FTCC

Fayetteville Technical Community College

2023 2024 COLLEGE CATALOG

ENRICHING LIVES.
REIMAGINING FUTURES.

YOUR NEXT CHAPTER STARTS HERE!

faytechcc.edu

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2023-2024

CATALOG

VOLUME XXXII

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

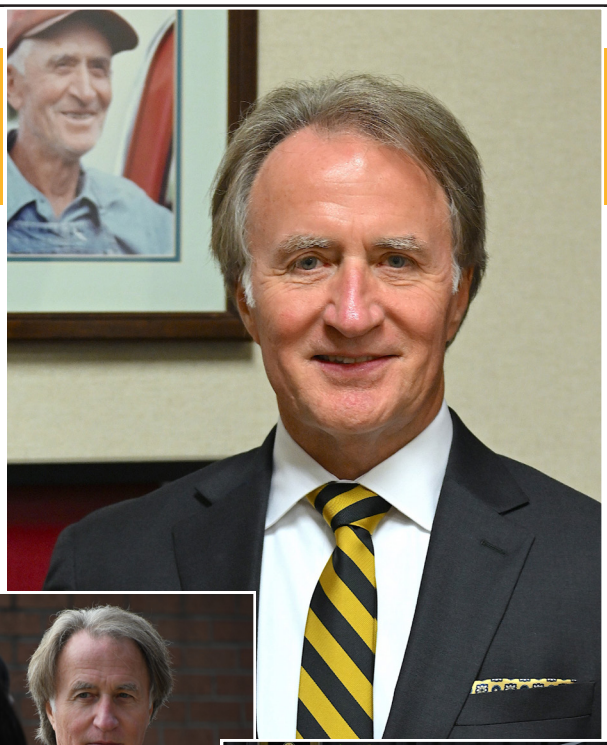
Web site: http://www.faytechcc.edu
has the most up-to-date catalog information

SOUTHERN ASSOCIATION OF COLLEGES & SCHOOLS COMMISSION ON COLLEGES

Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Fayetteville Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised 08/05/24

Message from the President



Dear Student:

At Fayetteville Technical Community College, we celebrate the opportunity to help you achieve success in meeting your educational and career goals. Whether you aim to transfer to a four-year college or university or go directly into a career, you will find FTCC offers a broad range of high-quality educational and workforce training programs that are convenient, affordable and that align with in-demand careers in the local, regional and state economies. FTCC also offers multiple resources to enhance student success as well as numerous opportunities for extracurricular experiences.

FTCC's resources for students include Advising Centers and Success Coaches, state-of-the-art learning technology and individualized tutoring options. The Paul H. Thompson Library, located in the heart of the Fayetteville campus, provides an inviting and learner-centered environment for studying, collaborating with classmates on projects or just escaping to a quiet space to relax and enjoy a good book. Additionally, the library has a Maker Space equipped with 3D printers for student use. The Student Learning Center, inside the Harry F. Shaw Virtual College Center, provides excellent, free tutoring services with instructors qualified to assist students with English, math, science and computer applications. We also have two open computer labs on our Fayetteville campus and one on our Spring Lake campus to provide you access to computer equipment and knowledgeable technical staff. The All American Veterans Center, located in the General Classroom Building on our Fayetteville campus, is staffed by veterans who support and serve the educational needs of military-connected students, including active-duty members, veterans and family members.

FTCC has a strong athletics program that provides opportunities for student-athletes and devoted fans of baseball, softball, basketball and volleyball. There are more than three dozen student clubs and organizations on campus that offer students opportunities to further develop and apply leadership, networking and advocacy skills on campus and in the community. Other extracurricular opportunities include art exhibits, competitions, theater productions and concerts.

I encourage you to consult this catalog, as well as the Student Handbook, to learn more about FTCC's offerings and requirements. If you can't find an answer to your question about FTCC, please don't hesitate to ask us for help. We are here to help and we are committed to your success. Thank you for choosing Fayetteville Technical Community College, and enjoy the new adventures you will experience through education!

Sincerely,

Mark Sorrells, 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, Plays 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 at our Student Town Hall meetings.
For more information, call (910) 678-8487
or email sga@faytechcc.edu.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
BOARD OF TRUSTEES

Mr. William L. Hedgepeth, II, Board Chair

Mr. Ronald Crosby, Jr., Vice Chair

Ms. Caroline C. Gregory, Secretary

NAME	EXPIRATION DATE	APPOINTED BY
Mr. Locket Tally	June 30, 2024	Governor
Mr. William L. Hedgepeth, II	June 30, 2025	Governor
Mr. Chandan Y. Shankar	June 30, 2026	Governor
Ms. Caroline C. Gregory	June 30, 2027	Governor
Dr. Linwood Powell	June 30, 2023	Board of County Commissioners
Mr. Charles J. Harrell	June 30, 2024	Board of County Commissioners
Mrs. Esther Thompson	June 30, 2025	Board of County Commissioners
Mr. David R. Williford	June 30, 2026	Board of County Commissioners
Ms. Suzannah Tucker	June 30, 2024	School Board
Ms. Tammy Thurman	June 30, 2025	School Board
Mr. Charles E. Koonce	June 30, 2026	School Board
Mr. Ronald Crosby, Jr.	June 30, 2027	School Board
Ms. Erin Fredericks	2023-2024 SGA President (Ex-officio)	
Mr. David Sullivan	Board Attorney	

PURPOSE OF THE COLLEGE CATALOG

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	
Allied Health Technologies	678-8532
Arts and Humanities	678-9815
Business Programs	678-8565
Computer Information Technology	678-8347
Engineering & Applied Technology	486-3963
Math and Sciences	678-8467
Nursing Programs	678-8392
Public Service Programs	678-8338
All American Veterans Center	**678-8580**
Counseling/Success Coaches	**678-0143**
Evening Office	
Curriculum	678-8501
Continuing Education	678-8494
Spring Lake	678-1016
Financial Aid	**678-8242**
Fort Liberty Center	**678-1050**
Information	**678-8448**
Career & Education Success Center	678-8419
Continuing Education	678-8386
IT Service Desk	**678-8502**
Library	**678-8247**
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 Liberty 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/.

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: September 19, 2024

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 the economic development needs for the community, region, and state. To improve the educational attainment levels of society, FTCC encourages life-long learning and strives to prepare students for further workforce and educational experiences.

FTCC assesses 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 of study appropriate to his/her abilities, interests, and goals. The College partners with the public school system through High School Connections and other programs. Further, articulation agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree and beyond.

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 become productive contributors in society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upskilling in a variety of occupations, and other avocational or practical skills required to meet employment requirements in a rapidly changing and technologically advanced economy.

Adopted: April 27, 1992; Approved: FTCC Board of Trustees, February 16, 2009; Modified February 20, 2023. Last Reaffirmed: September 19, 2024.

