehouse design, data transference, data cleansing, retrieval algorithms, and mining techniques. Upon completion, students should be able to create, populate, and mine a data warehouse.

DBA 289 Database Project 1 4 0 3
Prerequisites: Take All: CTI-110, CTI-120, and CTS-115
Corequisites: None
Component:
This course provides an opportunity to complete a significant database systems project with minimal instructor support. Emphasis is placed on written and verbal communication skills, documentation, presentation, and user training. Upon completion, students should be able to present an operational database system which they have created.

DEA 111 Introduction to DEAT 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course is an overview of the digital effects and animation technology field from the most simple processes to the most complex. Topics covered include digitizing existing images, creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and a knowledge of ourstanding examples of work in the field.

DEA 112 2D Design and Animation I 2 3 0 3
Prerequisites: Take DEA-111
Corequisites: None
Component:
This course covers the process of creating still graphics and 2D animations for use in video, film or web applications. Topics include multilayering, color correction, alpha channel creation, masking, and keyframing. Upon completion, students should be able to demonstrate basic knowledge of 2D animation and add simple special effects and flying text to video, film or web applications.

DEA 212 2D Design & Animation II 2 3 0 3
Prerequisites: Take DEA-112
Corequisites: None
Component:
This course covers relatively complex applications of 2D design and animation for use in video, film or web applications. Topics will include designing animation that is true to the physics of movement, realism in the movements of animals and people, and combining elements of animation. Upon completion, students should be able to produce a short professional level project in 2D animation.

DEA 213 3D Design and Animation I 2 3 0 3
Prerequisites: Take DEA-111
Corequisites: None
Component:
This course provides in-depth demonstration and practice in modeling and texturing in a 3D environment for use in film, video and web applications. Emphasis is placed on understanding the process and various steps involved in the creation of 3D models and text elements for use in 3D animations. Upon completion, students should be able to create, import and manipulate objects in order to demonstrate an understanding of the basics in 3D animation.

DEA 214 3D Design & Animation II 2 3 0 3
Prerequisites: Take DEA-213
Corequisites: None
Component:
This course covers animation techniques, morphing and special effects used to complete 3D animatin for use in film, video and web application. Emphasis is placed on the knowledge, appropriate use, and application of the animation industry's latest tools for 3D animatin. Upon completion, students should have rendered an entire 3D scene using models and animations created in 3D Animation I.

DEA 215 3D Design & Environments — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take DEA-111
Corequisites: None
Component:
This course covers animation techniques, and special effects used to complete physical environments. Emphasis is placed on the building of architectural and geographical features and environments for animation. Upon completion, students should have created and rendered an architectural or geographical environmental scene using modeling and rendering techniques.

DEA 220 DEAT Compositing — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DEA-112
Corequisites: Take DEA-212
Component:
This course covers the process of combining digital elements to create or enhance scenes. Topics include keying techniques, rotoscoping, motion tracking and the use of alpha channels. Upon completion, students should have an understanding and experience in combining elements from both 2D and 3D applications into one scene.

DEN 100 Basic Orofacial Anatomy — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 4, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 7
Prerequisites: Department Approval
Corequisites: Take 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 — CLASS HRS 2, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Department Approval
Corequisites: Take 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 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 — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: A set of courses is required: DEN 101 and DEN 111
Corequisites: Take 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 — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: Take 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 — CLASS HRS 2, LAB HRS 0, CLINIC HRS 12, CREDIT HRS 6
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 — CLASS HRS 1, LAB HRS 0, CLINIC HRS 12, CREDIT HRS 5
Prerequisites: Take 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 110 Orofacial Anatomy — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Requires enrollment in the Dental Assisting or Dental Hygiene program.
Corequisites: Take 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 — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 112 Dental Radiography	**2**	**3**	**0**	**3**

Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 120 Dental Hygiene Preclinical Lecture	**2**	**0**	**0**	**2**

Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 121 Dental Hygiene Preclincal Lab	**0**	**6**	**0**	**2**

Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 123 Nutrition/Dental Health	**2**	**0**	**0**	**2**

Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take DEN 220
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 Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 124 Periodontology	**2**	**0**	**0**	**2**

Prerequisites: Enrollment in Dental Hygiene Program and DEN 110
Corequisites: Take 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. ,

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 125 Dental Office Emergencies	**0**	**2**	**0**	**1**

Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 130 Dental Hygiene Theory I	**2**	**0**	**0**	**2**

Prerequisites: Enrollment in Dental Hygiene and DEN 120
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 131 Dental Hygiene Clinic I	**0**	**0**	**9**	**3**

Prerequisites: Enrollment in Dental Hygiene Program and DEN 121
Corequisites: Take 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. ,

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 140 Dental Hygiene Theory II	**1**	**0**	**0**	**1**

Prerequisites: Enrollment in Dental Hygiene and DEN 130
Corequisites: Take DEN 141
Component: None
This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications and radiographic abnormalities. Topic information is expanded to include an introduction to the concept of power driven scalers and modification of treatment for specific needs patients.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 141 Dental Hygiene Clinic II	**0**	**0**	**6**	**2**

Prerequisites: Enrollment in Dental Hygiene and DEN 131
Corequisites: Take DEN 140
Component: None
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 220 Dental Hygiene Theory III	**2**	**0**	**0**	**2**

Prerequisites: Enrollment in Dental Hygiene and DEN 140
Corequisites: Take DEN 221
Component: None
This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 221 Dental Hygiene Clinic III	**0**	**0**	**12**	**4**

Prerequisites: Enrollment in Dental Hygiene Program and DEN 141
Corequisites: Take DEN 220
Component: None
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

DEN 222 General & Oral Pathology 2 0 0 2
Prerequisites: Enrollment in Dental Hygiene Programand BIO 163 or BIO 163C and BIO 163L
Corequisites: Take DEN 130
Component: None
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 Dental Pharmacology 2 0 0 2
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take DEN 220 and BIO 163
Component: None
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 Materials and Procedures 1 3 0 2
Prerequisites: Enrollment in Dental Hygiene Program and DEN 111
Corequisites: Take DEN 231
Component: None
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

DEN 230 Dental Hygiene Theory IV 1 0 0 1
Prerequisites: Enrollment in Dental Hygiene Program and DEN 220
Corequisites: Take DEN 231
Component: None
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations.

DEN 231 Dental Hygiene Clinic IV 0 0 12 4
Prerequisites: Enrollment in Dental Hygiene Program and DEN 221
Corequisites: Take 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 2 3 0 3
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

DEN 233 Professional Development 2 0 0 2
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take 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 170 Engineering Graphics 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

DME 110 Intro to Digital Media 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME 115 Graphic Design Tools 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.

DME 120 Intro to Multimedia Appl 2 2 0 3
Prerequisites: Take DME-110
Corequisites: None
Component:
This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications.

DME 130 Digital Animation I 2 2 0 3
Prerequisites: Take DME-110
Corequisites:
Component:
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

DME 140 Intro to Audio/Video Media 2 2 0 3
Prerequisites: Take DME-110
Corequisites: None
Component:
This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications.

DME 210 User Interface Design 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers current design approaches and emerging standards related to the design and development of user interfaces. Emphasis is placed on conducting research, and analyzing and reviewing current practices in effective interface design. Upon completion, students should be able to intelligently discuss and evaluate new and existing digital media products in terms of the user interface.

DME 215 Adv Graphic Design Tools 2 2 0 3
Prerequisites: Take DME-115
Corequisites: None
Component:
This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and typography, and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles.

DME 220 Interactive Multimedia Prog 2 2 0 3
Prerequisites: Take DME-120
Corequisites: None
Component:
This course is designed to build on concepts developed in DME 120 and teaches students to apply custom programming to develop advanced applications and components. Emphasis is placed on scripting language functionalities associated with a variety of software packages. Upon completion, students should be able to produce advanced, high-quality interactive multimedia applications.

DME 230 Digital Animation II 2 2 0 3
Prerequisites: Take DME-130
Corequisites: None
Component:
This course introduces state-of-the-art 3D animation techniques and concepts. Emphasis is placed on utilizing the features of current animation software. Upon completion, students should be able to produce 3D animations as components of a multimedia application.

DME 240 Media Compression 2 2 0 3
Prerequisites: Take All: DME-110 and DME-140
Corequisites: None
Component:
This course introduces software and usage of digital audio and video compression and streaming media technologies. Topics include compression techniques, file formats and Codecs, streaming media, streaming media services, and current and emerging trends.Upon completion, students should be able to utilize compressed media in a variety of video, web and multimedia applications.

DME 260 Emerging Tech Digital Media 2 2 0 3
Prerequisites: Take All: DME-120 and DME-130
Corequisites: None
Component:
This course provides students with the latest technologies and strategies in the field of digital media. Emphasis is placed on the evaluation of emerging digital media technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging digital media technologies and establish informed opinions.

DME 270 Prof Pract Digital Media 2 2 0 3
Prerequisites: Take All: DME-120 and DME-130
Corequisites: None
Component:
This course introduces students to business skills needed to succeed in the digital media workplace. Topics include portfolio development, resume design, and preparation of media contacts. Upon completion, students should be able to prepare themselves and their work for a career in the digital media workplace.

DME 285 Systems Project 2 2 0 3
Prerequisites: Take All: DME-120 and DME-130
Corequisites: None
Component:
This course provides an opportunity to complete a significant digital media 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, maintain and implement a digital media project.

DMS 001 Developmental Math Shell 1 1 0 0 1
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 002 Developmental Math Shell 2 2 1 0 2
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 003 Developmental Math Shell 3 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 004 Developmental Math Shell 4 3 2 0 4
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DRA 111 Theater Appreciation — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
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 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. This is a Universal General Ed

DRA 112 Literature of the Theater — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
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 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.

DRA 115 Theater Criticism — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take 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 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.

DRA 120 Voice for Performance — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
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 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 122 Oral Interpretation — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved 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.

DRA 124 Readers Theatre — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
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 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 126 Storytelling — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
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 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.

DRA 128 Children's Theatre — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
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 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 130 Acting I — CLASS HRS 0 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 3
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 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 131 Acting II — CLASS HRS 0 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take 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 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 132 Stage Movement — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: Take 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 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 135 Acting for the Camera I — CLASS HRS: 1, LAB HRS: 4, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component: None
This course provides an applied 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 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 136 Acting for the Camera II — CLASS HRS: 1, LAB HRS: 4, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take 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 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 140 Stagecraft I — CLASS HRS: 0, LAB HRS: 6, CLINIC HRS: 0, CREDIT HRS: 3
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 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 141 Stagecraft II — CLASS HRS: 0, LAB HRS: 6, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take DRA 140
Corequisites: None
Component: None
This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. This course has been approved for transfer under the CAA 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 145 Stage Make-up — CLASS HRS: 1, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 2
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 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 HRS: 0, LAB HRS: 9, CLINIC HRS: 0, CREDIT HRS: 3
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 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 171 Play Production II — CLASS HRS: 0, LAB HRS: 9, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take 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 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 175 Teleplay Production I — CLASS HRS: 0, LAB HRS: 9, CLINIC HRS: 0, CREDIT HRS: 3
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 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 211 Theatre History I — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

DRA 212 Theatre History II 3 0 0 3
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. 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.

DRA 260 Directing 0 6 0 3
Prerequisites: Take DRA 130
Corequisites: Take 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.

ECM 210 Intro. to E-Commerce 2 2 0 3
Prerequisites: None
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).

ECO 151 Survey of Economics 3 0 0 3
Prerequisites: Take DMA 045, DMA 050, or MAT 003 Tier 2
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

ECO 251 Principles of Microeconomics 3 0 0 3
Prerequisites: TakeDMA 045, DMA 050, or MAT 003 Tier 2
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universa

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ECO 252 Principles of Macroeconomics 3 0 0 3
Prerequisites: TakeDMA 045, DMA 050, or MAT 003 Tier 2
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Univer

EDU 118 Princ and Prac of Inst Asst 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the instructional assistant's role in the educational system. Emphasis is placed on history of education, professional responsibilities and ethics, culturally, linguistically, and ability diverse learners, communication skills with children, families, and colleagues, and understanding of evidenced-based instructional strategies. Upon completion, students should be able to identify professional responsibilities and ethical conduct in a school setting, describe effective communication strategies, and explain evidence-based instructional strategies based on formative assessment.

EDU 119 Intro to Early Childhood Education 4 0 0 4
Prerequisites: None
Corequisites: None
Component: None
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

EDU 131 Child, Family, and Community 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 144 Child Development I 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 145 Child Development II 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 146 Child Guidance 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
his course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU 151 Creative Activities 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

EDU 151A Creative Activities Lab 0 2 0 1
Prerequisites: None
Corequisites: Take EDU-151
Component:
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety and Nutrition 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU 157 Active Play 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development.

EDU 162 Observ & Assess in ECE 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. 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 effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

EDU 163 Classroom Mgmt and Instruction 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 188 Issues in Early Childhood Education	**2**	**0**	**0**	**2**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 220 Prog Poli in Early Interv	**3**	**0**	**0**	**3**

Prerequisites: Take 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 Exceptionalities	**3**	**0**	**0**	**3**

Prerequisites: Take EDU 144 and EDU 145
Corequisites: None
Component: None
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 222 Learners W/ Behavior Disorders	**3**	**0**	**0**	**3**

Prerequisites: Take 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, inclusive environments and family interventions. Topics include etiology of behavior disorders, appropriate intervention strategies, early intervention/special education referral processes, family and community partnerships, inclusive environments, and legislative mandates. Upon completion, students should be able to identify characteristics of behavior for which additional supports are needed, describe the referral processes, identify community resources, and the importance of collaboration with families/professionals, and recognize appropriate intervention strategies in inclusive environments.

EDU 223 Specific Learning Disab	**3**	**0**	**0**	**3**

Prerequisites: Take EDU-144 and 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, and Twos	**3**	**0**	**0**	**3**

Prerequisites: Take EDU-119
Corequisites: None
Component: None
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 235 School-Age Develop & Programs	**3**	**0**	**0**	**3**

Prerequisites: None
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 and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

EDU 243 Learning Theory	**3**	**0**	**0**	**3**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 0 0 3
Prerequisites: Take 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 3 0 0 3
Prerequisites: Take EDU-144 and EDU-145
Corequisites: None
Component: 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 Teacher Licensure Preparation 3 0 0 3
Prerequisites: Take ENG-111 and MAT-143 or MAT-152 or MAT-171
Corequisites: None
Component: None
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 256 Inst Strat/Social Studies 2 2 0 3
Prerequisites: None
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 2 2 0 3
Prerequisites: None
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 2 2 0 3
Prerequisites: None
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 assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study.

EDU 259 Curriculum Planning 3 0 0 3
Prerequisites: Take EDU-119
Corequisites: None
Component: None
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU 261 Early Childhood Administration I 3 0 0 3
Prerequisites: None
Corequisites: Take EDU 119
Component: None
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262 Early Childhood Administration II 3 0 0 3
Prerequisites: Take EDU-119 and EDU-261
Corequisites: None
Component: None
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 263 School-Age Program Admin 2 0 0 2
Prerequisites: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 271 Educational Technology	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 275 Effective Teacher Training	**2**	**0**	**0**	**2**

Prerequisites: None
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 280 Language/Literacy Experiences	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 281 Instruc Strat/Read & Writ	**2**	**2**	**0**	**3**

Prerequisites: Take DRE-098
Corequisites: None
Component: None
This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study. This course is also available through the Virtual Learning Community (VLC).

EDU 282 Early Childhood Literature	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques for children who are culturally, linguistically, and ability diverse.

EDU 284 Early Child Capstone Prac	**1**	**9**	**0**	**4**

Prerequisites: Take EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151
Corequisites: None
Component: None
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

EDU 285 Internship Exp-School Age	**1**	**9**	**0**	**4**

Prerequisites: Take EDU-118, EDU-144, EDU-145 and EDU-163
Corequisites: None
Component: None
This course is designed to allow students to demonstrate acquired 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/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors including the use of appropriate technology, as indicated by assignments and onsite faculty visits.

EDU 289 Adv Issues/School Age	**2**	**0**	**0**	**2**

Prerequisites: None
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	**3**	**0**	**0**	**3**

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.

EGR 115 Introduction to Technology	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 120 Eng and Design Graphics	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the graphical tools for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

completion, students should be able to communicate essential features or two-dimensional and three-dimensional objects using the proper tools and methods. 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.

EGR 150 Intro to Engineering **1** **2** **0** **2**
Prerequisites: None
Corequisites: None
Component: None
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EGR 210 Intro to Elec/Comp Eng Lab **1** **3** **0** **2**
Prerequisites: Take MAT 271 and PHY 251
Corequisites: None
Component: None
This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. This course has been approved for transfer under the CAA 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.

EGR 212 Logic System Design I **3** **0** **0** **3**
Prerequisites: Take MAT-271 and PHY-251
Corequisites: None
Component:
This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems. This course has been approved for transfer under the CAA 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.

EGR 214 Num Methods for Engineers **3** **0** **0** **3**
Prerequisites: Take MAT-272
Corequisites: None
Component:
This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making,loops, functions, and parameter passing: common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

EGR 215 Network Theory I **3** **0** **0** **3**
Prerequisites: Take All: MAT-272 and PHY-251
Corequisites: Take PHY-252 and MAT-273
Component:
This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters. This course has been approved for transfer under the CAA 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.

EGR 216 Logic and Network Lab **0** **1** **0** **1**
Prerequisites: Take All: MAT-272 and PHY-251
Corequisites: Take EGR-215
Component:
This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques. This course has been approved for transfer under the CAA 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.

EGR 220 Engineering Statics **3** **0** **0** **3**
Prerequisites: Take PHY-251
Corequisites: Take MAT-272
Component:
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EGR 225 Engineering Dynamics **3** **0** **0** **3**
Prerequisites: Take EGR-220
Corequisites: Take MAT-273
Component:
This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

EGR 228 Intro to Solid Mechanics 3 0 0 3
Prerequisites: Take EGR-220
Corequisites: None
Component:
This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. This course has been approved for transfer under the CAA 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.