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.
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 (SACSCOC) to award associate degrees. Fayetteville Technical Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).
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 COMMISSION FOR EDUCATION IN NURSING (ACEN)	The Associate Degree Nursing Program of Fayetteville Technical Community College is accredited by the Accreditation Commission for Education in Nursing, 3390 Peachtree Road, NE, Suite 1400, 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.
ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING (ARC/STSA)	The Surgical Technology and Surgical First Assistant programs'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), 19751 East Mainstreet, Suite #339, Parker, CO 80138, (303) 694-9262, Email: info@arcstsa.org. 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 associate 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.
ASE EDUCATION FOUNDATION	Fayetteville Technical Community College's Automotive Systems Technology program is accredited by the ASE Education Foundation, 1503 Edwards Ferry Road, NE, Suite 401, Leesburg, VA 20176. The ASE Education Foundation is a non-profit organization that evaluates and accredits entry-level automotive technology education programs against standards developed by the automotive service industry. It also develops career-readiness education for students which fuse local partnerships, rigorous standard-based education, workplace experience, and mentorship together.

NAME	DESCRIPTION
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.
COMMISSION OF ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)	Fayetteville Technical Community College's Emergency Medical Services Paramedic Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th St. N, #7709, Seminole, FL 33775, (727) 210-2350.
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 Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), 19751 East Mainstreet, Suite #339, Parker, CO 80138, (303) 694-9262, Email: info@arcstsa.org, 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 INSTITUTE OF METALWORKING SKILLS (NIMS)	Fayetteville Technical Community College's Computer-Integrated Machining program is accredited by the National Instituted of Metalworking Skills (NIMS), 10565 Fairfax Boulevard, Suite 10, Fairfax, VA 22030. Formed in 1995, the mission of NIMS is to help organizations improve workforce performance by teaching them how to train and validate training with practical experiences that reflect what employees face on the job. Accredited programs demonstrate the ability to produce skilled, work-ready individuals that fulfill industry's 21st Century workforce needs.
NORTH CAROLINA BOARD OF COSMETIC ART EXAMINERS	Fayetteville Technical Community College's Cosmetology program is approved 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 OFFICE OF EMERGENCY MEDICAL SERVICES (NCOEMS)	Fayetteville Technical Community College's Emergency Medical Services Paramedic Programs are credentialed by the North Carolina Office of EMS (NCOEMS), 701 Barbour Drive, Raleigh, North Carolina, 27603, Phone (919) 855-3935.
NORTH CAROLINA BOARD OF EXAMINERS FOR SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY	Fayetteville Technical Community College's Speech-Language Pathology Assistant Program is approved by the North Carolina Board of Examiners for Speech-Language Pathology and Audiology, PO Box 16885, Greensboro, NC 27416-0885, (336) 272-1828.
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.

NAME	DESCRIPTION
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.
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.
PHARMACY TECHNICIAN ACCREDITATION COMMISSION (ASHP/ACPE)	The Pharmacy Technology Program at Fayetteville Technical Community College is accredited by the Pharmacy Technician Accreditation Commission (ASHP/ACPE), 7272 Wisconsin Avenue, Bethesda, MD 20814, (301) 664-8645, Email: asd@ashp.org.

THE NORTH CAROLINA COMMUNITY COLLEGE
PERFORMANCE MEASURES FOR STUDENT SUCCESS - 2023

A. Basic Skills Student Progress: Index score based on the percentage of Periods of Participation (PoP) with at least one Measurable Skill Gain (MSG). FTCC scored greater than or equal to Baseline but less than Average Band Minimum. FTCC: 0.867 (NCCCS Baseline Index Average 0.527/NCCCS Excellence Level: 1.241).

B. Student Success Rate in College-Level English Courses: Index score based on the percentage of first-time fall associate degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within three years of their first fall term of enrollment. FTCC scored greater than or equal to Average Band Minimum but less than Average Band Maximum. FTCC: 0.951 (NCCCS Baseline Index Average: 0.723/System Excellence Level: 1.144).

C. Student Success Rate in College-Level Math Courses: Index score based on the percentage of first-time fall associate degree seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within three years of their first term of enrollment. FTCC scored greater than or equal to Baseline but less than Average Band Minimum. FTCC: 0.729 (NCCCS Baseline Index Average: 0.626/System Excellence Level: 1.194).

D. First Year Progression: Index score based on the percentage of first-time fall credential-seeking students who graduated prior to or enrolled in postsecondary education during the subsequent fall term. FTCC scored greater than or equal to Baseline but less than Average Band Minimum. FTCC: 0.945 (NCCCS Baseline Index Average: 0.874/System Excellence Level: 1.067).

E. Curriculum Completion: Index score based on the percentage of first-time fall credential-seeking curriculum students who have graduated, transferred, or are still enrolled during the fourth academic year with 42 successfully completed non-developmental hours. FTCC scored greater than or equal to Average Band Maximum but Below Excellence Level. FTCC: 1.080 (NCCCS Baseline Index Average: 0.850/System Excellence Level: 1.086).

F. Licensure and Certification Passing Rate: Index score based on the percentage of first-time test-taker passing licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners. FTCC scored greater than or equal to Average Band Maximum but below System Excellence Level. FTCC: 1.033 (NCCCS Baseline Index Average: 0.806/System Excellence Level: 1.069).

G. College Transfer Performance: Index score based on the percentage of community college students (Associate Degree completers and those who have completed 30 or more articulated transfer credits) transferring to a four-year university or college during the fall semester who remain enrolled at any four-year university or college the subsequent fall semester or graduate prior to. FTCC scored greater than or equal to Average Band Minimum but less than Average Band Maximum. FTCC: 0.962 (NCCCS Baseline Index Average: 0.871/System Excellence Level: 1.036).

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 prerequisites. 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.
- Foreign transcripts issued for schools outside the US must be translated to English and evaluated for US equivalency by a member of the National Association of Credential Evaluation Services Agency (NACES).
- Exceptions to these requirements can be granted by the Associate Vice President for Student Services.

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

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 transcripts be evaluated for possible transfer credit before certification of enrollment can be submitted to VA by the FTCC Veterans Services Office. 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 success coach.

Allied Health Technologies and Nursing Admission Requirements

Priority in consideration for admission to Allied Health and Nursing Programs will be given to individuals completing the following by January 30 or July 31 (for Associate in Nursing and Pharmacy Technology 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 Self-Service by January 30 or July 31 (for Associate in Nursing and Pharmacy Technology spring entry) to the specific Allied Health or Nursing 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 Allied Health or Nursing program Dean/ Chairperson.
- Science courses must have been satisfactorily completed with a grade of "B" or better within five years of entry into Associate Degree Nursing, Dental Hygiene, Medical Sonography, Pharmacy Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Speech-Language Pathology Assistant, and Surgical Technology. Science courses must have been satisfactorily completed with a grade of "C" or better within five years of entry into Dental Assisting, Emergency Medical Science, Medical Laboratory Technology, Polysomnography, and Respiratory Therapy. 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 Allied Health or Nursing Dean/ Chairperson may approve exceptions. (Effective Spring 2021 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 Allied Health and Nursing 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 Advanced Placement (Current EMT Certification)
  - Mammography Certificate (Current American Registry of Radiologic Technologists Certification in Radiography)
  - Ophthalmic Surgical Assistant (Certified Ophthalmic Assistant)
  - 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 individual program. 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.

Vaccinations

Students at Fayetteville Technical Community College are not required to provide documentation of immunizations, physical exams, background checks, and drug screens for admissions to the College; however, documentation is required in specific programs based on clinical affiliate requirements.

- All students enrolled in Curriculum and Corporate & Continuing Education healthcare programs are required to complete a physical exam, background check and drug screen, and submit documentation of immunizations and tuberculosis screenings. Requirements vary by clinical affiliate and program. Please contact your program faculty for more information.
- All F-1 students must compete the Medical Examination Form documenting immunization history prior to enrolling.

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 transcripts are sent directly to an accredited evaluation agency. You can find an accredited agency through the website: **www.naces.org**. We partner with, and recommend **www.WES.org** or **www.SpanTran.com**. Transcripts must be evaluated and translated in order for FTCC to receive them as official. If an applicant has attended an American or Foreign College or University applicants must have an official transcript sent directly from that college or university to Fayetteville Technical Community College (FTCC) to **internationaloffice@faytechcc.edu**.

Student Visa Applicants

International applicants holding an F-1 Visa are admitted on a rolling basis. Applications will not be considered until all of the following items have been received:

- FTCC International Student 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
- Form I-134
- Passport

Student Visa (F-1)

In order to apply for a F-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 $350.00 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 an F-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 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 students are allowed to work part-time on the campus of the school they are attending. They may work up to 20 hours per week while attending classes full-time. They can work full-time during summer vacations and between terms, provided they continue at that school the following term. M-1 students are not allowed to work on or off campus.

Off campus:
Students holding F-1 visas are not authorized to work off campus except under extraordinary circumstances. There are two ways to get permission for off-campus work:

1. Practical training and severe economic hardship
2. U.S. Customs and Immigration Services must grant permission

Period of Authorized Stay

Admission to the U.S. on an F-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 an F-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-US Citizen Visa & Resident Alien Applicants

NOTE: Applicants who hold a Visitor's Visa (B-1) are NOT eligible to enroll in FTCC's college-level courses.

Foreign applicants holding either (a) a Visa other than an F-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:

Permanent Resident Visas (Green Cards)

- FTCC Application and Residency Survey
- Permanent Resident Card
- State or Government-issued ID or Driver's License
- Social Security Card
- FTCC Entrance Assessment Results, if applicable
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

J Visas

- FTCC Application and Residency Survey
- Passport
- Visa
- I-94
- DS 2019s
- State or Government-issued ID or Driver's License
- Social Security Card
- Employment Authorization Card
- Dependents are required to provide all documents listed above for sponsor
- FTCC Entrance Assessment Results, if applicable
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

H-1B and H-4 Visas

- FTCC Application and Residency Survey
- Passport
- Visa
- I-94
- Approval notice
- Dependents are required to provide all documents listed above for sponsor
- FTCC Entrance Assessment Results, if applicable
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

Foreign Transcripts issued for schools outside the US must be translated into English and evaluated for US equivalency by a member of the National Association of Credential Evaluation Services Agency (NACES).

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 Self-Service, or with a success coach 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 the official Joint Services Transcript through the JST portal at **https://jst.doded.mil/jst/** for evaluation purposes. Official military academic forms, e.g., DA 1059, DA 330 are acceptable in lieu of an updated JST Transcript. Military service experiences are evaluated using ACE Guide recommendations. Members of the Air Force are encouraged to submit the official Community College of the Air Force (CCAF) transcript for evaluation purposes.

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.

Pathway Articulation for Credits Earned (PACE)

Cumberland County high school graduates who participated in the Career & Technical Education courses may be awarded proficiency credit based upon Articulation Agreement between Cumberland County Schools and Fayetteville Technical Community College.

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.

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 70 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.

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 4 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 Self-Service.

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

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.

Allied Health, Nursing, and Funeral Service Education programs require course grades of B or better in order to progress to the next course/term. Paralegal Technology requires 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.

CORPORATE AND CONTINUING EDUCATION (CCE) STUDENT GRADING

(For all classes except College and Career Readiness.)

Quality in continuing education is essential. This applies equally to academic, occupational, or avocational courses. Students who devote their time and effort have a right to expect the best course possible. Further, to qualify certain programs for "Corporate & Continuing Education Units" (CEU) credit, student achievement must be evaluated. Each instructor has the responsibility of evaluating student achievement and progress and recording student grades at the end of each course.

The following grading system will be observed:

P Passing – Accomplished class objectives as defined in the individual course syllabus.

F Failing – Failure to meet course requirements for specific occupational extension courses and/or attend 80% of the course contact hours to be eligible for a passing grade.

W Withdraw – A student withdrawing after the 10% Passing/Failing point of any course will receive a W.

I Incomplete – Incomplete may be given at the discretion of the Instructor when all course requirements have not been met.

NA Never Attended – Student registered but never attended.

S Satisfactory – Used for certification classes.

U Unsatisfactory – Failure to meet course requirements as defined in the individual course syllabus.

NOTE: S FOR SATISFACTORY AND U FOR UNSATISFACTORY IS USED FOR FIRE AND RESCUE CERTIFICATION COURSES INSTEAD OF P FOR PASS.

COLLEGE AND CAREER READINESS GRADING

Final grades of ABE, HSE and ESL will be as follows:

S	-	Satisfactory
W	-	Withdrawal
T	-	Transfer

ADULT HIGH SCHOOL GRADING

Adult High School grades are based on the following numerical values.

A	-	93-100
B	-	85-92
C	-	77-84
D	-	70-76
F	-	Below 70
I	-	Incomplete (Must be completed the following term or it becomes an "F")

AHS student grade point averages are computed using a four-point grading system.

A	-	4 points
B	-	3 points
C	-	2 points
D	-	1 point
F	-	0 points
I	-	0 points
WP	-	Withdraw Passing – 0 points
WF	-	Withdraw Failing – 0 points

Note: Graduating grade point averages 3.5 or better are considered Honor graduates.

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 educational assistance: 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 (with the exception of specific program requirements).

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 Allied Health or Nursing programs: Previously completed science courses must have been satisfactorily completed with a grade of "B" or better within five years of entry into Associate Degree Nursing, Dental Hygiene, Pharmacy Technology, Physical Therapist Assistant, Practical Nursing, Radiography, Speech-Language Pathology Assistant, and Surgical Technology. Previously completed science courses must have been satisfactorily completed with a grade of "C" better within five years of entry into Dental Assisting, Emergency Medical Science, Medical Laboratory Technology, Medical Sonography, and Respiratory Therapy. These courses may be attempted only twice. The appropriate Allied Health or Nursing department chairperson through the Dean of Allied Health Technologies or Dean of Nursing may approve exceptions. (Effective Spring 2021 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 Students & Athletics 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 success coach 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 Self-Service. 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.

Withdrawal by Faculty or Administration

(Expected Effective Date - August 15, 2022. See online version for actual policy.)

- For Curriculum Courses (numbered 100 or higher):
  Students who do not meet the course expectations for active participation as outlined on the course syllabus may be withdrawn from the class by the instructor. A grade of "W" will be assigned if the student is withdrawn prior to the 90% date.

- For Developmental Courses (numbered below 100):
  Students who do not meet the course expectations for active participation as outlined on the course syllabus may be withdrawn from the class by the instructor. A grade of "W" will be assigned if the student is withdrawn prior to the 90% date.

- A student who registers for a class and never attends, actively participates, or receives a participation grade on or before the census date of the course (first 10%) 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.