EGR 250 Statics/Strength of Mater 4 3 0 5
Prerequisites: Take MAT-121 or MAT-171
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 analyze simple structures.

ELC 112 DC/AC Electricity 3 6 0 5
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Residential Wiring 2 6 0 4
Prerequisites: None
Corequisites: None
Component: None
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC 114 Commercial Wiring 2 6 0 4
Prerequisites: None
Corequisites: None
Component: None
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

ELC 117 Motors and Controls 2 6 0 4
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ELC 118 National Electrical Code 1 2 0 2
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 1 2 0 2
Prerequisites: Take ELC-118
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 1 2 0 2
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.

ELC 128 Intro to PLC 2 3 0 3
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 understand basic PLC systems and create simple programs.

ELC 131 Circuit Analysis I 3 3 0 4
Prerequisites: Take DMA-080 or DMA-065 or MAT-003 Tier 3 or Placement Test Credit Equivalent.
Corequisites: Take ELC-131A
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 be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A Circuit Analysis I Lab 0 3 0 1
Prerequisites: None
Corequisites: Take ELC 131
Component: None
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 220 Photovoltaic Sys Tech 2 3 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the concepts, tools, techniques, and materials

needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

ELC 221 Adv PV Sys Designs 2 3 0 3
Prerequisites: Take ELC-220
Corequisites: 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.

ELC 228 PLC Applications 2 6 0 4
Prerequisites: Take ELC-128
Corequisites: None
Component:
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELC 229 Applications Project 1 3 0 2
Prerequisites: Take ELC-112
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 230 Wind & Hydro Power Sys 2 2 0 3
Prerequisites: Take ELN-249, ELN-260, and CSC-233 or CSC-245
Corequisites: None
Component: None
This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source.

ELC 231 Electric Power Systems 3 2 0 4
Prerequisites: Take ELN 131, ELN 133, CSC-133, and EGR-120
Corequisites: None
Component: None
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and determine the size and type of circuit protection devices.

ELN 131 Analog Electronics I 3 3 0 4
Prerequisites: Take ELC 131
Corequisites: None
Component: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications 3 3 0 4
Prerequisites: Take ELN 131
Corequisites: None
Component: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 4
Prerequisites: Take ELC 131
Corequisites: None
Component: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 150 CAD for Electronics 1 3 0 2
Prerequisites: Take CIS 111 or CIS 110
Corequisites: None
Component: None
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 152 Fabrication Techniques 1 3 0 2
Prerequisites: Take ELC-231 and ELN-232
Corequisites: Take ELN-249
Component: None
This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 232 Intro to Microprocessors 3 3 0 4
Prerequisites: Take CSC 133, ELN 131, and ELN 133
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELN 235 Data Communication Sys	**3**	**3**	**0**	**4**

Prerequisites: Take ELN-232 and CSC-233 or CSC-245
Corequisites: None
Component: None
This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems. This course will include Internet/Socket programming in C/C++ on the pc as well as Microchip ASM programming on the PIC Microcontroller.

ELN 249 Digital Communication	**2**	**3**	**0**	**3**

Prerequisites: Take CSC-133, ELC-231, ELN-232, and EGR-120
Corequisites: None
Component: None
This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems.

ELN 260 Prog Logic Controllers	**3**	**3**	**0**	**4**

Prerequisites: Take CSC-133, ELC-231, and ELN-232
Corequisites: None
Component: None
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

EMS 110 EMT	**6**	**6**	**0**	**8**

Prerequisites: Departmental Approval
Corequisites: None
Component:
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 115 Defense Tactics for EMS	**1**	**3**	**0**	**2**

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 122 EMS Clinical Practicum I	**0**	**0**	**3**	**1**

Prerequisites: Take EMS-110
Corequisites: Take EMS-130
Component: None
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

EMS 125 EMS Instructor Methodology	**1**	**2**	**0**	**2**

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	**3**	**3**	**0**	**4**

Prerequisites: Take EMS 110
Corequisites: Take EMS-122
Component: None
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

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

Prerequisites: Take EMS 110
Corequisites: None
Component: None
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management	**1**	**3**	**0**	**2**

Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 160 Cardiology I	**1**	**3**	**0**	**2**

Prerequisites: Take EMS-110
Corequisites: None
Component: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

EMS 220 Cardiology II	**2**	**3**	**0**	**3**

Prerequisites: All courses required: EMS-122, EMS-130, and EMS-160
Corequisites: None
Component: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II	**0**	**0**	**6**	**2**

Prerequisites: Take All: EMS-122 and EMS-130
Corequisites: None
Component: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills

and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Practicum III 0 0 9 3
Prerequisites: Take All: EMS-130 and EMS-221
Corequisites: None
Component: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 2 0 0 2
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 1 2 0 2
Prerequisites: Take All: EMS-122 and EMS-130
Corequisites: None
Component: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV 0 0 12 4
Prerequisites: Take All: EMS-130 and EMS-231
Corequisites: None
Component: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Advanced Medical Emergency 3 3 0 4
Prerequisites: Take All: EMS-122 and EMS-130
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 appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Advanced Trauma Emergencies 1 3 0 2
Prerequisites: Take All: EMS-122 and EMS-130
Corequisites: None
Component: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies 2 3 0 3
Prerequisites: Take All: EMS-122 and EMS-130
Corequisites: None
Component: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 EMS Bridging Course 2 2 0 3
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. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

EMS 285 EMS Capstone 1 3 0 2
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 002 Transition English 0 6 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 Writing and Inquiry Support 1 2 0 2
Prerequisites: None
Corequisites: None
Component:
This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 101 Applied Communications I	**3**	**0**	**0**	**3**

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 110 Freshman Composition	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier1
Corequisites: None
Component: None
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

ENG 111 Writing and Inquiry	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

ENG 112 Writing/Research in the Disc	**3**	**0**	**0**	**3**

Prerequisites: Take ENG 111
Corequisites: None
Component: None
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

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

Prerequisites: Take 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 for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 114 Professional Research & Reporting	**3**	**0**	**0**	**3**

Prerequisites: Take 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 for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.

ENG 125 Creative Writing I	**3**	**0**	**0**	**3**

Prerequisites: Take 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 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.

ENG 126 Creative Writing II	**3**	**0**	**0**	**3**

Prerequisites: Take 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 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.

ENG 131 Introduction to Literature	**3**	**0**	**0**	**3**

Prerequisites: Take 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 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.

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

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 analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 232 American Literature II	**3**	**0**	**0**	**3**

Prerequisites: Take one: 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 analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.This is a Universal General Education Transfer Component (UGETC) course.

ENG 241 British Literature I	**3**	**0**	**0**	**3**

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 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. This is a Universal General Education Transfer Component (UGETC) course.

ENG 242 British Literature II	**3**	**0**	**0**	**3**

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114
Corequisites: None
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 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. This is a Universal General Education Transfer Component (UGETC) course.

ENG 243 Major British Writers	**3**	**0**	**0**	**3**

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 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.

ENG 251 Western World Literature I	**3**	**0**	**0**	**3**

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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 252 Western World Literature II	**3**	**0**	**0**	**3**

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 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.

ENG 253 The Bible as Literature	**3**	**0**	**0**	**3**

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 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.

ENG 261 World Literature I	**3**	**0**	**0**	**3**

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 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.

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

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 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.

ENG 271 Contemporary Literature	**3**	**0**	**0**	**3**

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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ENG 272 Southern Literature 3 0 0 3
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 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.

ENG 273 African-American Literature 3 0 0 3
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 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.

ENG 274 Literature by Women 3 0 0 3
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 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 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.

ENG 275 Science Fiction 3 0 0 3
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 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.

EPT 120 Sociology of Disaster 3 0 0 3
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 124 EM Services Law & Ethics 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.

EPT 130 Mitigation & Preparedness 3 0 0 3
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 140 Emergency Management 3 0 0 3
Prerequisites:
Corequisites:
Component:
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 150 EMS Incident Management 3 0 0 3
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 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster response and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

EPT 220 Terrorism and Emer. Mgt. 3 0 0 3
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 recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EPT 275 Emergency OPS Center Mgt	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

ETR 215 Law for Entrepreneurs	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces students to basic legal concepts specifically relevant to a business start-up venture. Topics include bailments and documents of title, nature and form of sales, risk and property rights, obligations and performance, business organizations, and agency and employment. Upon completion, students should be able to assess the legal responsibilities of a business start-up.

ETR 220 Innovation and Creativity	**3**	**0**	**0**	**3**

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 230 Entrepreneur Marketing	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR 240 Funding for Entrepreneurs	**3**	**0**	**0**	**3**

Prerequisites: Take 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.

ETR 270 Entrepreneurship Issues	**3**	**0**	**0**	**3**

Prerequisites: Take BUS-245
Corequisites: None
Component:
This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FIP 120 Intro to Fire Protection	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Ed	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. 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.

FIP 128 Detection & Investigation	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. 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. This course is also available through the Virtual Learning Community (VLC).

FIP 132 Building Construction	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers the principles and practices reference in NFPA standard 220 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 and their positive or negative aspects as related to fire conditions.

FIP 136 Inspections & Codes	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. 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.

FIP 140 Industrial Fire Protect	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers fire protection systems in industrial facilities referenced in NFPA standard 1. 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 and evaluation an industrial facility's fire protection program.

FIP 152 Fire Protection Law — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 164 OSHA Standards — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 220 Fire Fighting Strategies — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 221 Adv Fire Fighting Strat — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take FIP 220
Corequisites: None
Component: None
This course covers command-level operations for multi-company/ agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(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 — CLASS HRS 4, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 4
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 the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.

FIP 228 Local Govt Finance — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

FIP 229 Fire Dynamics and Combust — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 referenced in NFPA standard 1001. 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 — CLASS HRS 5, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: None
Corequisites: None
Component: None
This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. 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 240 Fire Service Supervision — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 effective fire service supervision, meeting elements of NFPA 1021.

FIP 248 Fire Svc Personnel Adm — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the basics of setting up and administering the personnel functions of fire protection organizations refereced in NFPA standard 1021. 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. 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 public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

FIP 276 Managing Fire Services 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of fire department operative services referenced in NFPA standard 1021. 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.

FIP 277 Fire and Social Behavior 3 0 0 3
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.

FRE 111 Elementary French I 3 0 0 3
Prerequisites: Take DRE-096 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 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.

FRE 112 Elementary French II 3 0 0 3
Prerequisites: Take 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 comprehend and respond with increasing proficiency to spoken and written French 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.

FRE 211 Intermediate French I 3 0 0 3
Prerequisites: Take 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

FRE 212 Intermediate French II 3 0 0 3
Prerequisites: Take 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 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.

FSE 112 Principles of Funeral Service 3 0 0 3
Prerequisites: Take DMA 030 and DRE 098 or Placement Test Equivalent
Corequisites:
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 3 0 0 3
Prerequisites: None
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 3 0 0 3
Prerequisites: Take DMA-030 amd DRE-098 or Placement Test Equivalent
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 4 0 0 4
Prerequisites: None
Corequisites: None
Component:
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 3 0 0 3
Prerequisites: Take 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take FSE 118
Corequisites: Take FSE 211 or WBL 111
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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: Take 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take a course from each set: FSE 210 and FSE 211 or WBL-111
Corequisites: Take FSE 213 or WBL-121
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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take FSE 210 and FSE 211 or WBL 111
Corequisites: Take 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take BIO 092, ENG-111 and FSE 112
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take BUS 230
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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take 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 Geology — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take DRE-098 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education T

GEL 113 Historical Geology — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

GEL 120 Physical Geology — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

GEL 230 Environmental Geology — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take 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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

to the geologic forces responsible for their occurrence. This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.

GEO 110 Introduction to Geography 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 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.

GEO 111 World Regional Geography 3 0 0 3
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 demonstrate an understanding of their functional relationships. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

GEO 112 Cultural Geography 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.
This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

GEO 113 Economic Geography 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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 3 0 0 3
Prerequisites: Take DRE-097 ENG-002 Tier 1 or Placement Test Credit Equivalent
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, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.
This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

GEO 131 Physical Geography I 3 2 0 4
Prerequisites: Take DRE-097 or Placement Test Credit Equivalent.
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 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.

GEO 132 Physical Geography II 3 2 0 4
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 3 0 0 3
Prerequisites: Take DRE-096 or Placement Test Credit Equivalent.
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

GER 112 Elementary German II 3 0 0 3
Prerequisites: Take 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 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.

GER 211 Intermediate German I 3 0 0 3
Prerequisites: Take 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 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.

GER 212 Intermediate German II 3 0 0 3
Prerequisites: Take 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 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.

GIS 111 Introduction to GIS 2 2 0 3
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 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.

GRA 151 Computer Graphics I 1 3 0 2
Prerequisites: None
Corequisites: Take GRA 161
Component:
This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

GRA 152 Computer Graphics II 1 3 0 2
Prerequisites: Take GRA 151
Corequisites: Take GRA 162
Component:
This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.

GRA 153 Computer Graphics III 1 3 0 2
Prerequisites: Take GRA 152
Corequisites: Take GRA 163
Component:
This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications.

GRA 161 Computer Graphics Apps I 0 3 0 1
Prerequisites: None
Corequisites: Take GRA 151
Component:
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce simple graphic arts projects. Upon completion, students should be able to use the computer as a graphic arts production tool.

GRA 162 Computer Graphics Apps II 0 3 0 1
Prerequisites: None
Corequisites: Take GRA 152
Component:
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce intermediate graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool.

GRA 163 Computer Graphics Apps III 0 3 0 1
Prerequisites: None
Corequisites: Take GRA 153
Component:
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce advanced graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool.

GRD 110 Typography I 2 2 0 3
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.

GRD 121 Drawing Fundamentals I 1 3 0 2
Prerequisites: None
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 1 3 0 2
Prerequisites: Take 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 1 3 0 2
Prerequisites: Take 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 133 Illustration III 1 3 0 2
Prerequisites: Take GRD-132
Corequisites: None
Component:
This course is designed to strengthen visual techniques and conceptual approaches to illustration. Emphasis is placed on advanced rendering techniques, requirements, and limitations. Upon completion, students should be able to create comprehensive illustrations that meet client/ printer requirements.

GRD 141 Graphic Design I 2 4 0 4
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 2 4 0 4
Prerequisites: Take ART 121 or GRD 141
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 145 Design Applications I 0 3 0 1
Prerequisites: None
Corequisites: Take GRD-141
Component:
This course introduces visual problem solving. Emphasis is placed on application of design principles. Upon completion, students should be able to produce projects utilizing basic design concepts.

GRD 146 Design Applications II 0 3 0 1
Prerequisites: None
Corequisites: Take GRD-142
Component:

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course covers designing 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 151 Computer Design Basics 1 4 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers designing 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 1 4 0 3
Prerequisites: Take 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 1 4 0 3
Prerequisites: Take GRD 152
Corequisites: None
Component:
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 156 Computer Design Apps I 0 3 0 1
Prerequisites: None
Corequisites: Take GRD-151
Component:
This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing various computer applications to create and develop simple graphic designs. Upon completion, students should be able to use the computer as a creative tool.

GRD 157 Computer Design Apps II 0 3 0 1
Prerequisites: None
Corequisites: Take GRD-152
Component:
This course is designed to provide additional hands-on training with computer software applications. Emphasis is placed on utilizing appropriate computer applications to create and develop intermediate graphic designs. Upon completion, students should be able to produce intermediate graphic design projects using the computer.

GRD 167 Photographic Imaging I 1 4 0 3
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 — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 180 Interactive Design — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take One: GRD-151 OR GRA-151
Corequisites: None
Component:
This course covers skills and techniques used in designing interactive presentations. Emphasis is placed on design, including interface design, color, illustration, scripting, audio, typography, and animated elements. Upon completion, students should be able to design and produce interactive presentations.

GRD 188 Graphic Design for Web I — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take GRD-141
Corequisites: None
Component:
This course introduces the application of graphic design principles to web sites and graphics for web/mobile device delivery. Emphasis is placed on visual communication and presentation principles applied to web sites, including page layout, typography, color theory, navigation, responsive design, and image optimization. Upon completion, students should be able to apply the principles of design in the creation of full and mobile websites.

GRD 241 Graphic Design III — CLASS HRS 2, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take 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 graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV — CLASS HRS 2, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take GRD 241
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 263 Illustrative Imaging — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take GRD 151
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 — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take 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 audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GRD 280 Portfolio Design — CLASS HRS 2, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take GRD-142, GRD-152, and GRD-241
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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take ENG 110 or 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 288 Graphic Design for Web II — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take GRD-188
Corequisites: None
Component:
This course covers the advanced use of graphic design principles in front-end design for the multi-page websites. Emphasis is placed on online branding, responsive design, project management, UI/UX, web design using current web standards, and designing for content management systems. Upon completion, students should be able to employ the principles of design in the creation of websites across multiple platforms and devices.

GSM 111 Gunsmithing I — CLASS HRS 2, LAB HRS 12, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: None
Corequisites: Take MAC-118
Component: None
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.

GSM 120 Gunsmithing Tools — CLASS HRS 2, LAB HRS 12, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: Take MAC-118
Corequisites: None
Component: None
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing.

GSM 125 Barrel Fitting/Alteration — CLASS HRS 3, LAB HRS 9, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: Take GSM-111 and MAC-118
Corequisites: None
Component: None
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes.

GSM 127 General Repair — CLASS HRS 3, LAB HRS 9, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: Take GSM-111 and MAC-118
Corequisites: None
Component: None
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.

GSM 225 Gunmetal Refinishing — CLASS HRS 2, LAB HRS 12, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: Take GSM-111 and MAC-118
Corequisites: None
Component: None
This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal.

GSM 227 ADV Repair Technology — CLASS HRS 2, LAB HRS 12, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: Take GSM-111 and MAC-118
Corequisites: None
Component: None
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.