CORPORATE AND CONTINUING EDUCATION (CCE) WITHDRAWAL PROCEDURES

All schedule changes before the census period require the student to complete a Drop/Add/Refund Request with their instructor(s). Students may withdraw through the withdrawal period (after census) and receive a grade of "W."

A Drop (D) is defined as a student being removed from a class before or on the census date of the class.
A Withdrawal (W) is defined as student being removed from a class after the census date of the class.

- Withdrawal from a face-to-face class (not an online or hybrid class)
  If students realize they can no longer meet the attendance requirements of a face-to-face class, they may withdraw from the class before the published withdrawal deadline and receive a grade of "W". The student must meet face-to-face with the instructor(s). A Withdrawal request will be completed by the instructor/Department Chair.

- Withdrawal from an online or hybrid class (not a face-to-face class)
  If students realize they can no longer meet the attendance requirements of an online or hybrid class, they may withdraw from the class before the published withdrawal deadline and receive a grade of "W". The student must email the instructor of each class from which the student wishes to withdraw.

- Withdrawal from an Asynchronous/Independently Scheduled Online Course:
  If students realize that they can no longer meet the attendance requirements of an asynchronous online course, they may withdraw from the course before the published withdrawal deadline and receive a grade of "W." Students will be contacted 2 times in the first month of the course, and then will be contacted every two weeks to promote entrance and continuation of the course.

- Withdrawal from a class under extraordinary circumstances.
  If students realize they can no longer meet the attendance requirements of a class due to extraordinary circumstances such as hospitalization, they may withdraw from the class before the published withdrawal deadline and receive a grade of "W". Students or their representative must follow the process to successfully withdraw from a class under extraordinary circumstances. The student or student's representative must email or telephone the Registrar. Documentation supporting extenuating circumstances must be provided.

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 Self-Service. 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.

CORPORATE AND CONTINUING EDUCATION (CCE) REFUND POLICY

The refund policy for Fayetteville Technical Community College's (FTCC) Corporate & Continuing Education Division was established by the North Carolina Community College System October 15, 1993, and amended effective April 2, 2020. The full refund policy is listed in the State Board of Community Colleges Code (SBCCC) 1E 900.2. A brief statement of the policy is noted below:

1. A pre-registered student who officially drops from the Continuing Education course(s) in which the student is registered by completing an official request form prior to the first course section meeting is eligible for a 100 percent refund. FTCC encourages students to complete the drop request form at least 24-hours before the class meeting.
    a. The College will provide a 100 percent refund to the student if the College cancels the course section(s) in which the student is registered.
2. A 75 percent refund will be given if a student officially drops or is officially dropped by the College from the course(s) in which the student is registered prior to or on the census date. *
    a. This does not apply to course sections which begin and end on the same calendar day.
3. Following the census date of the course(s) in which the student is registered, the student may officially withdraw or be administratively withdrawn and receive a grade of W with no refund given.

*For information regarding a course census date, a student may ask either the course instructor or contact Records and Registration at (910) 678-8432.

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 for unofficial withdrawals (such as excessive absences) or the date of withdrawal, last date of attendance, or 50% point of the term for official withdrawals. Title IV funds, military tuition assistance or Veteran Administration funds will not be returned if the student has earned over 60 percent of their aid for 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 Self-Service 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 Self-Service 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 ArmyIgnitED 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, 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.

PRE-CENSUS ATTENDANCE

(Expected Effective Date - August 15, 2022. See online version for actual policy.)

Fayetteville Technical Community College is committed to student success, retention, and progression. The College believes that when students participate in class regularly, they are demonstrating responsibility and commitment to their education. While the College does not have an institutional attendance policy, taking attendance is required through the census date of the class. The Office of Veteran Affairs requires notification when VA students stop attending class, and instructors are responsible for reporting these dates. Additionally, some programs may have outside regulatory bodies that require a minimum of course attendance hours (e.g. Cosmetology, BLET, health programs, etc.).

Students enrolled in any course, regardless of delivery method, must be in attendance, or receive a participation grade and be recorded as present, or actively participating at least one time on or before the census date of the course (the first 10% of the term). Students who have not attended or actively participated

at least once by the census date will be dropped by the instructor as a "No Show". For fully online courses, a student must complete a graded assignment on or before the census date. For face-to-face and hybrid courses, a student must both be physically present in the class and complete any required online assignments on or before the census date.

ACTIVE PARTICIPATION

(Expected Effective Date - August 15, 2022. See online version for actual policy.)

Following the census date of the course, students are expected to actively participate in all scheduled courses. Expectations for active participation for each class will be included in the course syllabus and be provided to students at the beginning of the academic term. It is the student's responsibility to know and understand the expectations for active participation for each course and to understand how absences, late arrivals, and/or early departures may affect the final grade.

Students who do not actively participate may be withdrawn from their courses by the faculty member. Active participation includes, but is not limited to the following academically related activities:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking or submitting an assessment, test, exam, or quiz;
- Participating in an interactive tutorial, webinar, or • other interactive computer-assisted instruction;
- Participating in a study group or group project, whether in person or online, that is assigned by the instructor;
- Participating in a discussion in the class or posting in a discussion forum online regarding academic matters;
- Interacting with or emailing an instructor about the academic subject studied in the course.

As required by law, students are allowed two days of excused absences each academic year for religious observances. Students must notify instructors in writing in advance of expected religious absences.

Students are not permitted to bring guests or children to class. Only registered students and employees of the College are permitted to sit in classes or labs. Exceptions will be made for students with accommodations approved through Disability Support Services.

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 **https://studentaid.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.
- My Student Aid mobile app.

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 in Self-Service.

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 prior to the financial aid census date (freeze date), 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 may submit a Satisfactory Academic Appeal Request, along with supporting documentation and successful completion of an assigned GetSAP module, 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 can view all adjustments to the financial aid offer package in Self-Service.

- 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 as attempted credits are cumulative for financial aid purposes.

- 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 along with proof of successful completion of the assigned GetSAP module. 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 and proof of successful completion of the assigned GetSAP module.

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. Withdrawals affect a student's financial aid PACE Rate and could result in financial aid suspension. 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 may submit a Satisfactory Academic Appeal Request, along with supporting documentation and successful completion of the GetSAP module, to have their financial aid considered for reinstatement.

The full Satisfactory Academic Progress Policy is available on the FTCC website at https://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 **studentaid.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 studentaid.gov/manage-loans

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., Dental Assisting, Practical Nursing, 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.

- FTCC holds Commencement ceremonies each year in May. Participation is not required but those who wish to participate must apply for graduation and order their cap and gown by the time of posted deadlines

A WORD OF ADVICE: It is important to review your program requirements and your EVAL each semester to be sure you are meeting all requirements for graduation. Check with your faculty advisor and/or your Success Coach.

Progress Standards for Select Programs
(Effective Spring 2021 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 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 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.

Medical Laboratory Technology – A "B" or better in all MLT courses.

Medical Sonography – A "B" or better in all SON and science courses.

Polysomnography - A "B" or better in all PSG courses.

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

Ophthalmic Surgical Assistant – A "B" or better in all OPH, OSA, and WBL 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 courses.

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

Surgical First Assistant – A "B" or better in all SFA and WBL 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.

MILITARY & VETERANS

Fayetteville Technical Community College is proud to serve our military veterans and their dependents as they pursue their educational goals. The FTCC All American Veterans Center, located on the 2nd floor of the General Classroom Building, was created to honor our veterans and to provide a location where veterans can gather, find assistance, and receive the support necessary to ensure their success at FTCC and beyond.

All American Veterans Center

Location: General Classroom Building (GCB)
Room 202-A
2817 Fort Bragg Road
Fayetteville, NC 28303
Phone: 910-678-8580
Email: **vso@faytechcc.edu**

Liberty Training & Education Center (LTEC)

Location: Building 1-3571, Wing F
4520 Knox Street
Fort Bragg, North Carolina 28310
Phone: 910-678-1050
Email: military@faytechcc.edu

Fort Liberty Soldier Development Center

Building 2-1728
231 Stiner Street
Fort Liberty, North Carolina 28310

Pope Army Airfield Location

829 Stiner Street
Pope Field, North Carolina 28308
Mondays, Thursdays, & Fridays
10:00AM – 3:30PM
Phone: 910-394-1732

Transition Tech

Location: General Classroom Building (GCB)
Room 202-P
2817 Fort Bragg Road
Fayetteville, NC 28303
Phone: 910-486-3626
Email: **transtech@faytechcc.edu**

Camp Bull Simons Army Education Center

Eglin Air Force Base
Building 4385, Room 161
2817 ElSalvador Way
Eglin AFB, FL 32542
Phone: 850-885-7496
Email: **military@faytechcc.edu**

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For more information, visit
www.faytechcc.edu/military-veterans/

Tuition and Fees

FTCC's tuition rates are determined by the North Carolina General Assembly each year. These rates are often established after the fiscal year; however, at times the NC General Assembly has determined the rate after the beginning of the fall semester. Once the College receives the annual rate, FTCC will publish the updated tuition rate on our website. Tuition and fees are subject to change.

Current tuition rates for Fall 2023, Spring 2024, and Summer 2024 are:

- $76.00 per in-state credit hour
- $268.00 per out-of-state credit hour

The maximum number of hours charged per semester is sixteen.

Semester Fees

Additional fees are also charged per semester:

- $35.00 student support fee includes the cost of student accident insurance, student government, and other student-related activities.
- $48.00 technology fee includes the cost of software, hardware, and lab support.
- $15.00 CAPS (Campus-Access-Parking-Security) fee supports the college's parking facilities, campus security, and enforcement.

Course Specific Fees charged when enrolled in the following classes:

Collision Repair & Refinishing Technology Program

- $200.00 TRN-180
- $100.00 AUB-132
- $100.00 AUB-141

Associate Degree Nursing Program*

- $35.00 NUR-111
- $35.00 NUR-114
- $35.00 NUR-212
- $35.00 NUR-213

*1st year transfer into this program may be subject to this fee when not enrolled in one of the above courses.

Students may be charged for dropped or withdrawn courses if they do not drop courses prior to the start date of the term. A drop on or before the 10% point of the course will result in a 25% charge for tuition plus college fees, and a withdrawal after the 10% point of the course will result in a 100% charge for tuition plus college fees.

2023 - 2024 In-State Tuition Rates

Credit Hrs	Tuition	Student Support Fee	Tech Fee	CAPS	Total
1	76.00	35.00	48.00	15.00	174.00
2	152.00	35.00	48.00	15.00	250.00
3	228.00	35.00	48.00	15.00	326.00
4	304.00	35.00	48.00	15.00	402.00
5	380.00	35.00	48.00	15.00	478.00
6	456.00	35.00	48.00	15.00	554.00
7	532.00	35.00	48.00	15.00	630.00
8	608.00	35.00	48.00	15.00	706.00
9	684.00	35.00	48.00	15.00	782.00
10	760.00	35.00	48.00	15.00	858.00
11	836.00	35.00	48.00	15.00	934.00
12	912.00	35.00	48.00	15.00	1,010.00
13	988.00	35.00	48.00	15.00	1,086.00
14	1.064.00	35.00	48.00	15.00	1,162.00
15	1,140.00	35.00	48.00	15.00	1,238.00
16	1,216.00	35.00	48.00	15.00	1,314.00

2023 - 2024 Out-of-State Tuition Rates

Credit Hrs	Tuition	Student Support Fee	Tech Fee	CAPS	Total
1	268.00	35.00	48.00	15.00	366.00
2	536.00	35.00	48.00	15.00	634.00
3	804.00	35.00	48.00	15.00	902.00
4	1,072.00	35.00	48.00	15.00	1,170.00
5	1,340.00	35.00	48.00	15.00	1,438.00
6	1,608.00	35.00	48.00	15.00	1,706.00
7	1,876.00	35.00	48.00	15.00	1,974.00
8	2,144.00	35.00	48.00	15.00	2,242.00
9	2,412.00	35.00	48.00	15.00	2,510.00
10	2,680.00	35.00	48.00	15.00	2,778.00
11	2,948.00	35.00	48.00	15.00	3,046.00
12	3,216.00	35.00	48.00	15.00	3,314.00
13	3,484.00	35.00	48.00	15.00	3,582.00
14	3,752.00	35.00	48.00	15.00	3,850.00
15	4,020.00	35.00	48.00	15.00	4,118.00
16	4,288.00	35.00	48.00	15.00	4,386.00

ACADEMIC CALENDARS

Fall 2023 Academic Calendar *(Subject to change)*

	Curriculum	Curriculum Accelerated Sessions		Continuing Education
Fall Semester 2023 Important Dates	16-Weeks Fayetteville & Spring Lake Campus	1st 8-Weeks Fayetteville, Spring Lake, & Fort Liberty	2nd 8-Weeks Fayetteville, Spring Lake, & Fort Liberty	Fall 2023
Classes Begin	August 21, 2023	August 21, 2023	October 19, 2023	August 15, 2023
Last Day of Term	December 16, 2023	October 16, 2023	December 16, 2023	December 31, 2023
Grades Due to Registrar	Grades are due to the Registrar 24 hours after the last day of the class.			
Student Holidays/Break	September 4, 2023 October 17 & 18, 2023 November 23, 24 & 25, 2023	September 4, 2023 October 17 & 18, 2023	November 23, 24 & 25, 2023	September 4, 2023 November 23, 24 & 25, 2023

Spring 2024 Academic Calendar *(Subject to change)*

	Curriculum	Curriculum Accelerated Sessions		Continuing Education
Spring Semester 2023 Important Dates	16-Weeks Fayetteville & Spring Lake Campus	1st 8-Weeks Fayetteville, Spring Lake, & Fort Liberty	2nd 8-Weeks Fayetteville, Spring Lake, & Fort Liberty	Spring 2024
Classes Begin	January 16, 2024	January 16, 2024	March 14, 2024	January 1, 2024
Last Day of Term	May 15, 2024	March 11, 2024	May 15, 2024	May 14, 2024
Grades Due to Registrar	Grades are due to the Registrar 24 hours after the last day of the class.			
Student Holidays/Break	March 12 & 13, 2024 March 31-April 6, 2024	March 12 & 13, 2024	March 12 & 13, 2024 March 31-April 6, 2024	January 15, 2024 April 1, 2024