GSM 230 Handgun Technology — CLASS HRS 2, LAB HRS 9, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take GSM-111 and MAC-118
Corequisites: None
Component: None
This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns.

GSM 235 Current Gunsmithing Tech — CLASS HRS 2, LAB HRS 12, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: Take GSM-111 and MAC-118
Corequisites: None
Component: None
This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding.

HEA 110 Personal Health/Wellness — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
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 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.

HEA 112 First Aid & CPR — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved 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.

HEA 120 Community Health — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. 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.

HET 115 Electronic Engines — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

HET 125 Preventive Maintenance — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

HET 126 Prevent Maintenance Lab — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: Take HET 125
Component: None
This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

HET 231 Med/Heavy Duty Brake Sys 1 3 0 2
Prerequisites: None
Corequisites: None
Component: None
This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

HET 232 Med/Hvy Duty Brake Sys Lab 0 3 0 1
Prerequisites: Take HET 231
Corequisites: None
Component: None
This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231.

HET 233 Suspension and Steering 2 4 0 4
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.

HFS 110 Exercise Science 4 0 0 4
Prerequisites: None
Corequisites: None
Component:
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.

HFS 111 Fitness & Exer Testing I 3 2 0 4
Prerequisites: None
Corequisites: None
Component:
This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

HFS 116 Pvnt & Care Exer Injuries 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

HFS 118 Fitness Facility Mgmt 4 0 0 4
Prerequisites: None
Corequisites: None
Component:
This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.

HFS 120 Group Exer Instruction 2 2 0 3
Prerequisites: Take HFS-110
Corequisites: None
Component:
This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.

HFS 210 Personal Training 2 2 0 3
Prerequisites: Take All: HFS-110 and HFS-111
Corequisites: None
Component:
This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

HFS 212 Exercise Programming 2 2 0 3
Prerequisites: Take HFS-110
Corequisites: None
Component:
This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

HFS 218 Lifestyle Chng & Wellness 3 2 0 4
Prerequisites: None
Corequisites: None
Component:
This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

HIS 111 World Civilizations I 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 112 World Civilizations II 3 0 0 3
Prerequisites: Take DRE-097 ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 115 Introduction to Global History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 116 Current World Problems 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

HIS 121 Western Civilization I 3 0 0 3
Prerequisites: Take DRE-097 or ENG-0002 Tier 1 or Placement Test Credit Equivalent
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 122 Western Civilization II 3 0 0 3
Prerequisites: Take DRE-097 ENG-002 Tier 1 or Placement Test Credit Equivalent
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

HIS 131 American History I 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 132 American History II 3 0 0 3
Prerequisites: Take DRE-097 ENG-002 Tier 1 or Placement Test Credit Equivalent
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 141 Genealogy & Local History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

HIS 162 Women and History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

HIS 167 The Vietnam War 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

HIS 211 Ancient History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course traces the development of the cultural, intellectual, and political foundations of western civilization. Topics include the civilizations of the Near East, the classical Greek and Hellenistic eras, the Roman world, Judaism, and Christianity. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the ancient world. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

HIS 212 Medieval History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course traces the cultural, political, economic, social, religious, and intellectual history of Europe during the Middle Ages. Topics include the decline of the Roman Empire, the Frankish Kingdoms, the medieval church, feudalism, the rise of national monarchies, urbanization, and the rise of universities. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in medieval Europe. 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.

HIS 221 African-American History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved 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.

HIS 222 African-American History I 3 0 0 3
Prerequisites: Take DRE-097 ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course covers African American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history. This course has been approved for transfer under the CAA 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.

HIS 223 African-American History II 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course covers African American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War. This course has been approved for transfer under the CAA 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.

HIS 226 The Civil War 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved for transfer under the CAA 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.

HIS 227 Native American History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. 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.

HIS 236 North Carolina History 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This

course has been approved for transfer under the CAA 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.

HIS 260 History of Africa 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course surveys the history of Africa from pre-history to the present. Emphasis is placed on the evolution of social, political, economic, and governmental structures in Africa. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Africa. 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.

HIS 271 The French Revolution Era 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 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.

HIT 211 ICD Coding 2 6 0 4
Prerequisites: Take MED 116
Corequisites: None
Component: None
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 214 CPT/Other Coding Systems 1 3 0 2
Prerequisites: Take HIT 211
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 are of inpatient coding.

HIT 215 Reimbursement Methodology 1 2 0 2
Prerequisites: Take HIT 211
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 3 0 0 3
Prerequisites: None
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 3 0 0 3
Prerequisites: Take MED-122 or 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 3 0 0 3
Prerequisites: Take 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.

HMT 212 Mgt of Healthcare Org 3 0 0 3
Prerequisites: Take 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 215 Legal Asp of Healthcare Admin 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course provides a practical examination of healthcare law from the administrative perspective. Emphasis is placed on healthcare law with a working knowledge of ways to improve quality and the legal delivery of healthcare. Upon completion, students should be able to understand and apply healthcare laws as they relate to the financing, delivery, privacy, and malpractice of healthcare organizations.

HMT 220 Healthcare Financial Mgmt 4 0 0 4
Prerequisites: Take 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.

HMT 225 Practice Mgmt. Simulation — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take HMT-210
Corequisites: Take HMT-220
Component:
This course introduces medical systems used to process and analyze information in the automated office. Emphasis is placed on daily processing of patient services, management reporting used to monitor productivity, and interactive database reporting and analysis. Upon completion, students should be able to process daily services, generate and interpret management reports and utilize key indicators for monitoring practice productivity.

HOR 110 Introduction to Landscaping — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: 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 s, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116 Landscape Management I — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: 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 124 Nursery Operations — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 134 Greenhouse Operations — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: 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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: 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 — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

HOR 152 Horticultural Practices — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component: 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: 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 161 Plant Materials II — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take HOR 160
Corequisites: None
Component:
This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable

landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 162 Applied Plant Science 2 2 0 3
Prerequisites: None
Corequisites: None
Component: 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 2 2 0 3
Prerequisites: None
Corequisites: None
Component: 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 2 2 0 3
Prerequisites: None
Corequisites: None
Component: 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 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 170 Horticultural Computer Apps 1 3 0 2
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 2 2 0 3
Prerequisites: Take HOR-112 and HOR-170
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 2 2 0 3
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 2 2 0 3
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 255 Interiorscapes 1 2 0 2
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 1 3 0 2
Prerequisites: Take 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 265 Advanced Plant Materials 1 2 0 2
Prerequisites: None
Corequisites: None
Component: None
This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, studentsshould be able to correctly select plants for specific landscape uses.

HOR 277 Horticulture Sales & Services 3 0 0 3
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 278 Horticulture Business Entrepreneurship	**3**	**0**	**0**	**3**

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	**3**	**0**	**0**	**3**

Prerequisites: None
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.

HRM 120 Front Office Procedures	**3**	**0**	**0**	**3**

Prerequisites: None
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	**2**	**2**	**0**	**3**

Prerequisites: None
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	**1**	**0**	**0**	**1**

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 135 Facilities Management	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic elements of planning and designing hospitality facilities including environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HRM 140 Legal Issues-Hospitality	**3**	**0**	**0**	**3**

Prerequisites: None
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 210 Meetings & Event Planning	**3**	**0**	**0**	**3**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: Take CUL-135 or HRM-124
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	**3**	**0**	**0**	**3**

Prerequisites: Take DMA 025, DMA 030, or MAT 003 Tier 1
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 230 Club & Resort Management	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
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	**3**	**0**	**0**	**3**

Prerequisites: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HRM 245 Human Resource Mgmt-Hosp	**3**	**0**	**0**	**3**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: Take HRM-110, HRM-140, HRM-240, and HRM-245
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.

HSC 120 CPR	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Component: None
This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.

HUM 110 Technology and Society	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

HUM 115 Critical Thinking	**3**	**0**	**0**	**3**

Prerequisites: Take one set: Set 1: DRE-098 Set 2: ENG-002 Set 3: BSP-4002 Set 4: 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 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.

HUM 120 Cultural Studies	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

HUM 121 The Nature of America	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. 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.

HUM 122 Southern Culture	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

HUM 130 Myth in Human Culture	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
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 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.

HUM 150 American Women's Studies	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 ENG-002 Tier 1 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

HUM 160 Introduction to Film 2 2 0 3
Prerequisites: TAKE DRE-097 or ENG-002 Tier 1 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 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.

HUM 161 Advanced Film Studies 2 2 0 3
Prerequisites: Take 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 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.

HUM 170 The Holocaust 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

HUM 211 Humanities I 3 0 0 3
Prerequisites: Take 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 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.

HUM 212 Humanities II 3 0 0 3
Prerequisites: Take 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 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.

HUM 220 Human Values and Meaning 3 0 0 3
Prerequisites: Take 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 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.

HUM 230 Leadership Development 3 0 0 3
Prerequisites: Take 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 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.

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
Prerequisites: None
Corequisites: Take BPR-115
Component:
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.

INT 110 International Business 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
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.

INT 230 International Law 3 0 0 3
Prerequisites: Take BUS-115
Corequisites: None
Component: None
This course is designed to develop an understanding of the different theories on international law and their effect on international trade. Emphasis is placed on concepts of contracts, international transactions, major organizations in international trade, establishment of treaties, economic areas, and US laws affecting international trade. Upon completion, students should be able to apply theories and concepts to international trade and transactions.

ISC 110 Workplace Safety — CLASS HRS 1, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component:
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 115 Construction Safety — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 121 Envir Health & Safety — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
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.

ISC 131 Quality Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 210 Oper & Prod Planning — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: TakeDMA 025, DMA 030, or MAT 003 Tier 1
Corequisites: None
Component: None
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.

ITA 111 Elementary Italian I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-096 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
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 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.

ITA 112 Elementary Italian II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ITA 111
Corequisites: None
Component: None
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 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.

ITA 211 Intermediate Italian I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ITA 112
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 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.

ITA 212 Intermediate Italian II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

ITL 110 Intro to US Intel Community — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the history and evolution of Intelligence and focuses on the framework, agencies, roles and responsibilities of the U.S. Intelligence Community and how the Intelligence Community addresses national security requirements. Emphasis is placed on intelligence support for the production of public policy, intelligence support for military operations and law enforcement implementation, and how intelligence can affect the private corporate space. Upon completion, students should be able to identify what type of intelligence jobs exist along with the requisite skills required for the myriad intelligence activities at the state, national, military, and corporate spaces.

ITL 115 Intro to Global Threats — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the concept, framework and applications of U.S. Intelligence and its role in the creation and implementation of national security policies. Topics include state and non-state threats to include; global migration, rapid spread of information, environmental impacts, resource scarcities, pandemics, financial crisis, terrorism, organized crime, cybercrime, anti-money laundering (AML), counter threat finance (CTF) fundamentals, and efforts to counter violent extremism. Upon completion, students should be able to develop a framework for analysis of conflict at the strategic and operational levels, and examine the role of intelligence in formulating strategy.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ITL 120 Threat Analysis & Pres. 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an introduction to the craft of intelligence analysis, and focuses on the analytical production of intelligence for various types of consumers and decision makers. Emphasis is placed on the analytical process, analytical standards to include an overview of assessments, collection, evaluation, and warning, as well as the intelligence analysis needs of policymakers, military commanders, and for strategy designers and tactics planners. Upon completion, students should be able to demonstrate an understanding of the role of the intelligence community in national security and foreign policy decision-making.

ITL 130 Illicit Financing 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an overview of the role illicit financing plays in terrorism and criminal activity. Emphasis is placed on tracking the financial structure and backing of international terrorist organizations. Upon completion, students should be able to demonstrate an understanding of the role that illicit financing plays in international terrorism and criminal endeavors.

ITL 210 Intel Research Methods 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course prepares students to employ basic research methods and writing skills to produce sound research papers and analytical products. Topics include basic research methods and writing skills specific to the intelligence community. Upon completion, students should be able to develop the elements of a research strategy, critically read and evaluate data, and communicate their findings in coherent, well-organized written work.

ITL 215 Site Exploitation 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers the methodologies involved in efficiently and effectively processing a target location for the purpose of identifying and extracting information of intelligence value. Emphasis is placed on the fundamental processes of site exploitation and provides a foundation for various mission sets including sensitive and tactical Site Exploitation missions. Upon completion, students should be able to apply the basics processes of Site Exploitation.

ITL 220 Intelligence Operations 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the principles of Intelligence Collection and the five intelligence collection disciplines: Human Intelligence (HUMINT), Geospatial Intelligence (GEOINT), Signals Intelligence (SIGINT), Measurement and Signature Intelligence (MASINT), and counterintelligence (CI). Topics include the organizations, missions, and functions of international intelligence and security services. Upon completion, students should be able to demonstrate an understanding of the most current knowledge, skills and resources available in the intelligence community.

ITL 225 SIGINT Operations 2 2 0 3
Prerequisites: None
Corequisites: Take ITL 220
Component:
This course examines Signals Intelligence (SIGINT). Emphasis is placed on the various methods and modes of intelligence collection by electronic means for the use of strategic and operational level communications. Upon completion, students should be able to integrate current and emerging national capabilities into the tactical decision-making process.

ITL 235 Human Intelligence 3 0 0 3
Prerequisites: None
Corequisites: Take ITL 220
Component:
This course provides an overview of Human Intelligence (HUMIT). Topics include the various tactics, techniques and procedures for HUMINT collection and how it can be integrated with the other intelligence disciplines. Upon completion, students should be able to demonstrate a familiarity with the functions of controlled HUMINT collection.

ITL 240 CI Operations 3 0 0 3
Prerequisites: None
Corequisites: Take ITL 220
Component:
This course introduces students to counterintelligence operations and techniques. Topics include passive and active counterintelligence measures, as well as principles and processes of counterintelligence operations. Upon completion, students should be able to demonstrate an understanding of the application of counterintelligence.

ITL 245 Geospatial Intelligence 2 2 0 3
Prerequisites: None
Corequisites: Take ITL 220
Component:
This course introduces the geographic foundations of geospatial intelligence and its applications in national security. Topics include the various aspects of imagery and geospatial information and services (GI&S). Upon completion, students should be able to understand the role that GEOINT plays in the intelligence community and how it supports intelligence and national security operations.

LAT 141 Culture and Civilization 3 2 0 4
Prerequisites: Take All: LAT-212 and LAT-282
Corequisites: None
Component:
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 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.

LAT 142 Lit. & the Roman Republic 3 2 0 4
Prerequisites: Take LAT-141
Corequisites: None
Component:
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

LAT 181 Latin Lab I 0 2 0 1
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 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.

LAT 182 Latin Lab II 0 2 0 1
Prerequisites: Take 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 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.

LAT 231 Reading and Composition 3 2 0 4
Prerequisites: Take LAT-142
Corequisites: None
Component:
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. 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.

LAT 232 Imperial Literature 3 2 0 4
Prerequisites: Take LAT-231
Corequisites: None
Component:
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 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.

LAT 281 Latin Lab 3 0 2 0 1
Prerequisites: Take LAT 182
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of written skills in Latin. Emphasis is placed on the study of representative literary and cultural texts. 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

LAT 282 Latin Lab 4 0 2 0 1
Prerequisites: Take LAT 281
Corequisites: None
Component: None
This course provides an opportunity to enhance the review and expansion of the essential skills of Latin. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning materials. Upon completion, students should be able to demonstrate increased proficiency in reading and writing Latin. 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.

LDR 110 Introduction to Leadership 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces students to concepts, models and practices of leadership that are effective in governmental, business, civic, community and political organizations. Emphasis is placed on the purposes and structures of various types of organizations and examines the leadership styles and strategies that align with these organizations. Upon completion, students should be able to recognize and apply the elements effective leadership in a variety of contexts.

LDR 115 Evid-Based Ldrshp & Dec Making 3 0 0 3
Prerequisites: Take LDR-110
Corequisites: None
Component:
This course covers the components of effective and operational evidence-based leadership. Emphasis is placed on using decision-making models and data to recognize and understand trends, align organizational goals, determine consequences, and make recommendations for actions leaders can take to solve problems. Upon completion, students should be able to demonstrate trends using data, identify strategies for decision making, and use data to make high-quality decisions on a wide range of issues.

LDR 210 Leadership Capacity Assessment 3 0 0 3
Prerequisites: Take LDR-110
Corequisites: None
Component:
This course introduces the methodologies and processes to better understanding one's capacity to lead. Topics include conceptualizing motivation, identifying good leadership traits, creating a vision, understanding influence, overcoming obstacles and developing leadership capacity. Upon completion, students should be able to identify their strengths and weaknesses as a leader.

LDR 215 Extreme Leadership 3 0 0 3
Prerequisites: Take LDR-110
Corequisites: None
Component:
This course provides students an opportunity to explore leadership in high risk or "extreme" environments through a series of case studies. Emphasis is placed on the human factors (i.e. physical, mental, emotional, neurological and physiological) that can influence a leader's decision making in extreme circumstances. Upon completion, students should be able to identify how stress impacts effective decision making and how leadership can contribute to or detract from survival under extreme circumstances.

LDR 220 Strategic Leadership — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LDR-110
Corequisites: None
Component:
This course provides students the opportunity to examine and apply leadership in a strategic context. Emphasis is placed on strategic planning and implementation and assessment of a strategic vision and goals. Upon completion, students should be able to demonstrate a basic knowledge of strategic leadership.

LDR 225 Leading Change — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LDR-110
Corequisites: None
Component:
This course provides the opportunity to develop the knowledge base necessary to lead and manage organizational change with an emphasis on a 360-degree approach to understanding change. Emphasis is placed on various aspects of implementing change, such as: addressing the human psychology of change through innovative technology, social media, theoretical frameworks, understanding change agents, and operations. Upon completion, students should be able to demonstrate knowledge and practical skills in how to connect change with strategy, anticipate resistance, assess readiness, and measure sustainability.