Summer 2024 Academic Calendar *(Subject to change)*

	Curriculum	Curriculum Accelerated Sessions	Continuing Education
Summer Semester 2023 Important Dates	Fayetteville Campus Spring Lake Campus Fort Liberty Campus		Summer 2024
	1st Session	2nd Session	
Classes Begin	May 28, 2024	June 10, 2024	May 15, 2024
Last Day of Term	July 23, 2024 *(July 23 is make-up date for Thursday classes missed on July 4)*	July 29, 2024 *(July 29 is make-up date for classes missed on July 4)*	August 14, 2024
Grades Due to Registrar	Grades are due to the Registrar 24 hours after the last day of the class.		
Student Holidays/Break	July 4, 2024	July 4, 2024	July 4, 2024

BASIC LAW ENFORCEMENT TRAINING (BLET) ACADEMIC CALENDAR

Fall Full Time Day Academy

Dates:
Mid August – Mid December *(exact dates will be announced at BLET Informational Workshops)*

Schedule:
Monday – Friday, 8:00AM to 5:00PM & some Saturdays
PT 3X a week from 5:30PM to 6:30PM

To Attend a BLET Informational Workshop for Assistance in Completing the BLET Application Packet:
Workshops will be held once a month (sign up under the "How to Enroll" tab or through Facebook at FTCC Basic Law Enforcement Training)

Fall Full Time Day Academy Application Deadline:
Mid July (exact date will be announced at BLET Informational Workshops)

PT Assessment Dates:
PT dates will be discussed at the workshops

Part Time Night Academy

Dates:
Mid September – Mid May of following year, ie: September 2021 – May 2022 *(exact dates will be announced at BLET Informational Workshops)*

Schedule:
Monday – Friday, 5:30PM to 10:00PM & alternating Saturdays
PT 3X a week from 5:30PM to 6:30PM

To Attend a BLET Informational Workshop for Assistance in Completing the BLET Application Packet:
Workshops will be held once a month (sign up under the "How to Enroll" tab or through Facebook at FTCC Basic Law Enforcement Training)

Fall Part Time Night Academy Application Deadline:
Mid August (exact date will be announced at BLET Informational Workshops)

PT Assessment Dates:
PT dates will be discussed at the workshops

Spring Full Time Day Academy

Dates:
Mid January – Mid May *(exact dates will be announced at BLET Informational Workshops)*

Schedule:
Monday – Friday, 8:00AM to 5:00PM & some Saturdays
PT 3X a week from 5:30PM to 6:30PM

To Attend a BLET Informational Workshop for Assistance in Completing the BLET Application Packet:
Workshops will be held once a month (sign up under the "How to Enroll" tab or through Facebook at FTCC Basic Law Enforcement Training)

Fall Full Time Day Academy Application Deadline:
Mid December (exact date will be announced at BLET Informational Workshops)

PT Assessment Dates:
PT dates will be discussed at the workshops

STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCESS

Sexual Harassment/Violence (Title IX Reporting)

General Classroom Building, Room 102
Phone: 910-678-8433
24 hours per day/7 days per week
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 Office of Public Safety located at the address above.

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
  - Email 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 Responsibilities in a Pandemic or Public Health Threat

Students shall be sensitive and responsive to protecting the health and wellbeing of faculty, staff, students, and the community. As such, they shall follow all protocols established by FTCC and Center for Disease Control (CDC) in response to pandemics or other public health threats associated with a Public Health Emergency or a declared "State of Emergency." This includes, but is not limited to, (1) properly wearing masks as described by the CDC, (2) remaining off campus when experiencing any COVID-19 symptoms as identified by the CDC, and (3) any other related protocols implemented by FTCC. This policy shall supersede any conflicting FTCC policies. Failure to comply with College protocols associated with pandemics or other public health threats may result in the imposition of disciplinary action by the College.

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 is taking credit for another's ideas or works as if they were your own. Examples of plagiarism include: submitting the work generated by an artificial intelligence (AI) tool (Chat GPT), allowing another individual to complete any of your course work, copying another individual's work and presenting any of these as 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** by the instructor 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.
- 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 no later than five (5) college days 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 no later than five (5) college days 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 Self-Service 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 Dean of Students. Decisions of the Admissions Department may be initially appealed in writing no later than ten (10) College days after the date of the Dean of Students' 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

* See Title IX policy for complaints alleging Sexual Harassment/ Violence.

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

The purpose of the student grievance policy and procedure is to provide a system to resolve student complaints against faculty, staff, or other students including alleged illegal discrimination on the basis of age, sex/gender, race, color, national origin, political affiliation, disability, or other conditions.

Complaints alleging illegal discrimination shall be filed under the grievance policy. Those wishing to submit their complaint in person should do so by contacting the appropriate Dean, Director, Associate Vice President, or Vice President for Academic Support Services and Civic Engagement (for curriculum students).

Listed below are the steps for 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, or Vice President for Academic Support Services and Civic Engagement(for curriculum students), within thirty (30) days of the incident giving rise to the grievance. The student and the Associate Vice President, or Vice President for Academic Support Services and Civic Engagement (for curriculum students), 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, or Vice President for Academic Support Services and Civic Engagement (for curriculum students), will investigate the grievance and will ask the individual against whom the grievance was filed to respond in writing to the allegation. The Associate Vice President, or Vice President for Academic Support Services and Civic Engagements (for curriculum students), will provide a written decision on the grievance not later than 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.

If a complaint cannot be resolved through the institution's grievance procedures, students may file a complaint with The University of North Carolina System Office. Please review the **Student Complaint Policy (PDF)** and complete the online **Student Complaint Form** and submit the complaint to:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
Phone: (919) 962-4550
Website: **www.northcarolina.edu/post-secondary-education-complaints/**

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.

PLAGIARISM STATEMENT

All FTCC students are required to learn and expected to practice essential standards of academic research and source documentation. Students are not permitted to engage in plagiarism while taking a college course. Plagiarism is the act of stealing another person's words or ideas and passing them off as one's own. When a student puts his or her name on a paper in a course at FTCC, the student claims ownership of that paper. In short, the student is saying, "I wrote this entire paper and every word and idea are original to me except where I have credited outside sources with the appropriate documentation."

Plagiarism-detection applications have become as sophisticated as they are necessary. Students are advised (a) that instructors can and do require students to submit assignments online for plagiarism analysis and (b) instructors can and do use plagiarism-detection software.

It is important that students understand the various types of plagiarism. Definitions are listed below:

- Global plagiarism involves copying an entire paper from another source, perhaps by borrowing a paper written by a friend or acquaintance, by downloading a paper from an Internet site, or by copying a paper from a book or other source. A student who submits such a paper as original work—even as a rough draft—commits global plagiarism and will earn a zero for the assignment.

- Cut-and-paste plagiarism (also called patchwork plagiarism) occurs when a student creates a document by copying and pasting words, paragraphs, or even complete pages from another print or online source. The student may compose an original introduction and conclusion and add a variety of effective original transitions, but part (or parts) of the paper are copied word for word without appropriate citation and documentation. A student who submits such a paper as original work—even as a rough draft—has committed cut-and-paste plagiarism and will earn zero for the assignment.

- Incremental plagiarism sometimes occurs through carelessness or by accident when a student quotes or paraphrases inaccurately (or unethically) or fails to cite or document a source appropriately. Ignorance of plagiarism will not excuse it. A student who submits such a paper as original work—even as a rough draft—commits incremental plagiarism and will earn a zero for the assignment.

- Self-plagiarism (also called recycling fraud) occurs when one recycles identical or significantly identical portions of one's own work without acknowledging that one is doing so or without citing the original work. Students do, on occasion, find themselves working on the same or similar topics in different courses, but all academic work submitted in a course must be work original to that course. Self-plagiarism violates personal integrity, academic ethics, and the student honor code. In universities, it can result in dismissal from a program. At FTCC, a student who submits a self-plagiarized paper as original work—even as a rough draft—will earn a zero for the assignment.

- Enabling plagiarism is also an honor-code violation. A student who enables another to plagiarize, with or without permission, is subject to the same penalties as the student who commits the plagiarism. Any student found helping another to plagiarize will be held equally accountable—regardless of intention. The intent of the student is not the issue. Students are expected to control access to their online materials and accounts, and all students are accountable for all work submitted in their names. In short, those who plagiarize unintentionally face the same penalties as those who plagiarize intentionally.

- Use of Writing Application Software has become commonplace. While this software may be viewed as "student hacks," be mindful that using Artificial Intelligence to create work is not acceptable. This includes software that allows one to simply copy and paste work into an application to paraphrase material or to automatically generate material. While applications can be useful assistants, they should not do the work itself.

Students are further advised to refer to guidelines available in The Little Seagull Handbook, The Norton Field Guide to Writing, the MLA Handbook for Writers of Research Papers, and reputable academic resources online (such as OWL, the Purdue University Online Writing Lab at **http://owl.english.purdue.edu**).

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.

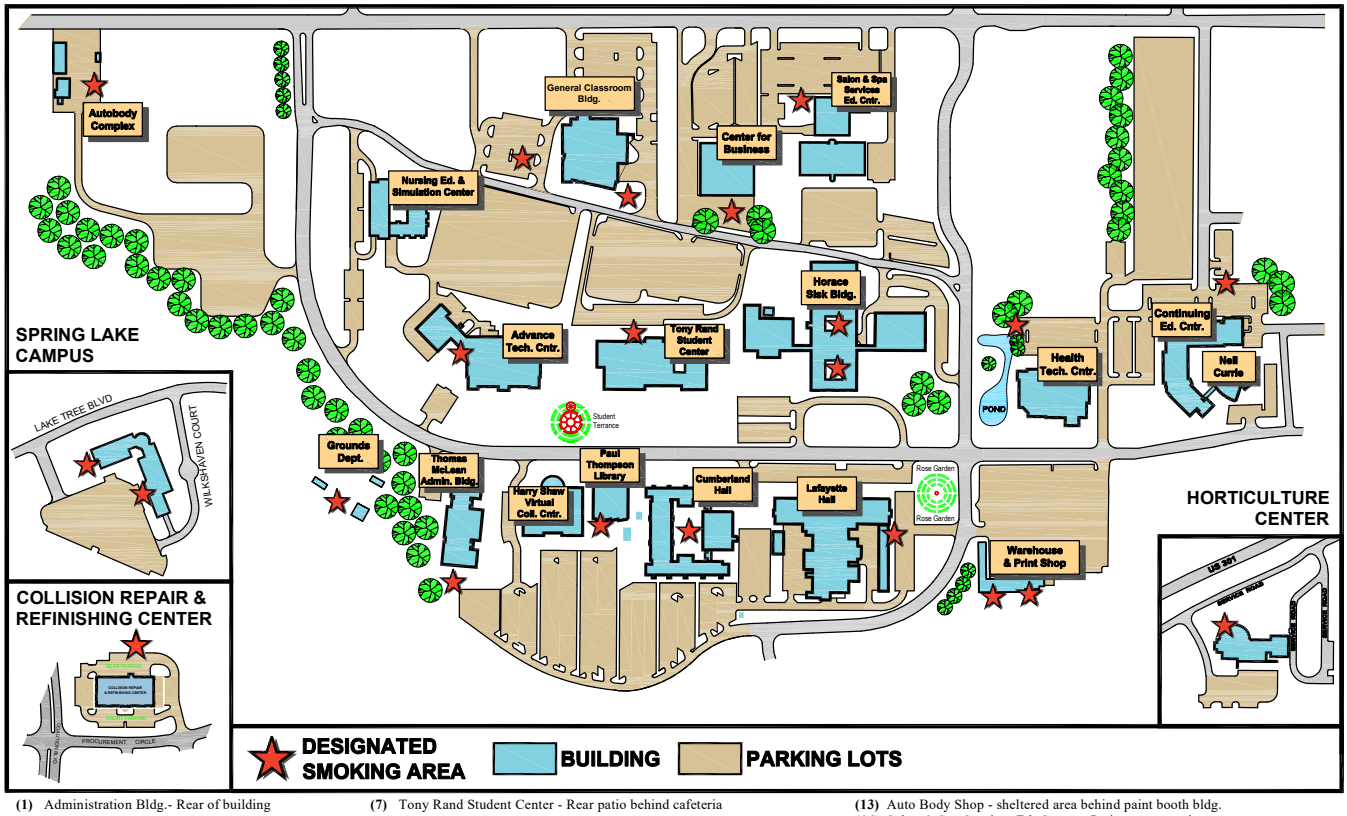
SMOKING SECTION

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	NESC	No smoking allowed
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 door by vending machines
(10) Continuing Education Center - Rear parking lot
(11) Health Technologies Center - Rear of the parking lot
(12) Nursing Education and Simulation Center - No Smoking Allowed
(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 Building - Outside exit facing TRSC near the access road

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

MANAGEMENT INFORMATION SERVICES

Management Information Services (MIS) maintains the college network infrastructure. 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 networks. 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 damage or affect other computers or portable computing devices. Users should not engage in activities/actions that 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 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 others' files, folders, or storage areas of any kind.

- The use of content management systems (e.g. BlackBoard) should be to communicate and document class or educational-related activities.

- Fayetteville Technical Community College ensures the protection of students' privacy while 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 including requiring a secure login and passcode 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 the 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 IT Service 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 and 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 on websites 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 computers 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, including 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.