LDR 230 Global Leadership — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LDR-110
Corequisites: None
Component:
This course provides students an opportunity to familiarize themselves with leadership in a globalized environment. Emphasis is placed on understanding how leaders can effectively navigate global politics and how resource competition influences outcomes, how culture and power distance relationships contribute to collaborative efforts, and how to build relationships despite these differences. Upon completion, students should be able to demonstrate how politics, culture and resource allocation contribute to organizational outcomes and the role that effective global leadership plays in successfully navigating these variables.

LEX 110 Introduction to Paralegal Study — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to understand the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. This course is also available through the Virtual Learning Community (VLC).

LEX 120 Legal Research/Writing I — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG 002 Tier 1
Corequisites: None
Component: 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).

LEX 130 Civil Injuries — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG 002 Tier 1
Corequisites: None
Component: None
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. This course is also available through the Virtual Learning Community (VLC).

LEX 140 Civil Litigation I — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE 097 or ENG 002 Tier 1
Corequisites: None
Component: None
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction and the state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. This course is also available through the Virtual Learning Community (VLC).

LEX 141 Civil Litigation II — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LEX 140
Corequisites: None
Component: None
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150 Commercial Law I — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE 097 or ENG 002 Tier 1
Corequisites: None
Component: None
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. This course is also available through the Virtual Learning Community (VLC).

LEX 160 Criminal Law & Procedure — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE 097 or ENG 002 Tier 1
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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take DRE 097 or ENG 002 Tier 1
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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE 097 or ENG 002 Tier 1
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).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

LEX 211 Real Property II 1 4 0 3
Prerequisites: Take LEX 210
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 3 0 0 3
Prerequisites: Take DRE 097 or ENG 0002 Tier 1 and DMA 025, DMA 030, or MAT 003 Tier 1
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 2 2 0 3
Prerequisites: Take DRE 097 or ENG 0002 Tier 1 and DMA 025, DMA 030, or MAT 003 Tier 1
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 3 0 0 3
Prerequisites: Take DRE 097 or ENG 002 Tier 1 and DMA 025, DMA 030, or MAT 003 Tier 1
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, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270 Law Office Management/ Technology 1 2 0 2
Prerequisites: Take DRE 097 or ENg 0002 Tier 1
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 1 2 0 2
Prerequisites: Take DRE 097 or ENG 002 Tier 1
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.

LEX 285 Workers' Comp Law 2 0 0 2
Prerequisites: Take DRE 097 or ENG 002 Tier 1 and DMA 025, DMA 030, or MAT 003 Tier 1
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 3 0 0 3
Prerequisites: None
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 sources 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).

LOG 120 Global Logistics 3 0 0 3
Prerequisites: Take LOG-110
Corequisites: None
Component:
This course examines logistics operations, processes, and modes of transportation in an interdependent world economy. Emphasis is placed on freight forwarding operations, analyzing and selecting transportation modes, and processing of import/export documentation. Upon completion, students should be able to arrange and coordinate the transportation of products globally.

LOG 125 Transportation Logistics 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.

LOG 210 Fleet Management 3 0 0 3
Prerequisites: Take LOG-110
Corequisites: None
Component:
This course covers the management of transportation, fleet operations, and safety. Emphasis is placed on DOT safety regulations in the hiring, training, and supervision of drivers in transportation. Upon completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.

LOG 211 Distribution Management — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LOG-110
Corequisites: None
Component: None
This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

LOG 215 Supply Chain Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LOG-110
Corequisites: None
Component: None
This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units, describe the materials management processes, and prepare for the APICS CPIM examination.

LOG 220 Logistics Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LOG-110
Corequisites: None
Component:
This course covers the management of the movement and storage of goods and analysis of total costs involved. Emphasis is placed on the monitoring of inventory using automated systems, managing the storage function, warehousing, and distribution. Upon completion, students should be able to describe warehousing and facility layouts, identify material handling methods, and apply inventory control procedures.

LOG 230 Transportation Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LOG-110
Corequisites: None
Component:
This course covers the function of shippers and carriers in the transportation industry. Emphasis is placed on negotiating price and service requirements in the movement of goods, identifying areas of carrier liability, and the methods for processing claims. Upon completion, students should be able to compare common carriers and company operated transportation for service and cost, interpret pricing structures, and determine carrier liability.

LOG 235 Import/Export Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LOG-125
Corequisites: None
Component: None
This course introduces the elements of import and export operations, from transportation to documentation, finance, and security and the effects on the global supply chain. Emphasis is placed on existing import/export regulations, customs documentation, intermodal transportation, foreign freight forwarders, global technology, and homeland security initiatives. Upon completion, students should be able to perform import/export operations, channels of distribution, implemented technologies, and associate with operating a secure supply chain.

LOG 240 Purchasing Logistics — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LOG-110
Corequisites: None
Component: None
This course introduces the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with international logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.

LOG 245 Logistics Security — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take LOG-110
Corequisites: None
Component: None
This course covers the role and importance of securing the domestic and global transportation and supply chain networks. Emphasis is placed on Customs and Border Protection, Department of Homeland Security, the Transportation Security Agency and how they affect businesses, logistics and transportation processes. Upon completion, students should be able to apply the principles and terminologies used in securing the logistics and transportation networks and identify potential threats.

LOG 250 Advanced Global Logistics — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take LOG-125
Corequisites: None
Component: None
This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment. Emphasis is placed on an in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.

LSG 111 Basic Landscape Technology — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 2
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 — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

LSG 123 Summer Gardening Lab — CLASS HRS 0, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

LSG 231 Landscape Supervision 2 6 0 4
Prerequisites: Take LSG 123 and HOR 161
Corequisites: None
Component: None
This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

LSG 232 Garden Management 1 2 0 2
Prerequisites: Take LSG 123 and HOR 161
Corequisites: None
Component: None
This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

MAC 111 Machining Technology I 2 12 0 6
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 2 12 0 6
Prerequisites: Take MAC 111
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 2 12 0 6
Prerequisites: MAC 241
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 2 0 0 2
Prerequisites: None
Corequisites: Take MAC 111
Component: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MAC 118 Machine Shop Basic 1 3 0 2
Prerequisites: None
Corequisites: None
Component: None
This course will introduce the fundamentals of measuring tools, tolerances and the basic set-up and operations of drill presses, lathes, and milling machines. Emphasis is placed on manufacturing standards and procedures used in welding, automotive, and engineering environments. Upon completion, students should be able to use measuring tools, perform basic machine operations, and apply manufacturing standards.

MAC 121 Introduction to CNC 2 0 0 2
Prerequisites: Take MAC 112, MAC 132, and MAC 152
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 1 3 0 2
Prerequisites: Take MAC 228
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 1 3 0 2
Prerequisites: Take 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 1 2 0 2
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 1 2 0 2
Prerequisites: Take MAC 131
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAC 141 Machining Applications I	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

MAC 151 Machining Calculations	**1**	**2**	**0**	**2**

Prerequisites: Take DMA 025 or MAT-003 Tier 1
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	**1**	**2**	**0**	**2**

Prerequisites: Take 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 224 Advanced CNC Milling	**1**	**3**	**0**	**2**

Prerequisites: Take MAC 124
Corequisites: None
Component: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 228 Advanced CNC Processes	**2**	**3**	**0**	**3**

Prerequisites: Take MAC 121
Corequisites: None
Component: None
This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

MAC 233 Appl in CNC Machining	**2**	**12**	**0**	**6**

Prerequisites: Take MAC 228
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	**2**	**6**	**0**	**4**

Prerequisites: Take MAC 112, MAC 132, and MAC 152
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAM 101 Mam Proc & Image Analysis	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Component: None
This course provides the fundamentals of mammography positioning, patient care, and image analysis. Topics include breast anatomy/physiology, pathology and treatment of breast disease, patient preparation/education, mammographic procedures, and interventional procedures. Upon completion, students should be able to demonstrate competence in these areas.

MAM 102 Mam Instrumentation & Qa	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course is a comprehensive study of physics, instrumentation, quality assurance, and quality control for digital mammography imaging systems. Topics include system components, imaging principles, and guidelines for selecting exposure factors. Upon completion, students should be able to demonstrate an understanding of mammographic equipment, quality assurance, and quality control.

MAM 103 Digital Mammography	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
Component: None
This course is a comprehensive study of digital mammography. Topics include producing digital mammograms, understanding image processing, display, archive, and communication techniques, and determining proper image quality, radiation dose, and quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital imaging, the process to produce digital mammograms, and the establishment of QC procedures.

MAM 104 Digital Breast Tomosynthesis	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course is a comprehensive study of digital breast tomosynthesis (DBT). Topics include the technology of DBT, application of DBT in the clinic setting, digital detector technology, the role of DBT in detecting breast cancer, and performing quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital breast tomosynthesis, understand the application and role of DBT in the clinic setting, and perform quality control procedures.

MAM 105 Mammography Clinical Ed	**0**	**0**	**15**	**5**

Prerequisites: None
Corequisites: None
Component: None
This course provides the opportunity to apply knowledge gained from classroom instruction to the mammography clinical setting. Emphasis is placed on patient care and positioning, mammographic procedures, interventional/special examinations, image analysis, and quality control testing. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

MAM 109 Mammography Capstone	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of mammographic topics as practiced in the didactic and clinical settings. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an entry-level mammographer.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 003 Transition Math	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 Math Measurement & Literacy Su	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 Quantitative Literacy Support	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 Statistical Methods I Support	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 Precalculus Algebra Support	**0**	**4**	**0**	**2**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 101 Applied Mathematics I	**2**	**2**	**0**	**3**

Prerequisites: Take DMA-010, DMA-020, and DMA-030 or Placement Test Credit Equivalent
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 110 Math Measurement & Literacy	**2**	**2**	**0**	**3**

Prerequisites: Take DMA-010, DMA-020, and DMA-030 or DMA-025 or MAT-003 Tier 1 or Placement Test Equivalent
Corequisites: None
Component: None
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 Algebra/Trigonometry I	**2**	**2**	**0**	**3**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060 Set 2: DMA-010, DMA-020, DMA-030, DMA-045 and DMA-060 Set 3: DMA-025, DMA-040, DMA-050, and DMA-060 Set 4: DMA-025, DMA-045, and DMA-060 or MAT-003 Tier 3 or Placement Test Cr
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 the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 143 Quantitative Literacy	**2**	**2**	**0**	**3**

Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-098 Set 2: DMA-010, DMA-020, DMA-030, and ENG-002 Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002 Set 4: DMA-025, and DRE-098 Set 5: DMA-025, and ENG-002 Set 6: DMA-025, and BSP-4002 Set 7: MAT-003 an
Corequisites: None
Component: None
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MAT 152 Statistical Methods I 3 2 0 4
Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DRE-098 Set 2: DMA-010, DMA-020, DMA-030, and ENG-002 Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002 Set 4: DMA-025, and DRE-098 Set 5: DMA-025, and ENG-002 Set 6: DMA-025, and BSP-4002 Set 7: MAT-003 an
Corequisites: None
Component: None
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.

MAT 167 Discrete Mathematics 3 0 0 3
Prerequisites: Take MAT 121 or MAT 171
Corequisites: None
Component: None
This course is designed to develop problem-solving and reasoning skills using an algorithmic approach. Topics include sets, number theory, numeration systems, linear programming, traditional and propositional logic, truth tables, Venn diagrams, elementary proofs, and Boolean algebra. Upon completion, students should be able to apply logic and other mathematical concepts to solve a variety of problems. 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.

MAT 171 Precalculus Algebra 3 2 0 4
Prerequisites: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 Set 2: DMA-010, DMA-020, DMA-030, DMA-045 Set 3: DMA-025, DMA-045 Set 4: DMA-025, DMA-040, DMA-050 Set 5: MAT 121 Set 6: MAT-003 Set 7: BSP-4003 or Placement Test Equivalent
Corequisites:
Component: None
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 172 Precalculus Trigonometry 3 2 0 4
Prerequisites: Take MAT 171; Minimum Grade of C
Corequisites:
Component: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MAT 252 Statistical Methods II 3 2 0 4
Prerequisites: Take MAT-152
Corequisites: None
Component:
This course is designed to provide 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 and communicate results on multiple sample data taken from business and health, social, natural, and applied sciences. 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.

MAT 263 Brief Calculus 3 2 0 4
Prerequisites: Take MAT 171
Corequisites: None
Component: None
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 271 Calculus I 3 2 0 4
Prerequisites: Take MAT 172; Minimum Grade of C
Corequisites: None
Component: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 272 Calculus II 3 2 0 4
Prerequisites: Take MAT 271; Minimum Grade of C
Corequisites: None
Component: None
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. The Transfer Advisory Committee changed the status of this course from General Education: Math/AS to Universal General Education Transfer Component (UGETC): Math/AS on December 2, 2015.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 273 Calculus III	**3**	**2**	**0**	**4**

Prerequisites: Take MAT 272
Corequisites: None
Component: None
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 280 Linear Algebra	**2**	**2**	**0**	**3**

Prerequisites: Take MAT 271
Corequisites: None
Component: None
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

MAT 285 Differential Equations	**2**	**2**	**0**	**3**

Prerequisites: Take MAT 272
Corequisites: None
Component: None
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

MED 116 Introduction to A & P	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
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.

MED 120 Survey of Med Terminology	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MIT 115 Intro to Video Concepts	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to gain a basic level of competence in integration of digital and analog video. Emphasis is placed on understanding integration of basic video resources such as AVI, FLI, MPEG, M-JPEG, and digital/analog video. Upon completion, students should be able to use basic video integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.

MIT 120 Intro to Audio Concepts	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to gain a basic level of competence in the integration of digital and analog audio. Emphasis is placed on understanding integration of audio resources such as MIDI, WAV, Real-audio, and Redbook Resources. Upon completion, students should be able to demonstrate familiarity with basic audio integration techniques and applications for stand-alone personal computers, networks, and integrated room systems.

MKT 120 Principles of Marketing	**3**	**0**	**0**	**3**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: None
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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take MKT 120 and DMA 025, DMA 030 or MAT 003 Tier 1
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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take DMA 025, DMA 030, or MAT 003 Tier 1
Corequisites: None
Component: None
This course extends the study of diverse marketing strategies. Emphasis is place 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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
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.

MKT 231 Health Care Marketing — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take MKT-120
Corequisites: None
Component: None
This course is designed to help students gain an understanding of how the principles of marketing are used in a health care setting. Topics include market development, market segmentation, market research, advertising and promotion, and service development for health care marketing. Upon completion, students should be able to plan, develop, and implement a basic marketing plan for an institution within the health care industry.

MKT 232 Social Media Marketing — CLASS HRS 3 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: None
Corequisites: None
Component: None
This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MNT 110 Intro to Maint Procedures — CLASS HRS 1 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component:
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 111 Maintenance Practices — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take MNT-110
Corequisites: None
Component:
This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MNT 220 Rigging and Moving — CLASS HRS 1 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component:
This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 230 Pumps & Piping Systems — CLASS HRS 1 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component:
This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MSI 110 Military Science I 1 0 0 1
Prerequisites: None
Corequisites: None
Component:
This course introduces military-style training and confidence building, including military weapons firing, rappelling, and other related material. Emphasis is placed on US Army and ROTC organization, leadership and management techniques, principles of war, evolution of weapons, and military tactics. Upon completion, students should be able to identify and explain the basics of military science and put into practice the art of organizing, motivating, and leading others.

MSI 120 Military Science II 2 0 0 2
Prerequisites: None
Corequisites: None
Component:
This course covers the use of maps and compasses for land navigation, leadership principles and techniques, and military written and oral communication. Topics include orienteering compass techniques, assault boat training, time management, military briefings, and basic survival skills. Upon completion, students should be able to fulfill requirements for entry into the ROTC advanced program and compete for continuing ROTC scholarships.

MSI 210 Military Science III 2 0 0 2
Prerequisites: None
Corequisites: None
Component:
This course emphasizes basic concepts in leadership, team building, and management. Topics include land navigational skills, basic first aid, oral communication, military briefings and personal management skills. Upon completion, students should be able to manage and communicate effectively in a small team environment.

MSI 220 Military Science IV 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course completes the preparation for accession into the ROTC advanced program. Topics include introduction to the Leadership Development Program (LDP), operation orders, advance land navigation techniques, small unit tactics, and physical training. Upon completion, students will be eligible to apply for entry into the ROTC Advanced Program.

MUS 110 Music Appreciation 3 0 0 3
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 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. This is a Universal General E

MUS 112 Introduction to Jazz 3 0 0 3
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 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. This is a Universal General E

MUS 113 American Music 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

MUS 114 Non-Western Music 3 0 0 3
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 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.

MUS 121 Music Theory I 3 2 0 4
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 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.

MUS 122 Music Theory II 3 0 0 3
Prerequisites: Take MUS 121
Corequisites: None
Component: None
This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved 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.

MUS 123 Music Composition 0 2 0 1
Prerequisites: Take One: MUS-111 or MUS-121
Corequisites: None
Component: None
This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MUS 125 Aural Skills I 0 2 0 1
Prerequisites: None
Corequisites: None
Component:
This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns.

MUS 131 Chorus I 0 2 0 1
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 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.

MUS 132 Chorus II 0 2 0 1
Prerequisites: Take MUS-131
Corequisites: None
Component: None
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved 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.

MUS 133 Band I 0 2 0 1
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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.

MUS 134 Band II 3 0 0 3
Prerequisites: Take MUS 133
Corequisites: None
Component: None
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a pThis course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.remajor and/or elective course requirement.

MUS 135 Jazz Ensemble I 0 2 0 1
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing 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.

MUS 136 Jazz Ensemble II 0 2 0 1
Prerequisites: Take MUS 135
Corequisites: None
Component: None
This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing 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.

MUS 137 Orchestra I 0 2 0 1
Prerequisites: None
Corequisites: None
Component: None
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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.

MUS 138 Orchestra II 0 2 0 1
Prerequisites: Take MUS 137
Corequisites: None
Component: None
This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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.

MUS 141 Ensemble I 0 2 0 1
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 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.

MUS 142 Ensemble II 0 2 0 1
Prerequisites: Take 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 participate in ensemble playing 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.

MUS 151 Class Music I — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: None
Corequisites: None
Component: None
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved 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.

MUS 152 Class Music II — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: Take MUS 151
Corequisites: None
Component: None
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved 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

MUS 161 Applied Music I — CLASS HRS: 1, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: None
Corequisites: None
Component: None
This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved 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.

MUS 162 Applied Music II — CLASS HRS: 1, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: Take MUS 161
Corequisites: None
Component: None
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved 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.

MUS 173 Opera Production I — CLASS HRS: 0, LAB HRS: 9, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component: None
This course provides an applied laboratory study of the processes involved in the production of an opera. Topics include fundamental practices, principles, and techniques associated with producing operas of various musical periods with an emphasis on vocal technique. Upon completion, students should be able to participate in an assigned position in a college opera 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.

MUS 174 Opera Production II — CLASS HRS: 0, LAB HRS: 9, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take MUS-173
Corequisites: None
Component: None
This course provides an applied laboratory study of the processes involved in the production of an opera. Topics include fundamental practices, principles, and techniques associated with producing operas of various musical periods with an emphasis on musical/language production. Upon completion, students should be able to participate in an assigned position in a college opera 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.

MUS 181 Show Choir I — CLASS HRS: 3, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 4
Prerequisites: None
Corequisites: None
Component: None
This course provides students the initial training in basic competencies of dance/voice-based performances and to the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on the introduction to, and subsequent 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 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.

MUS 182 Show Choir II — CLASS HRS: 3, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 4
Prerequisites: Take 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 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.

MUS 210 History of Rock Music — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MUS 211 History of Country Music 3 0 0 3
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 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.

MUS 212 American Musical Theatre 3 0 0 3
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 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.

MUS 213 Opera and Musical Theatre 3 0 0 3
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 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.

MUS 217 Elementary Conducting 1 2 0 2
Prerequisites: Take MUS-111
Corequisites: None
Component: None
This course introduces the basic patterns and skills for conducting instrumental and vocal groups. Emphasis is placed on conducting beat patterns, expressive gestures, fermatas, accents, tempos, and rehearsal techniques. Upon completion, students should be able to demonstrate the above skills by conducting vocal and/or instrumental groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

MUS 221 Music Theory III 3 0 0 3
Prerequisites: Take MUS 122
Corequisites: None
Component: None
This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MUS 222 Music Theory IV 3 0 0 3
Prerequisites: Take MUS 221
Corequisites: None
Component: None
This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved 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.

MUS 225 Aural Skills III 0 2 0 1
Prerequisites: Take MUS 126
Corequisites: None
Component: None
This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. 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.

MUS 231 Chorus III 0 2 0 1
Prerequisites: Take 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.

MUS 232 Chorus IV 0 2 0 1
Prerequisites: Take MUS 231
Corequisites: None
Component: None
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved 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.

MUS 233 Band III 0 2 0 1
Prerequisites: Take MUS 134
Corequisites: None
Component: None
This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able

to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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

MUS 234 Band IV 0 2 0 1
Prerequisites: Take MUS 233
Corequisites: None
Component: None
This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. 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.

MUS 235 Jazz Ensemble III 0 2 0 1
Prerequisites: Take MUS 136
Corequisites: None
Component: None
This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a pThis course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.remajor and/or elective course requirement.

MUS 236 Jazz Ensemble IV 0 2 0 1
Prerequisites: Take MUS 235
Corequisites: None
Component: None
This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing 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

MUS 237 Orchestra III 0 2 0 1
Prerequisites: Take MUS 138
Corequisites: None
Component: None
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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.

MUS 238 Orchestra IV 0 2 0 1
Prerequisites: Take MUS 237
Corequisites: None
Component: None
This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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.

MUS 241 Ensemble III 0 2 0 1
Prerequisites: Take MUS 142
Corequisites: None
Component: None
This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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

MUS 242 Ensemble IV 0 2 0 1
Prerequisites: Take MUS 241
Corequisites: None
Component: None
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved 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.

MUS 253 Big Band 0 2 0 1
Prerequisites: None
Corequisites: None
Component: None
This course includes the Big Band instrumentation of five saxes, four trumpets, four trombones, and four-piece rhythm section (bass, piano, drums, and guitar). Emphasis is placed on learning the repertoire specifically written for Big Band instrumentation. Upon completion, students should be able to demonstrate skills needed to participate in performance of Big Band music. 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.

MUS 261 Applied Music III 1 2 0 2
Prerequisites: Take MUS 162
Corequisites: None
Component: None
This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved 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.

MUS 262 Applied Music IV 1 2 0 2
Prerequisites: Take MUS 261
Corequisites: None
Component: None
This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

MUS 273 Opera Production III 0 9 0 3
Prerequisites: Take MUS-174
Corequisites: None
Component:
This course provides an applied laboratory study of the processes involved in the production of an opera. Topics include fundamental practices, principles, and techniques associated with producing operas of various musical periods with an emphasis on stagecraft. Upon completion, students should be able to participate in an assigned position in a college opera 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.

MUS 274 Opera Production IV 0 9 0 3
Prerequisites: Take MUS-273
Corequisites: None
Component:
This course provides an applied laboratory study of the processes involved in the production of an opera. Topics include fundamental practices, principles, and techniques associated with producing operas of various musical periods with an emphasis on rehearsal and performance techniques. Upon completion, students should be able to participate in an assigned position in a college opera 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.

NAS 101 Nurse Aide I 3 4 3 6
Prerequisites: None
Corequisites: None
Component: None
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II 3 2 6 6
Prerequisites: Take NAS 101
Corequisites: None
Component: None
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NET 110 Networking Concepts 2 2 0 3
Prerequisites: None
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).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

NET 125 Networking Basics 1 4 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET 126 Routing Basics 1 4 0 3
Prerequisites: Take 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 135 Data Center Networking 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the field of data center network administration. Emphasis is placed on foundational data center concepts such as designing, implementing and troubleshooting data center technologies. Upon completion, students will be able to enter the field of data center network administration.

NET 175 Wireless Technology 2 2 0 3
Prerequisites: None
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 1 4 0 3
Prerequisites: Take 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 1 4 0 3
Prerequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

NET 289 Networking Project 1 4 0 3
Prerequisites: Take All: CTI-110, CTI-120, and CTS-115
Corequisites: Take NET-225
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.

NOS 110 Operating System Concepts 2 3 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User 2 2 0 3
Prerequisites: None
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 125 Linux/Unix Scripting 2 2 0 3
Prerequisites: Take NOS-120
Corequisites: None
Component:
This course covers the concepts and features of shell scripting. Topics include process control, shell scripting, advanced search techniques and power user utilities. Upon completion, students should be able to successfully perform various shell scripting tasks.

NOS 130 Windows Single User 2 2 0 3
Prerequisites: Take 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 160 Mobile Operating Systems 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course examines operating system features and applications common to mobile operating systems. Topics include implementation, applications, file and memory management, system configuration, utilities and security features. Upon completion, students should be able to configure and manage mobile operating system implementations.

NOS 220 Linux/UNIX Admin I 2 2 0 3
Prerequisites: Take 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 221 Linux/UNIX Admin II 2 2 0 3
Prerequisites: Take NOS-220
Corequisites: None
Component:
This course includes skill building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements.

NOS 230 Windows Administration I 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NOS 231 Windows Administration II 2 2 0 3
Prerequisites: Take NOS-230
Corequisites: None
Component:
This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

NOS 232 Windows Administration III 2 2 0 3
Prerequisites: Take NOS-230
Corequisites: None
Component:
This course covers management and configuration of a highly available Windows Server operating system. Emphasis is placed on the implementation of business continuity and disaster recovery procedures for network services and access controls. Upon completion, students should be able to manage and configure a highly available Windows Server operating system.

NOS 233 Windows Administration IV 2 2 0 3
Prerequisites: Take NOS-230
Corequisites: None
Component:
This course covers the design of a Windows Server operating system. Emphasis is placed on the design of network infrastructure, Active Directory, group policies and access controls. Upon completion, students should be able to design and manage services on a Windows Server operating system.

NOS 250 Enterprise Database Servers 1 4 0 3
Prerequisites: None
Corequisites: None
Component:
This course is designed to teach the installation and configuration of enterprise database server systems. Emphasis is placed on the installation, configuration and management of enterprise database environments. Upon completion, students should be able to install, configure and maintain enterprise level database server systems.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

NPO 110 Intro to Nonprofit Mgmt 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of the nonprofit sector and its role in society. Topics include growth and development, organizational structure, and working with diverse communities. Upon completion, students should be able to demonstrate an understanding of the nonprofit sector and its impact on communities.

NPO 111 Governance & Leadership 3 0 0 3
Prerequisites: Take NPO 110
Corequisites: None
Component: None
This course introduces leadership roles and their relation to governance issues in nonprofit organizations. Topics include board interactions with staff, shared governance, and stewardship. Upon completion, students should be able to identify and assess the leader's role in bringing about significant organizational and societal changes through non-profit organizations.

NPO 120 Fundraising/Stewardship 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the principles, strategies, and practice of fundraising and stewardship in nonprofit organizations. Topics include private/public donor cultivation and research, donor database management, special events, planned giving, annual and capital campaigns and software and tracking mechanisms. Upon completion, students should be able to assist in the development of relationship-building strategies and funding plans.

NUR 101 Practical Nursing I 7 6 6 11
Prerequisites: Departmental Approval
Corequisites: Take BIO 163
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 assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 Practical Nursing II 7 0 9 10
Prerequisites: Take BIO-163 and NUR-101
Corequisites: None
Component:
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 Practical Nursing III 6 0 9 9
Prerequisites: Take ENG-111 and NUR-101
Corequisites: None
Component:
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 111 Intro to Health Concepts 4 6 6 8
Prerequisites: None
Corequisites: Take BIO 168
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 3 0 6 5
Prerequisites: NUR 111
Corequisites: Take BIO-168
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 acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts 3 0 6 5
Prerequisites: Take NUR-111 and NUR-112
Corequisites: Take BIO-169, NUR-114, and PSY-150
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 3 0 6 5
Prerequisites: Take NUR 111 and NUR-112
Corequisites: Take BIO-169, NUR-117, and PSY-150;
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 117 Pharmacology 1 3 0 2
Prerequisites: None
Corequisites: None
Component:
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 Health Care Concepts 3 0 6 5
Prerequisites: Take NUR-111, NUR-112, NUR-113 and NUR-114
Corequisites: Take ENG-111, NUR-212, 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, 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 6, CREDIT HRS: 5
Prerequisites: Take NUR-111, NUR-112, NUR-113, and NUR-114
Corequisites: Take ENG-111, NUR-211, 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 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 — CLASS HRS: 4, LAB HRS: 3, CLINIC HRS: 15, CREDIT HRS: 10
Prerequisites: Take NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
Corequisites: Take ENG-112 or ENG-114
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.

NUT 110 Nutrition — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take DMA 025, DMA 030, or MAT 003 Tier 1
Corequisites: None
Component:
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being.

OMT 110 Introduction to Operations Management — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take DMA 025, DMA 030, or MAT 003 Tier 1
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 156 Problem-Solving Skills — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
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 222 Project Management — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take DMA 045, DMA 050, or MAT 003 Tier 2
Corequisites: None
Component: None
This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

OMT 260 Issues in Operations Mgt. — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take one set: ISC 121, ISC 130, ISC 210, OMT 112 or ISC 121, ISC 131, ISC 210, OMT 112 or ISC 121, ISC 132, ISC 210, OMT-112, or ISC 121, ISC 221, ISC 210, OMT 112
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 — CLASS HRS: 1, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: None
Corequisites: None
Component: None
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 — CLASS HRS: 1, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: Take DMA 030 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
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.

OST 130 Comprehensive Keyboarding — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component: None
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.

OST 131 Keyboarding — CLASS HRS: 1, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: None
Corequisites: None
Component: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building — CLASS HRS 1 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134 Text Entry & Formatting — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take OST 130, OST 131, or OST-132
Corequisites: None
Component: None
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).

OST 135 Advanced Text Entry & Formatting — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take OST 134
Corequisites: None
Component: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take OST 130 or OST 131 or OST 132
Corequisites: None
Component: None
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).

OST 137 Office Applications I — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 138 Advanced Software Appl — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take OST 137 or CIS 111 or CIS 110
Corequisites: None
Component: None
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST 141 Medical Terms I-Medical Office — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Medical Terms II-Medical Office — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take 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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
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 147 Dental Billing and Coding — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take 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 148 Med Ins & Billing — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 Medical Legal Issues — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
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 153 Office Finance Solutions — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take One: CIS-110, CIS-111 or OST-137
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 155 Legal Terminology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

OST 156 Legal Office Procedures — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take OST-134
Corequisites: None
Component:
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties.

OST 161 Medical Ofc Procedures — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take OST-141 and OST-130 or OST-131 or OST-132
Corequisites: None
Component:
This course provides instruction on the skills and procedures needed in today's medical office. Topics include medical data entry, medical communications, phone etiquette, use and maintenance of office equipment, inventory control, patient scheduling, and managing the financial aspects of a practice. Upon completion, students should be able to display skills and decision-making abilities essential in the medical office.

OST 164 Office Editing — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 165 Adv Office Editing — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take OST 164
Corequisites: None
Component: None
This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text.

OST 181 Office Procedures — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. This course is also available through the Virtual Learning Community (VLC).

OST 223 Admin Office Transcript I — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 233 Office Publications Design — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take OST 136
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 Adv Word Processing — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take OST 136
Corequisites: None
Component: None
This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 238 Office Applications III — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take OST-138
Corequisites: None
Component:
This course is designed to prepare students to analyze data and prepare advanced documents and reports using office software. Emphasis is placed on in-depth usage of software to create a variety of advanced documents applicable to current business environments. Upon completion, students should be able to master the advanced skills required to design documents that can be customized using the latest software applications.

OST 241 Medical Office Transcription I — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

OST 242 Medical Office Transcription II 1 2 0 2
Prerequisites: Take 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 2 2 0 3
Prerequisites: Take OST 148
Corequisites: None
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 Med Document Processing 2 2 0 3
Prerequisites: Take OST 134 or OST 136
Corequisites: None
Component: None
This course provides a hands-on approach in processing medical documents. Emphasis is placed on creating and editing medical documents. Upon completion, students should be able to prepare accurately formatted medical documents.

OST 245 Dental Office Management 2 2 0 3
Prerequisites: Take 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 2 2 0 3
Prerequisites: Take 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 2 2 0 3
Prerequisites: Take 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 2 2 0 3
Prerequisites: Take OST 141 and OST 148 or HMT 210.
Corequisites: None
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 Med Coding Certification Prep 2 3 0 3
Prerequisites: Take OST 247 and OST 248,
Corequisites: None
Component: None
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

OST 251 Legal Doc. Formatting 2 2 0 3
Prerequisites: Take OST-155 and OST-134 or OST-136
Corequisites: None
Component:
This document is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed.

OST 263 Healthcare Customer Relations 3 0 0 3
Prerequisites: Take OST-141 and OST-148 or HMT-210
Corequisites: None
Component:
This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

OST 264 Medical Auditing 3 0 0 3
Prerequisites: Take OST-247 and OST-248
Corequisites: None
Component:
This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.

OST 265 Healthcare Comp & Reg 2 2 0 3
Prerequisites: Take OST-264
Corequisites: None
Component:
This course provides instruction in the areas of healthcare regulations, medical necessity, health and privacy laws, and compliance practices. Emphasis is placed on regulatory control and compliance issues as well as Medicare regulations related to billing. Upon completion, students should be able to abstract the medical documentation for the purpose of medical necessity and apply regulations that are important in the medical auditing process.

OST 271 Office Web Technologies 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides a working knowledge of software tools used in the virtual office environment. Emphasis will be placed on using the Internet for research, planning and decision making by using various office software available through application service providers. Upon completion, students will be able to use current and emerging technologies to solve problems and complete projects in the virtual office environment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 280 Electronic Health Records	**2**	**2**	**0**	**3**

Prerequisites: Take CIS-110, CIS-111, or OST-137 and OST-141 and OST-130 or OST-131 or OST-132
Corequisites: None
Component:
This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

OST 281 Emerg Issues in Med Ofc	**3**	**0**	**0**	**3**

Prerequisites: Take 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	**1**	**2**	**0**	**2**

Prerequisites: None
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	**3**	**0**	**0**	**3**

Prerequisites: Take 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	**3**	**0**	**0**	**3**

Prerequisites: Take OST-164 and OST-130 or OST-131 or OST-132
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 288 Medical Office Admin Capstone 2	**2**	**0**	**0**	**3**

Prerequisites: Take OST-142 and OST-130 or OST-131 or OST-132 and OST-148 or HMT-210
Corequisites: None
Component:
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 289 Office Admin Capstone	**2**	**2**	**0**	**3**

Prerequisites: Take OST-164 and OST-134 or OST-136
Corequisites: None
Component: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

PAD 151 Introduction to Public Administration	**3**	**0**	**0**	**3**

Prerequisites: None
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.

PED 110 Fit and Well for Life	**1**	**2**	**0**	**2**

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 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.

PED 111 Physical Fitness I	**0**	**3**	**0**	**1**

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 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.

PED 112 Physical Fitness II	**0**	**3**	**0**	**1**

Prerequisites: Take 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

PED 113 Aerobics I 0 3 0 1
Prerequisites: None
Corequisites: None
Component: None
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved for transfer under the CAA 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.

PED 114 Aerobics II 0 3 0 1
Prerequisites: Take PED 113
Corequisites: None
Component: None
This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved for transfer under the CAA 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.

PED 115 Step Aerobics I 0 3 0 1
Prerequisites: None
Corequisites: None
Component: None
This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. This course has been approved 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.

PED 117 Weight Training I 0 3 0 1
Prerequisites: None
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 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.

PED 118 Weight Training II 0 3 0 1
Prerequisites: Take PED 117
Corequisites: None
Component: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved 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.

PED 119 Circuit Training 0 3 0 1
Prerequisites: None
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 benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved for transfer under the CAA 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.

PED 120 Walking for Fitness 0 3 0 1
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 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.

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

PED 122 Yoga I 0 2 0 1
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 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.

PED 123 Yoga II 0 2 0 1
Prerequisites: Take 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 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.

PED 124 Run, Swim, Cycle 0 3 0 1
Prerequisites: Take PED-152
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 125 Self-Defense-Beginning	**0**	**2**	**0**	**1**

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 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.

PED 126 Self-Defense-Intermediate	**0**	**2**	**0**	**1**

Prerequisites: Take 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 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.

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

Prerequisites: None
Corequisites: None
Component: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved 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.

PED 129 Golf-Intermediate	**0**	**2**	**0**	**1**

Prerequisites: Take 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 demonstrate the knowledge and ability to play a recreational round of golf. 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.

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

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 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.

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

Prerequisites: Take 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 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.

PED 138 Archery	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Component: None
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. This course has been approved 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.

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

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 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.

PED 140 Bowling-Intermediate	**0**	**2**	**0**	**1**

Prerequisites: Take 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 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.

PED 142 Lifetime Sports	**0**	**2**	**0**	**1**

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 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.

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

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 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.

PED 144 Volleyball-Intermediate — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: Take 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 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.

PED 145 Basketball-Beginning — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
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 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.

PED 146 Basketball-Intermediate — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: Take 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 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.

PED 147 Soccer — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
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 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.

PED 148 Softball — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
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 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.

PED 149 Flag Football — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
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 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.

PED 150 Baseball/Beginning — CLASS HRS: 0, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 1
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 participate in recreational baseball. 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.

PED 151 Baseball/Intermediate — CLASS HRS: 0, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: Take 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 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.

PED 152 Swimming-Beginning — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
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 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.

PED 153 Swimming-Intermediate — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: Take 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 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.

PED 154 Swimming for Fitness — CLASS HRS: 0, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: Take 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 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.

PED 155 Water Aerobics — CLASS HRS: 0, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: None
Corequisites: None
Component: None
This course introduces rhythmic aerobic activities performed in water.

Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. This course has been approved 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.

PED 165 Sport Science as a Career 3 0 0 3
Prerequisites: Take one set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 Set 4: ENG-111 or Placement Test Equivalent
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 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.

PED 169 Orienteering 0 2 0 1
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 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.

PED 170 Backpacking 0 2 0 1
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 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.

PED 171 Nature Hiking 0 2 0 1
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 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.

PED 172 Outdoor Living 1 2 0 2
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 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.

PED 173 Rock Climbing 0 2 0 1
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 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.

PED 186 Dancing for Fitness 0 2 0 1
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 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.

PED 187 Social Dance-Beginning 0 2 0 1
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 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.

PED 210 Team Sports 0 3 0 1
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

PED 211 New Games 0 2 0 1
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 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.

PED 217 Pilates I 0 2 0 1
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 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.

PED 218 Pilates II 0 2 0 1
Prerequisites: Take 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 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.

PED 220 Exercise for Physically Challenged 0 2 0 1
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 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.

PED 240 Advanced PE Skills 0 2 0 1
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 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.

PED 252 Officiating/Baseball/Softball 1 2 0 2
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 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.

PED 254 Coaching Basketball 1 2 0 2
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 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.

PED 256 Coaching Baseball 1 2 0 2
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 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.

PED 259 Prevention & Care of Athletic Injuries 1 2 0 2
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 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.

PHI 210 History of Philosophy 3 0 0 3
Prerequisites: Take 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

PHI 215 Philosophical Issues 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None
Component: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. 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. This is a Universal General

PHI 220 Western Philosophy I 3 0 0 3
Prerequisites: Take 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 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.

PHI 221 Western Philosophy II 3 0 0 3
Prerequisites: Take 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.

PHI 230 Introduction to Logic 3 0 0 3
Prerequisites: Take 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 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.

PHI 240 Introduction to Ethics 3 0 0 3
Prerequisites: Take 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 moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. This is a Universal Genera

PHM 110 Introduction to Pharmacy 3 0 0 3
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111 Pharmacy Practice I 3 3 0 4
Prerequisites: Departmental Approval
Corequisites: Take PHM 110 and PHM 115
Component: None
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115 Pharmacy Calculations 3 0 0 3
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A Pharmacy Calculations Lab 0 2 0 1
Prerequisites: Department Approval
Corequisites: None
Component: None
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products 3 3 0 4
Prerequisites: Take PHM 110, PHM 111 and PHM 115
Corequisites: Take PHM 120 , PHM 136, and PHM 155
Component: None
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120 Pharmacology I — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take PHM 120
Corequisites: None
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 — CLASS HRS 0 | LAB HRS 0 | CLINIC HRS 18 | CREDIT HRS 6
Prerequisites: Take PHM 110, PHM 111 and PHM 115
Corequisites: Take PHM 118, PHM 120 and PHM 155
Component: None
This courses 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 — CLASS HRS 0 | LAB HRS 0 | CLINIC HRS 24 | CREDIT HRS 8
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 — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: Take PHM 136
Corequisites: Take 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 — CLASS HRS 3 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: None
Corequisites: None
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 — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take PHM 110, PHM 111 and PHM 115
Corequisites: Take 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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
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 — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 2
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 — CLASS HRS 3 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: None
Corequisites: None
Component: None
Survey of Phys Science 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.

PHS 130 Earth Science — CLASS HRS 3 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 4
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 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.

PHY 110 Conceptual Physics — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: PHY-110A
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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHY 110A Conceptual Physics Lab	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 121 Applied Physics I	**3**	**2**	**0**	**4**

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 analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 122 Applied Physics II	**3**	**2**	**0**	**4**

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	**3**	**2**	**0**	**4**

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 151 College Physics I	**3**	**2**	**0**	**4**

Prerequisites: Take MAT 171 or MAT 271
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 for transfer under the CAA as a general education course in Natural Science.This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 152 College Physics II	**3**	**2**	**0**	**4**

Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science.This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 251 General Physics I	**3**	**3**	**0**	**4**

Prerequisites: Take MAT 271
Corequisites: Take 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 for transfer under the CAA as a general education course in Natural Science.This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 252 General Physics II	**3**	**3**	**0**	**4**

Prerequisites: Take 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 for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PLU 110 Modern Plumbing	**4**	**15**	**0**	**9**

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 111 Intro to Basic Plumbing	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Component:
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

PLU 115 Basic Plumbing — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: None
Corequisites: None
Component:
This course covers the basic installation and maintenance of plumbing systems and components. Topics include safe use of tools, implementation of standard practices, and installation/maintenance of piping, fittings, valves, appliances and fixtures used in plumbed systems. Upon completion, students should be able to install/maintain basic plumbing systems, components, appliances, and fixtures through appropriate use of plumbing tools and standard practices.

PLU 120 Plumbing Applications — CLASS HRS 4, LAB HRS 15, CLINIC HRS 0, CREDIT HRS 9
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 — CLASS HRS 3, LAB HRS 9, CLINIC HRS 0, CREDIT HRS 6
Prerequisites: Take PLU 150
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 fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

PLU 140 Introduction to Plumbing Codes 1 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: Take PLU 110 and PLU 140
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.

PMT 110 Intro to Project Mgmt — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling nonroutine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management.

PMT 111 Proj Mgmt Assessing Risk — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides various ways to identify, analyze, and mitigate the full range of project risks. Topics include risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, as well as risk monitoring and control. Upon completion, students should be able to demonstrate knowledge of risk management processes and application of risk management techniques to case study problems.

PMT 210 Proj Mgmt Issues — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course is designed to explore various development and management techniques and tools of integrated project schedules and plans. Emphasis is placed on project control methods from a scheduling perspective, including critical path networking, float analysis, and schedule performance predictability and accomplishment. Upon completion, students should have a clear understanding of accepted techniques for schedule development and management.

PMT 215 Proj Mgmt Leadership — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides an overview of the importance of project teams and human resource management in the planning, scheduling, and controlling of multi-project programs. Topics include the role of projects in organizations; alternative organizational systems; program management methodologies; team management and leadership; legal/ethical issues; and conflict identification/resolution. Upon completion, students should be able to identify and exhibit the behaviors needed for effective project management and team leadership.

PMT 220 Proj Mgmt Capstone — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take All: PMT-110, PMT-111, and PMT-215
Corequisites: None
Component:
This course is designed to integrate knowledge and skills learned throughout the project management program, including performance, schedule and budget requirements. Emphasis is placed on the use of project simulation exercises for students to develop, design, present, utilize status reports, justify, and adjust for unplanned occurrences. Upon completion, students should be able to demonstrate knowledge of project management processes and techniques.

POL 110 Introduction to Political Science — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.
This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

POL 120 American Government — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional

framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

POL 130 State & Local Government 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

POL 210 Comparative Government 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

POL 220 International Relations 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 101 Applied Psychology 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. This course is intended for certificate and diploma programs.

PSY 110 Life Span Development 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 118 Interpersonal Psychology 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 141 Psychology of Death and Dying 3 0 0 3
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 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

PSY 211 Psychology of Adjustment 3 0 0 3
Prerequisites: Take 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 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.

PSY 237 Social Psychology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 239 Psychology of Personality — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take PSY 150
Corequisites: None
Component: None
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 241 Developmental Psychology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PSY 243 Child Psychology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

PSY 246 Adolescent Psychology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

PSY 249 Psychology of Aging — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

PSY 255 Introduction to Exceptionality — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

PSY 263 Educational Psychology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take 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 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.

PSY 265 Behavioral Modification — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take PSY 150
Corequisites: None
Component: None
This course is an applied study of factors influencing human behavior

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 0 0 3
Prerequisites: Take 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 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.

PSY 275 Health Psychology 3 0 0 3
Prerequisites: Take 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 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.

PSY 281 Abnormal Psychology 3 0 0 3
Prerequisites: Take 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

PTA 110 Introduction to Physical Therapy 2 3 0 3
Prerequisites: Departmental Approval
Corequisites: Take 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.

PTA 120 Functional Anatomy 1 6 0 3
Prerequisites: Take PTA 110
Corequisites: Take PTA 140 and PTA 150
Component: None
This course provides an organized study of anatomy and kinesiology.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

PTA 130 Physical Therapy Procedures I 1 6 0 3
Prerequisites: None
Corequisites: Take 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.

PTA 140 Therapeutic Exercise 2 6 0 4
Prerequisites: Take PTA 110
Corequisites: Take 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.

PTA 150 Physical Therapy Procedures II 1 6 0 3
Prerequisites: Take PTA 130
Corequisites: Take 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.

PTA 160 Physical Therapy Procedures III 2 3 0 3
Prerequisites: Take PTA 150
Corequisites: Take PTA 170
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.

PTA 170 Pathophysiology 3 0 0 3
Prerequisites: None
Corequisites: Take PTA 160
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PTA 180 PTA Clinical Education Introduction	**0**	**0**	**9**	**3**

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.

PTA 212 Health Care/Resources	**2**	**0**	**0**	**2**

Prerequisites: Take PTA 222
Corequisites: Take 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.

PTA 222 Professional Interactions	**2**	**0**	**0**	**2**

Prerequisites: Take 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.

PTA 240 Physical Therapy Procedures IV	**3**	**6**	**0**	**5**

Prerequisites: None
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.

PTA 260 Advanced PTA Clinical Education	**0**	**0**	**30**	**10**

Prerequisites: Take PTA 180AA and PTA 180BB
Corequisites: Take PTA 212
Component: None
This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on 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	**2**	**3**	**0**	**3**

Prerequisites: Departmental Approval
Corequisites: Take 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	**3**	**3**	**0**	**4**

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	**3**	**3**	**0**	**4**

Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151
Corequisites: Take 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	**2**	**3**	**0**	**3**

Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151
Corequisites:
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	**1**	**3**	**0**	**2**

Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161
Corequisites: Take 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 151 RAD Clinical Ed I	**0**	**0**	**6**	**2**

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	**0**	**0**	**15**	**5**

Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151
Corequisites: Take 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	**0**	**0**	**12**	**4**

Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

Corequisites: Take 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 2 3 0 3
Prerequisites: Take 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 1 3 0 2
Prerequisites: Take 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 251 RAD Clinical Ed IV 0 0 21 7
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 261 RAD Clinical Ed V 0 0 21 7
Prerequisites: Take 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 0 3 0 1
Prerequisites: Take RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: Take 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.

RCP 110 Introduction to Respiratory Care 3 3 0 4
Prerequisites: Departmental Approval
Corequisites: None
Component: None
This course introduces the role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics 4 3 0 5
Prerequisites: Take RCP 110
Corequisites: None
Component: None
This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

RCP 113 RCP Pharmacology 2 0 0 2
Prerequisites: None
Corequisites: Take 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 though written evaluations.

RCP 114 C-P Anatomy & Physiology 3 0 0 3
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 2 0 0 2
Prerequisites: Take BIO 163
Corequisites: None
Component: None
This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations.

RCP 132 RCP Clinical Practice I 0 0 6 2
Prerequisites: None
Corequisites: Take 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 0 0 9 3
Prerequisites: Take RCP 110
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RCP 210 Critical Care Concepts	**3**	**3**	**0**	**4**

Prerequisites: Take RCP 223
Corequisites: None
Component: None
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations

RCP 211 Advanced Monitoring/ Procedures	**3**	**3**	**0**	**4**

Prerequisites: Take RCP 210
Corequisites: None
Component: None
This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations.

RCP 214 Neonatal/Pediatric RC	**1**	**3**	**0**	**2**

Prerequisites: Take RCP 111
Corequisites: None
Component: None
This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written, laboratory and/or clinical simulation evaluations.

RCP 215 Career Prep-Adv Level	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Component: None
This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process.

RCP 223 Special Practice Lab	**0**	**3**	**0**	**1**

Prerequisites: Take 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	**0**	**0**	**18**	**6**

Prerequisites: Take RCP-111
Corequisites: Take 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RCP 248 RCP Clinical Practice V	**0**	**0**	**24**	**8**

Prerequisites: Take RCP 210
Corequisites: Take 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.

REL 110 World Religions	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

REL 111 Eastern Religions	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

REL 112 Western Religions	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

REL 211 Introduction to Old Testament	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test 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 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.

REL 212 Introduction to New Testament	**3**	**0**	**0**	**3**

Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Equivalent
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

REL 221 Religion in America 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 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.

RUS 111 Elementary Russian I 3 0 0 3
Prerequisites: Take DRE-096 or Placement Test Credit Equivalent.
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 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.

RUS 112 Elementary Russian II 3 0 0 3
Prerequisites: Take 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 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.

RUS 211 Intermediate Russian I 3 0 0 3
Prerequisites: Take 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

RUS 212 Intermediate Russian II 3 0 0 3
Prerequisites: Take 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 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.

SEC 110 Security Concepts 2 2 0 3
Prerequisites: None
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 2 2 0 3
Prerequisites: Take SEC 110
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 151 Intro to Protocol Analysis 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces protocol analysis. Topics include protocol analysis tools, TCP/IP concepts, Internet protocols, network traffic analysis, monitoring network traffic, network security protocol analysis, and understanding data flow through protocol analysis. Upon completion, students should be able to perform simple protocol analysis to determine baseline network performance and identify anomalies.

SEC 160 Security Administration I 2 2 0 3
Prerequisites: Take NET-125 SEC-110
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 175 Perimeter Defense 1 4 0 3
Prerequisites: Take SEC 110
Corequisites: None
Component:
This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

SEC 210 Intrusion Detection — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take SEC 110
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 251 Advanced Protocol Analysis — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take SEC-151
Corequisites: None
Component:
This course is designed to provide advanced understanding of protocol analysis. Topics include advanced network protocol security analysis, data parsing, monitoring scanning logs, and network intrusion identification. Upon completion, students should be able to apply best practices in protocol analysis and apply the results to IT security frameworks.

SEC 258 Security Compliance — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces information security compliance and standards along with how they apply to corporate IT environments. Topics include ISO standards, government NIST frameworks, federal and state compliance requirements, security policies, incident response and business continuity planning. Upon completion, students should be able to apply compliance and availability requirements to corporate data enterprise scenarios.

SEC 285 Systems Security Project — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take All: CTI-110, CTI-120, CTS-115, SEC-110, and SEC-175
Corequisites: None
Component:
This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy, process planning, procedure definition, business continuity, compliance, auditing, testing procedures 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.

SFA 200 SFA Anatomy & Pathophysiology — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: None
Corequisites: None
Component:
This course is designed to promote an understanding of surgical anatomy and pathophysiology. Emphasis is placed on the structure and function of body systems, including etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain surgical anatomy, categorize diseases, define pathology, identify organ/body systems involved, and discuss surgical treatments and prognosis.

SFA 201 Fundamentals of SFA — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: Take SFA-200 WBL-111
Component:
This course is designed for healthcare workers developing their competencies in the fundamentals of the theory and practice of a Surgical First Assistant. Emphasis is placed on the responsibilities of a Surgical First Assistant, perioperative monitoring equipment, diagnostic tests, and related surgical procedures. Upon completion, students should be able to explain the role of the Surgical First Assistant and demonstrate competence in basic techniques of surgical patient care.

SFA 202 Surgical Patient Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: Take SFA-201
Component:
This course is designed to introduce the student on the theory and practice of caring for the surgical patient. Emphasis is placed on skills needed to manage perioperative patients. Upon completion, students should be able to manage surgical patients effectively and efficiently.

SFA 203 Advanced Surgical Pharmacology — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course is designed to provide an in depth study of pharmacology as it relates to surgical intervention in the surgical environment. Emphasis is placed on the indications, administration, contraindication, and safety considerations of pharmacologic agents used in surgery. Upon completion, students should be able to demonstrate an understanding of the different pharmacologic agents, their methods of administration, and how the agents may impact the surgical procedure.

SFA 204 SFA Techniques — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: Take SFA-201 WBL-121
Component:
This course is designed to familiarize the Surgical First Assistant with surgical skills and techniques utilized by the surgical assistant. Emphasis is placed on fundamental care, surgical equipment and routines which are required to ensure safe and efficient care of surgical patients. Upon completion, students should be able to demonstrate surgical techniques as they relate to the Surgical First Assistant.

SGD 111 Introduction to SGD — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 SGD Design — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
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 115 Physically-Based Modeling — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take One: MAT-121 OR MAT-171
Corequisites: None
Component:
This course introduces fundamental physical concepts as applied to the simulation and game design fields. Topics include hands-on programming of vectors, matrices, graphical analyses, forces, laws of motion, work, energy, momentum, properties of matter, and problem-solving methods. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to the simulation and game design fields.

SGD 116 Graphic Design Tools — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take SGD-114
Corequisites: None
Component: None
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.

SGD 117 Art for Games — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects.

SGD 135 Serious Games — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games.

SGD 158 SGD Business Management — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
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.

SGD 162 SG 3D Animation — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take SGD-114
Corequisites: None
Component: None
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.

SGD 163 SG Documentation — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take SGD-112
Corequisites: None
Component: None
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.

SGD 165 SG Character Development — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the concepts needed to create fictional personality for use in digital videos, animations, simulations and games. Topics include aspects of character, developing backgrounds, mannerisms and voice. Upon completion, students should be able to develop characters and backgrounds for simulations and games.

SGD 166 SG Physiolody/Kinesi — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the principles of simulation and game development. Topics include analysis of the human form and other living organisms. Upon completion, students should be able to demonstrate an understanding of the physiology and kinesiology concepts related to simulation and game development.

SGD 168 Mobile SG Programming I — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take SGD 113
Corequisites: None
Component: None
This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.

SGD 172 Virtual SG Environments — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: Take SGD-114 and SGD-116
Corequisites: None
Component: None
This course covers the use of virtual reality tools and techniques in 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.

SGD 174 SG Level Design — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component: None
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.

SGD 180 SGD HTML Programming I — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides an introduction to using HTML based technologies as it relates to simulation and game development presented in a browser context. Emphasis is placed on creating webpages that use HTML, CSS and Javascript to create game content that is usable in a variety of platforms. Upon completion, students should be able to design and create an HTML based games or simulations.

SGD 210 3D Data Capture — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SGD 114 and SGD-162 or DME-130
Corequisites: None
Component: None
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.

SGD 212 SGD Design II — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SGD 112
Corequisites: None
Component: None
The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

SGD 213 SGD Programming II — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SGD 113, CSC-134, CSC-151, or CSC-153
Corequisites: None
Component: None
The 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 — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SGD-114 and SGD-116
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 232 Survey of Game Engines — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides students with an overview of various types of game engines. Emphasis is placed on learning industry-standard game engines. Upon completion, students should be able to demonstrate a basic understanding of the different types of game engines.

SGD 237 Rigging 3D Models — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SGD-114
Corequisites: Take SGD-162
Component:
This course covers the fundamentals of rigging 3D models for animation. Emphasis is placed on learning how to properly weight a model, rig it with a skeleton, and create fluid movement. Upon completion, students should be able to demonstrate the ability to properly rig 3D models.

SGD 239 SGD Tech Art — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 3 | CREDIT HRS 3
Prerequisites: Take All: SGD-113 and SGD-114
Corequisites: None
Component:
This course is designed to connect the disciplines of art and programming in Simulation and Game Development. Emphasis is placed on the creation and integration of game assets into the simulation or game development pipeline. Upon completion, students should be able to create art and customize art tools using scripting languages for development of simulations and video games.

SGD 262 SGD 3D Animation II — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 3 | CREDIT HRS 3
Prerequisites: Take SGD-162
Corequisites: None
Component:
This course is designed to further a student's knowledge of 3D animation used in simulation and game development. Emphasis is placed on advanced character, weapons, vehicles, prop and effects animations for video game design. Upon completion, students should be able to develop industry caliber animations for simulation or video game integration.

SGD 268 Mobile SG Programming II — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SGD-168
Corequisites: None
Component: None
This course introduces advanced mobile simulation and game programming processes. Topics include advanced mobile simulation/game platforms, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply advanced simulation/game programming concepts to the creation of mobile simulations and games.

SGD 274 SG Level Design II — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take 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 280 SGD HTML Programming II — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SGD-180
Corequisites: None
Component:
This course is designed to expand knowledge of HTML based technologies as it relates to simulation and game development. Emphasis is placed on creating advanced webpages that use HTML, CSS and Javascript to create game content that is usable in a variety of platforms. Upon completion, students should be able to design and create an advanced industry standard quality HTML based games or simulations.

SGD 288 SGD Portfolio Design — CLASS HRS 1 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: None
Corequisites: Take SGD-289
Component: None
This course covers the organization and presentation of a simulation and game design 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

SGD 289 SGD Project 2 3 0 3
Prerequisites: Take 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 3 0 0 3
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 3 0 0 3
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 2 0 0 2
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 2 2 0 3
Prerequisites: Department 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 3 0 0 3
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

SLP 211 Developmental Disorders 3 2 0 4
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 Aquired Disorders 3 2 3 5
Prerequisites: Take SLP 111, SLP 112, SLP 130, and SLP 140
Corequisites: Take 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 215 Treatment Intervention 3 2 0 4
Prerequisites: Take SLP-111 and SLP-140
Corequisites: None
Component:
This course introduces students to a multitude of intervention techniques used to treat individuals of all ages with communication disorders in a variety of clinical settings. Emphasis is placed on understanding the therapeutic process and the effectiveness of evidence based practices currently being used in the field of speech and language across the lifespan. Upon completion, students should be able to demonstrate competencies in the therapeutic process.

SLP 220 Assistive Technology 1 2 0 2
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 0 0 12 4
Prerequisites: Take SLP 211 and SLP 212
Corequisites: Take 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 3 0 0 3
Prerequisites: Take SLP 211 and SLP 212
Corequisites: Take SLP 230
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

SOC 210 Introduction to Sociology 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

SOC 213 Sociology of the Family 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 215 Group Processes 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent
Corequisites: None
Component: None
This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context. This course has been approved for transfer under the CAA 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.

SOC 220 Social Problems 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 Social Diversity 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 230 Race and Ethnic Relations 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

SOC 232 Social Context of Aging 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

SOC 234 Sociology of Gender 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placment Test Credit Equivalent
Corequisites: None
Component: None
This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. This course has been approved for transfer under the ICAA 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.

SOC 240 Social Psychology 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.

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SOC 242 Sociology of Deviance 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
Corequisites: None
Component: None
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. This course has been approved 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.

SOC 244 Sociology of Death & Dying 3 0 0 3
Prerequisites: Take DRE-097 ENG-002 Tier 1 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 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.

SOC 250 Sociology of Religion 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 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 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.

SPA 111 Elementary Spanish I 3 0 0 3
Prerequisites: Take DRE-096 or Placement Test Credit Equivalent.
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 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.

SPA 112 Elementary Spanish II 3 0 0 3
Prerequisites: Take 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 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.

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SPA 120 Spanish for the Workplace 3 0 0 3
Prerequisites: Take DRE-096 or Placement Test Credit Equivalent.
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 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002 Tier 1 or Placement Test Credit Equivalent.
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 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.

SPA 161 Cultural Immersion 2 3 0 3
Prerequisites: Take SPA 111
Corequisites: None
Component: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. 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 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.

SPA 181 Spanish Lab 1 0 2 0 1
Prerequisites: Take 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 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.

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SPA 182 Spanish Lab 2 0 2 0 1
Prerequisites: Take 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 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.

SPA 211 Intermediate Spanish I 3 0 0 3
Prerequisites: Take 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 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.

SPA 212 Intermediate Spanish II 3 0 0 3
Prerequisites: Take 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 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.

SPA 215 Spanish Phonetics/Structu 3 0 0 3
Prerequisites: Take DRE-096 or Placement Test Credit Equivalent.
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 3 0 0 3
Prerequisites: Take 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 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.

SPA 231 Reading and Composition 3 0 0 3
Prerequisites: Take SPA 212
Corequisites: None
Component: None

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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 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.

SPA 281 Spanish Lab 3 0 2 0 1
Prerequisites: Take 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 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.

SPA 282 Spanish Lab 4 0 2 0 1
Prerequisites: Take 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 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.

SRV 110 Surveying I 2 6 0 4
Prerequisites: None
Corequisites: Take MAT 121, MAT 171, DMA-065, DMA-080 or MAT-003
Component: None
This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map.

SRV 111 Surveying II 2 6 0 4
Prerequisites: Take 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 2 6 0 4
Prerequisites: Take SRV 110
Corequisites: None
Component: None
This course introduces boundary surveying, land partitioning,

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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 2 2 0 3
Prerequisites: Take 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 1 6 0 3
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, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

SRV 240 Topo/Site Surveying 2 6 0 4
Prerequisites: Take 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 140 Green Building Concepts 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

STP 101 Intro Sterile Processing 7 2 0 6
Prerequisites: None
Corequisites: STP 102 and STP 103
Component: None
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.

STP 102 STP Clinical Practice 0 0 9 3
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.

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STP 103 Prof Success Prep 1 0 0 1
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 3 0 0 3
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 5 6 0 7
Prerequisites: Department 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 5 3 0 6
Prerequisites: Take SUR 110 and SUR 111
Corequisites: Take SUR 123
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 0 0 21 7
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

SUR 134 Surgical Procedures II 5 0 0 5
Prerequisites: Take SUR 123
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 0 0 12 4
Prerequisites: Take SUR 123
Corequisites: Take 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 1 0 0 1
Prerequisites: None
Corequisites: None
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 Adanced SUR Clincial Practice 0 0 6 2
Prerequisites: Departmental Approval
Corequisites:
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.

SUR 211 Advanced Theoretical Concepts 2 0 0 2
Prerequisites: Departmental Approval
Corequisites:
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.

SUR 212 SUR Clinical Supplement 0 0 12 4
Prerequisites: None
Corequisites: None
Component:
This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.

TDP 110 Introduction to 3D Printing 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers the historical, social and ethical issues, as well as the basic techniques surrounding 3D Printing. Topics include current and historical events, social impact of the technology and basic model creation and manipulation techniques. Upon completion, students should be able to demonstrate an understanding of the major advantages and disadvantages of 3D Printing technology as well as demonstrate an ability to create and print a simple project.

TDP 140 Precision 3D Printing 2 3 0 3
Prerequisites: Take TDP 110
Corequisites:
Component:
This course provides an introduction to precision printing using the basic techniques surrounding 3D Printing. Emphasis is placed on cost-effective production methods and dimensional quality control. Upon completion, students should be able to demonstrate an understanding of three-dimensional precision printing as well as demonstrate an ability to create and print an advanced project.

TDP 289 TDP Project 2 3 0 3
Prerequisites: Take ART-120 and TDP-110
Corequisites: Take TDP-140
Component:
This course provides students with the opportunity to create a functional, multi-part printing project with minimal instructor support. Emphasis is placed on documentation, budgeting, and professional presentation of project. Upon completion, students should be able to design, explain, create and print an advanced multi-part project.

TOM 120 Introduction to Trucking 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an introduction to the history, regulations, safety and security of the trucking industry and various regulatory agencies. Topics include the regulations of the Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA), State Police, OSHA, EPA and local police as related to the trucking industry. Upon completion, students should be able to define the audit process, CSA (Compliance, Safety, Accountability) requirements, safety plans, accident investigation, hours of service, security, and the federal regulations for driving or operating a truck or a large commercial vehicle.

TOM 130 Fleet Maintenance 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an overview of the fleet maintenance management operations in the trucking industry. Topics include trucking regulations, managing a maintenance shop, key performance indicators (KPI), maintenance management systems, and truck/trailer specifications. Upon completion, students should be able to define the requirements of fleet maintenance management skills in a trucking based company.

TOM 250 Operations of Trucking I 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an overview of operating a trucking business. Topics include the business, marketing, economics, finance, accounting, freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to define the skills and personnel needed to operate a successful trucking business.

TRF 110 Intro Turfgrass Cult & ID 3 2 0 4
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.

TRN 110 Intro to Transport Tech — CLASS HRS: 1 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 2
Prerequisites: Take DRE-097 or ENG-002 Tier 1
Corequisites: None
Component: None
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120 Basic Transp Electricity — CLASS HRS: 4 — LAB HRS: 3 — CLINIC HRS: 0 — CREDIT HRS: 5
Prerequisites: Take DMA-010 DMA-020 DMA-030 DRE-097 or DMA-025 DRE-097, or MAT-003 Tier 1
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.

TRN 140 Transp Climate Control — CLASS HRS: 1 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 2
Prerequisites: Take DRE 097 or ENG 002 Tier 1
Corequisites: None
Component: None
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN 140A Transp Climate Cont Lab — CLASS HRS: 1 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 2
Prerequisites: None
Corequisites: Take TRN 140
Component: None
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 170 Pc Skills for Transp — CLASS HRS: 1 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 2
Prerequisites: None
Corequisites: None
Component: None
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

TRN 180 Basic Welding for Transp — CLASS HRS: 1 — LAB HRS: 4 — CLINIC HRS: 0 — CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard

VEN 135 Intro to Viticulture — CLASS HRS: 3 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 4
Prerequisites: None
Corequisites: None
Component:
This course introduces grape growing. Topics include botany, fruiting and rootstock cultivars; anatomy and physiology; history and distribution of grapes; vine classification; world growing areas including latitude, climate and soils; and common diseases and pests. Upon completion, student should be able to demonstrate an overall understanding of the viticulture field.

VEN 138 Vineyard Estab & Develop — CLASS HRS: 3 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 3
Prerequisites: Take VEN-135
Corequisites: None
Component:
This course covers site selection and preparation, varietal, clonal, and rootstock selection and planting, appropriate trellis systems, vine training during the first year of growth. Emphasis is placed on the development of healthy vines which will bear high-quality fruit at reasonable cost. Upon completion, students should be able to make independent decisions with regard to the establishment of a new vineyard.

VEN 287 Vineyard Operations — CLASS HRS: 3 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 4
Prerequisites: None
Corequisites: None
Component:
This course covers basic vineyard operations including field applications and activities necessary for the successful operation of a commercial winegrape vineyard in the southeastern U.S. Topics include planting, canopy management, irrigation design, installation and maintenance, IPM implementation and pesticide application, trellis maintenance, equipment selection and use, fertilization, harvesting and contracts. Upon completion, students should be able to make and implement sound viticultural decisions that allow the production of a sustainable and quality crop of grapes.

WBL 110 World of Work — CLASS HRS: 1 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 1
Prerequisites: None
Corequisites: None
Component: None
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

WBL 111 Work-Based Learning I — CLASS HRS: 0 — LAB HRS: 0 — CLINIC HRS: 10 — CREDIT HRS: 1
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 Work-Based Learning I — CLASS HRS 0, LAB HRS 0, CLINIC HRS 20, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 113 Work-Based Learning I — CLASS HRS 0, LAB HRS 0, CLINIC HRS 30, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 121 Work-Based Learning II — CLASS HRS 0, LAB HRS 0, CLINIC HRS 10, CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 122 Work-Based Learning II — CLASS HRS 0, LAB HRS 0, CLINIC HRS 20, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 123 Work-Based Learning II — CLASS HRS 0, LAB HRS 0, CLINIC HRS 30, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 131 Work-Based Learning III — CLASS HRS 0, LAB HRS 0, CLINIC HRS 10, CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 132 Work-Based Learning III — CLASS HRS 0, LAB HRS 0, CLINIC HRS 20, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 133 Work-Based Learning III — CLASS HRS 0, LAB HRS 0, CLINIC HRS 30, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 211 Work-Based Learning IV — CLASS HRS 0, LAB HRS 0, CLINIC HRS 10, CREDIT HRS 1
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 212 Work-Based Learning IV — CLASS HRS 0, LAB HRS 0, CLINIC HRS 20, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB 110 Internet/Web Fundamentals — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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 115 Web Markup and Scripting — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
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).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

WEB 125 Mobile Web Design 2 2 0 3
Prerequisites: Take CTI-110 or WEB-110
Corequisites: None
Component: None
This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

WEB 140 Web Development Tools 2 2 0 3
Prerequisites: Take DME-110 or WEB-110
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 141 Mobile Interface Design 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course covers current design standards and emerging approaches related to the design and development of user interfaces for mobile devices. Emphasis is placed on research and evaluation of standard and emerging practices for effective interface and user experience design. Upon completion, students should be able to design effective and usable interfaces for mobile devices.

WEB 151 Mobile Application Dev I 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

WEB 182 PHP Programming 2 2 0 3
Prerequisites: None
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 186 XML Technology 2 2 0 3
Prerequisites: Take CIS 115
Corequisites: None
Component: None
This course is designed to introduce students to XML and related internet technologies. Topics include extendible style language (XSL) document object model (DOM), extendible stylesheet language transformation (XSLT), and simple object access protocol (SOAP). Upon completion, students should be able to create a complex XML document.

WEB 187 Prog for Mobile Devices 2 2 0 3
Prerequisites: Take CTI-110 or SGD-113
Corequisites: None
Component: None
This course introduces content development for mobile electronic devices with a focus on business-related, social media, and entertainment applications. Emphasis is placed on developing web content and creating applications for mobile devices, including internet/ business practices and techniques for delivery on mobile platforms. Upon completion, students should be able to develop web content and business or entertainment applications for use on mobile electronic devices.

WEB 210 Web Design 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces intermediate to advanced web design techniques. 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 211 Advanced Web Graphics 2 2 0 3
Prerequisites: Take WEB 111
Corequisites: None
Component: None
This course covers the advanced concepts related to the creation and manipulation of graphic images for web delivery. Topics include graphics acquisition, use of masks and channels, advanced special effects, advanced photo manipulation, and other related topics. Upon completion, students should be able to create, manipulate, and optimize web graphics with advanced techniques and maintain an online coursework portfolio.

WEB 213 Internet Mkt & Analytics 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertizing plans.

WEB 214 Social Media 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.

WEB 215 Adv Markup and Scripting 2 2 0 3
Prerequisites: Take WEB-115
Corequisites: None
Component:
This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

WEB 225 Content Management Sys 2 2 0 3
Prerequisites: Take WEB 110
Corequisites: None
Component: None
This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 240 Internet Security 2 2 0 3
Prerequisites: Take WEB 110 and SEC 110 and 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 2 2 0 3
Prerequisites: None
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 in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 251 Mobile Application Dev II 2 2 0 3
Prerequisites: Take WEB 151
Corequisites: None
Component: None
This course covers advanced applications and custom programming to develop applications for mobile devices. Topics include device capabilities, OS specific Software Development Kits (SDK), scripting for functionality and designing interactivity. Upon completion, students should be able to demonstrate effective programming techniques to develop advanced mobile applications.

WEB 285 Emerging Web Technologies 2 2 0 3
Prerequisites: None
Corequisites: None
Component: None
This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.

WEB 289 Internet Technologies Project 1 4 0 3
Prerequisites: Take All: CTI-110, CTI-120. and CTS-115
Corequisites: None
Component:
This course provides an opportunity to complete a significant Web technologies 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 an Internet project from the definition phase through implementation.

WLD 110 Cutting Processes 1 3 0 2
Prerequisites: None
Corequisites: None
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 1 3 0 2
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 2 9 0 5
Prerequisites: None
Corequisites: None
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 1 9 0 4
Prerequisites: Take 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 2 6 0 4
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 2 6 0 4
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 132 GTAW (TIG) Plate/Pipe 1 6 0 3
Prerequisites: Take WLD 131
Corequisites: None
Component: None
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 141 Symbols & Specifications	**2**	**2**	**0**	**3**

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 151 Fabrication I	**2**	**6**	**0**	**4**

Prerequisites: Take WLD 115, WLD 121, & WLD 131
Corequisites: None
Component: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
WLD 261 Certification Practices	**1**	**3**	**0**	**2**

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.

FULL-TIME FACULTY WITH DEGREES

Leigh Abel, Psychology Instructor
M.A., Southern New Hampshire University

Dina Adams, Department Chair, Pharmacy Technology
Pharm.D., Campbell University

Saresa Aiken, College and Career Readiness Instructor
B.S., Fayetteville State University
M.S., Central Michigan University

Joshua Armour, Collision Repair & Refinishing Tech Instructor
A.A.S., Fayetteville Technical Community College

Kevin Barham, English Instructor
B.A., The University of North Carolina at Greensboro
M.Ed, North Carolina State University

Edward Barnes, Chemistry Instructor
B.A., Indiana University
M.S., University of Kentucky

Kathryn Bell, Biology Instructor
B.S., The College of William & Mary
M.S., The University of North Carolina at Chapel Hill
Doctorate, The University of North Carolina at Chapel Hill

Jessie Bellflowers, Department Chair, Business Administration/ General Business Adminstration
B.S., University of Maryland
M.B.A., Webster University

Julian Beltran, Philosophy Instructor
M.A., Teachers College Columbia University

Anne Benenhaley, English Instructor
B.A., Methodist College
M.A., University of North Carolina at Greensboro

Rondell Bennett, Department Chair, Early Childhood Associate
M.Ed., Cameron University
Ed D, Northcentral University

Angela Berry, Criminal Justice Technology/Latent Evidence Instructor
A.A.S., Fayetteville Technical Community College
B.S., Western Carolina University
M.S., East Carolina University

Mark Betts, EMS Paramedic Instructor, Continuing Education
A.A.S., Bladen Community College

Beymer Bevill, Department Chair, Engineering Technologies
B.S., Armstrong Atlantic State University
B. of Elec., Engineering, Georgia Institute of Technology
M.S., North Carolina State University

Emerald Bilbrew, Associate Degree Nursing Instructor
B.S., Jacksonville University
M.S., Jacksonville University
D.N.P., Regis University

Brittney Black, Mathematics Instructor
B.S., Winston Salem State University
M.S., North Carolina A&T State University

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M.A., American Public University System

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Fayetteville Technical Community College

Off Campus Facilities

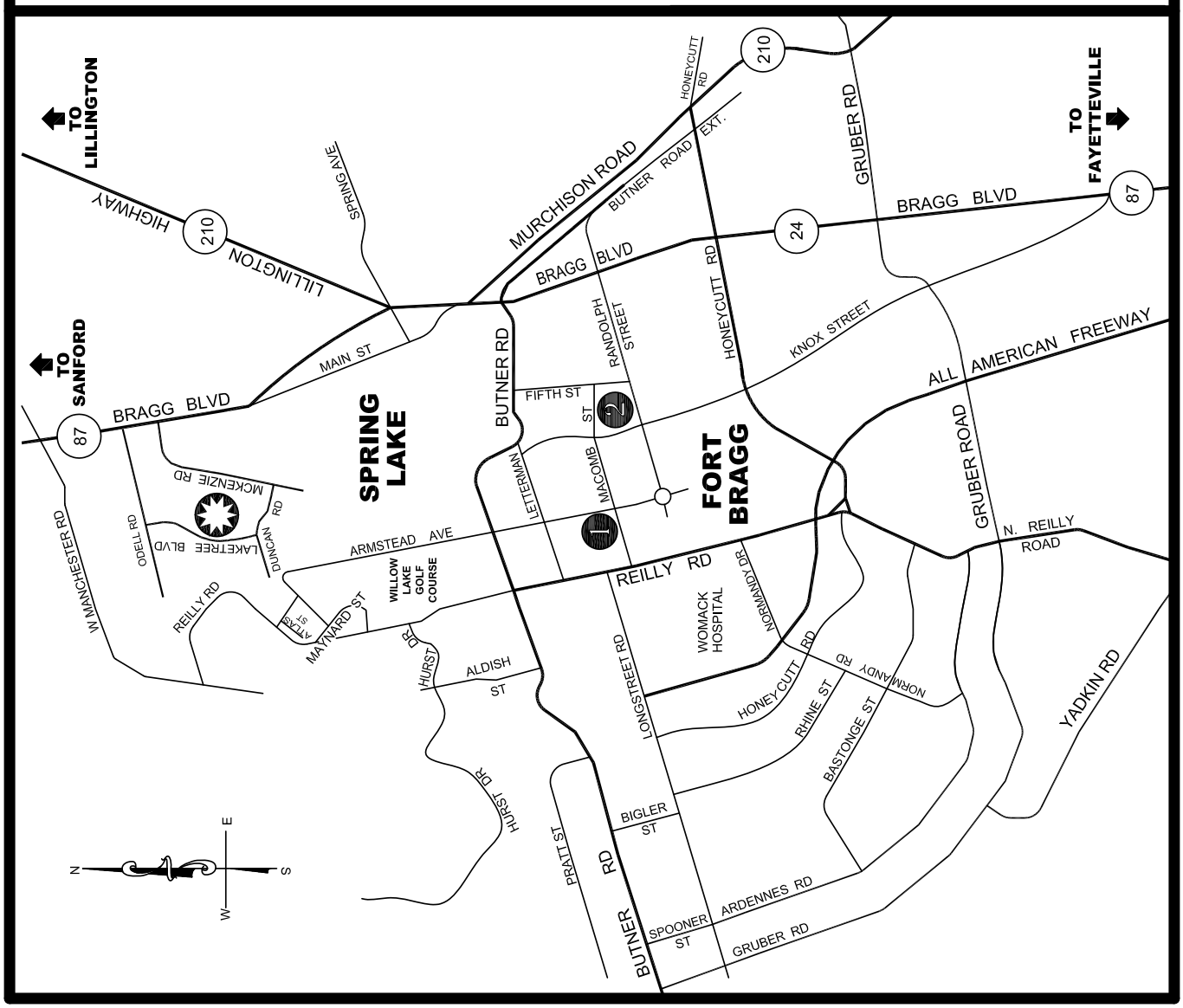
FTCC Spring Lake Campus (SLC)
171 Laketree Boulevard
⇒ *Admissions & Registrar - Rm. 101*
⇒ *Financial Aid - Rm. 101B*
⇒ *Testing - Rm. 101A*
⇒ *Business Office - Rm. 116B*
⇒ *Bookstore - Rm. 116D & 116E*
⇒ *Dean's Office - Rm. 116F*
⇒ *NC Information Highway Classroom - 119*
⇒ *Lecture Hall - 121 & 123*

1. **Fort Bragg Soldier Development Center (FBSDC) Bldg. 2-1728,**

2. **Bragg Training Education Center (BTEC) 4520 Knox Street**

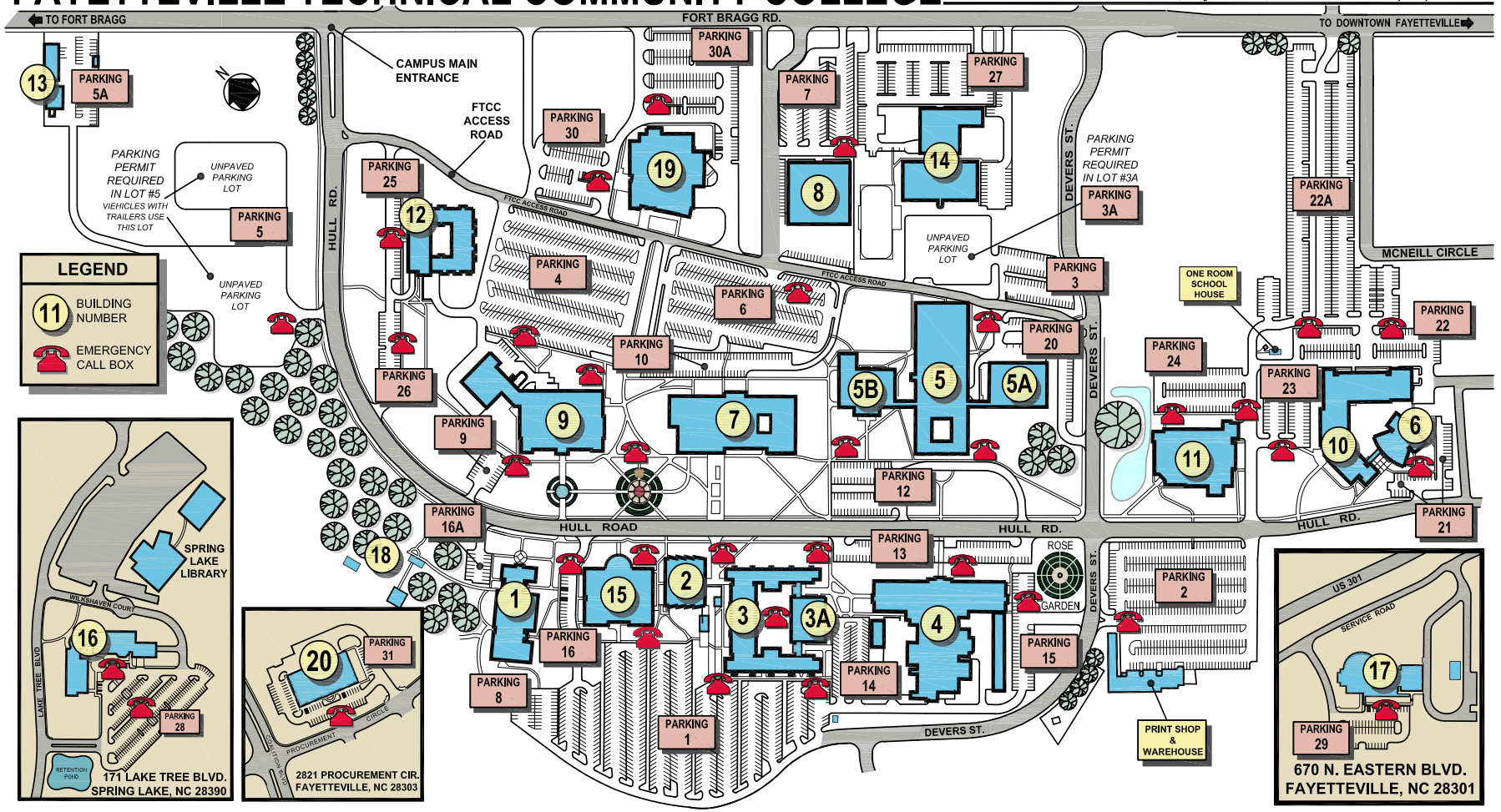
Fayetteville Technical Community College
PO Box 35236 | 2201 Hull Rd. Fayetteville, NC 28303

Switchboard: 910.678.8400



FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

PO BOX 35236 / 2201 Hull Road, Fayetteville, NC 28303 Phone: (910)678-8400



1. **THOMAS R. MCLEAN ADMINISTRATION BUILDING**
   - ⇒ *ADDRESS: 2301 Hull Road*
   - ⇒ *President - Rm. 1*
   - ⇒ *Cashier, Student Accts. - Rm. 107 & 109*
2. **PAUL H. THOMPSON LIBRARY (LRC)**
   - ⇒ *ADDRESS: 2221 Hull Road*
   - ⇒ *Library Reference - Rm. 104*
   - ⇒ *Library - Second Floor*
3. **CUMBERLAND HALL (CUH)**
   - ⇒ *ADDRESS: 2215 Hull Road*

3A. **AUDITORIUM**
   - ⇒ *ADDRESS: 2211 Hull Road*
4. **LAFAYETTE HALL (LAH)**
   - ⇒ *ADDRESS: 2201 Hull Road*
   - ⇒ *Facility Services - Rm. 100A*
   - ⇒ *Rose Garden Reservations - Rm. 100A*
5. **HORACE SISK BUILDING (HOS)**
   - ⇒ *ADDRESS: 2204 Hull Road*
   - ⇒ *Evening Office, Curriculum - Rm. 610F*

5A. **CULINARY DINING - Rm 700 (CAF)**
   - ⇒ *ADDRESS: 2200 Hull Road*

5B. **GYMNASIUM - Rm. 801 (GYM)**
   - ⇒ *ADDRESS: 2208 Hull Road*
6. **NEILL CURRIE BUILDING (NCB)**
   - ⇒ *ADDRESS: 218 Hull Road*
   - ⇒ *Continuing Education Registration - Rm. 3*
   - ⇒ *Multi-Purpose Room - Rm. 7A*
7. **TONY RAND STUDENT CENTER (SDC)**
   - ⇒ *ADDRESS: 2220 Hull Road*
   - ⇒ *Information Desk - Commons Area*
   - ⇒ *Admissions Center - Rm. 3*
   - ⇒ *Cashier - Rm. 132 Financial Aid*
   - ⇒ *Service Center - Rm. 2*
   - ⇒ *Registration & Records - Rm. 124*
8. **CENTER FOR BUSINESS & INDUSTRY (CBI)**
   - ⇒ *ADDRESS: 2723 Fort Bragg Rd.*
   - ⇒ *Industry Training - Rm. 104*
   - ⇒ *Business Training - Rm. 106*
9. **ADVANCED TECHNOLOGY CENTER (ATC)**
   - ⇒ *ADDRESS: 2300 Hull Rd.*
   - ⇒ *Computer Lab - Rm. 104*
10. **CONTINUING EDUCATION CENTER (CEC)**
   - ⇒ *ADDRESS: 220 Hull Rd.*
   - ⇒ *HSE (GED/HiSET) Testing - Rm. 101*
   - ⇒ *Adult Basic Education - Rm. 203*
   - ⇒ *Adult High School Diploma - Rm. 203E*
11. **HEALTH TECHNOLOGIES CENTER (HTC)**
   - ⇒ *ADDRESS: 240 Hull Rd.*
   - ⇒ *Dental Clinic - Rm. 102*
12. **EARLY CHILDHOOD EDUCATION CENTER (ECC)**
   - ⇒ *ADDRESS: 2340 Hull Rd.*
13. **AUTOMOTIVE SERVICE ANNEX (ASA)**
   - ⇒ *ADDRESS: 3217 Fort Bragg Rd.*
14. **COSMETOLOGY SERVICES EDUCATIONAL CENTER (CSEC)**
   - ⇒ *ADDRESS: 2717 Fort Bragg Rd.*
15. **HARRY F. SHAW VIRTUAL COLLEGE CENTER (VCC)**
   - ⇒ *ADDRESS: 2225 Hull Rd.*
   - ⇒ *NC Information Highway Classroom - Rm. 101*
   - ⇒ *Audio Visual Check Out - Room 123*
   - ⇒ *Success Center - Rm. 232*
16. **SPRING LAKE CAMPUS (SLC)**
   - ⇒ *ADDRESS: 171 Lake Tree Blvd.*
   - ⇒ *Admissions & Registrar - Rm. 101*
   - ⇒ *NC Information Highway Classroom - Rm. 119*
   - ⇒ *William S. Wellons, Sr. Memorial Auditorium - Rm. 121*
17. **HORTICULTURE EDUCATIONAL CENTER (HEC)**
   - ⇒ *ADDRESS: 670 N Eastern Blvd.*
   - ⇒ *Multi-Purpose Room - Rm. 104*
18. **GROUNDS DEPARMENT COMPLEX**
   - ⇒ *ADDRESS: 2315 Hull Rd.*
19. **GENERAL CLASSROOM BUILDING (GCB)**
   - ⇒ *ADDRESS: 2817 Fort Bragg Rd.*
   - ⇒ *Security - Rm. 102*
   - ⇒ *Bookstore - Rm. 104*
   - ⇒ *All American Veteran Center - Rm. 202*
   - ⇒ *Small Business Center - Rm. 205*
20. **COLLISION REPAIR & REFINISHING TECHNOLOGY CENTER**
   - ⇒ *ADDRESS: 2821 Procurement Dr.*

REV.08/2020

Refer to the FTCC website for the most current information.

Go to www.faytechcc.edu/current-students/ and scroll down to Academic.

FTCC Mission Statement

"Serve our community as a learning-centered institution to build a globally competitive workforce that supports economic development."

Fayetteville Technical Community College

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www.faytechcc.edu
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Go to www.faytechcc.edu
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