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

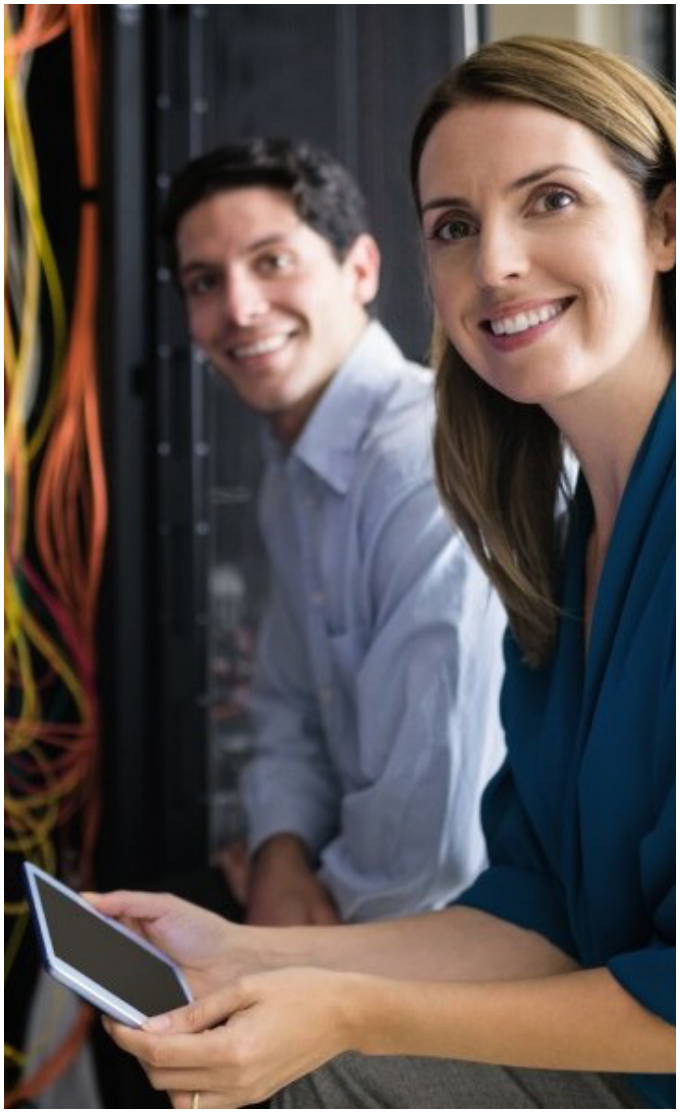
Students should not use their student email accounts for personal use. Student email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Email shall not be the sole method for notification of any legal 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 emails 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 students' official email addresses are being accessed, and faculty may use email for their courses accordingly.



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	*2018*	*2019*	*2020*	*2021*	*2022*
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	0	0	0	0	1
Non-Forcible Sexual Assault	0	3	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	2
Burglary	0	1	1	0	0
Larcenies	20	20	2	0	9
Motor Vehicle Theft	0	0	0	0	0
Liquor Violations	0	0	0	0	0
Drug Violations	0	2	0	1	1
Weapons Violations	2	2	0	1	3
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, Yaǵe, 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 and/or classes may be held virtually. The local media will be notified as soon as a decision is made.

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

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

Television Stations

WRAL (Channel 5) Cable 3
WTVD (Channel 11) Cable 11
WNCN (Channel 17) Cable 10
News 14

Radio Stations

WAZZ – 1190 AM
WFLB – 96.5 FM
WFNC – 640 AM
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.

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 & Finance/Accounting (A25800A)

Accounting & 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)
- Consumer Financial Services Foundations Certificate (C25800C7)
- Business Financial Services Certificate (C25800C8)
- Accounting & Finance Analytics Certificate (C25800C9)

Advertising & 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 & Refrigeration Technology (A35100)
- Air Conditioning, Heating & Refrigeration (D35100)
- Basic Air Conditioning, Heating & 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 Arts in Teacher Preparation (A1010T)

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)

Associate in Science in Teacher Preparation (A1040T)

Automotive Systems Technology (A60160)
- Automotive Systems Technology Diploma (D60160)
- Maintenance & Light Repair 1 Certificate (C60160C6)
- Maintenance & Light Repair II Certificate (C60160C7)

Basic Law Enforcement Training (C55120)

Baking & Pastry Arts (A55130)

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

Business Administration/General Business Administration (A25120G)

Business Administration/Human Resources Management (A25120H)

Business Administration/Marketing (A25120M)

Business Administration/Operations Management (A25120O)
- Organizational Leadership Certificate (C25120C9)
- Business Foundations Certificate (C25120C10)
- Small Business Operations Certificate (C25120C11)
- Entrepreneurship Certificate (C25120C12)
- E-Marketing Certificate (C25120C13)
- Sales & 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 & Management Certificate (C25120C22)
- Operations Leadership Certificate (C25120C23)
- Project Management Certificate (C25120C24)
- Global Human Resources Certificate (C25120C25)
- Marketing Analytics Certificate (C25120C26)
- Operations Analytics Certificate (C25120C27)

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

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

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 & 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 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 Child Care Workforce Certificate (C55820)

Early Childhood Administration Certificate (C55850)

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

Early Childhood Assoc/General Early Childhood Assoc (A55220G)

Early Childhood Assoc/Non-Teaching Licensure Transfer (A55220C)
Child Care Development Certificate (C55220C2)
Child Care Professional Certificate (C55220C3)
Special Education Certificate (C55220C7)

Early Childhood Preschool Certificate (C55860)

Electrical Systems Technology (A35130)
Electrical Systems Technology (D35130)
Introduction to Photovoltaic Systems (C35130C2)
Basic Residential Wiring (C35130C3)

Elementary Education Residency Licensure Certificate (C55490

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)

Entertainment Technologies (A25190)

Entrepreneurship (A25490)

Esthetics Instructor Certificate (C55270)

Esthetics Technology Certificate (C55230)

Fire Protection Technology (A55240)
Fire Protection Technology Certificate (C55240C1)
Fundamentals of Arson Certificate (C55240C2)
Fire Service Management Certificate (C55240C3)

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

Geomatics Technology (A40420)

Gunsmithing (A30200)
Gunsmithing Diploma (D30200)

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

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

Histotechnology (A45370)

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)

IT/Computer Programming & Development (A25590C)

Information Technology/Digital Media Technology (A25590D)

IT/Multimedia & Interactive Entertainment Technologist (A25590E)

IT/User Interface & Experience Design (A25590I)

Information Technology/Network Management (A25590N)

Information Technology/PC Support & Services (A25590P)

Information Technology/Systems Security & Analysis (A25590S)

Information Technology/Cloud Management (A25590U)
Java Programming Certificate (C25590C1)
C# Programming Certificate (C25590C2)
Mobile Application Development Certificate (C25590C3)
Digital Media Basics Certificate (C25590C4)
Database Programming Certificate (C25590C5)
Digital Animation Certificate (C25590C7)
Cisco Networking Certificate (C25590C8)
Computer Technologies Certificate (C25590C9)
Linux Certificate (C25590C10)
Hardware & 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)
Python Programming Certificate (C25590C20)
Network Defense Specialist Certificate (C25590C21)
Microsoft Office Specialist Excel & Access Certificate (C25590C22)
Mobile Design Certificate (C25590C23)
Cisco Entry Networking Certificate (C25590C26)
Intro To iOS Development Using Swift Certificate (C25590C27)
Cloud Management Certificate (C25590C29)
Audio & Video Editing Certificate (C25590C30)
Microsoft Server Administration Certificate (C25590C31)
UI-UX Certificate (C25590C32)
Computer Science Transfer Certificate (C25590C33)
Digital Marketing Technology Certificate (C25590C34)
Social Media Content Production Certificate (C25590C35)
CompTIA Essentials Certificate (C25590C36)
Business Intelligence Certificate (C25590C37)
Support Technology Specialist Certificate (C25590C38)

Intelligence Studies/Geospatial Intelligence (A25700B)
Geospatial Intelligence Certificate (C25700C2)

Leadership Studies (A25830)

Mammography (C45830)

Manicuring/Nail Technology Certificate (C55400)

Mechatronics Engineering Technology (A40350)

Medical Laboratory Technology (A45420)
Medical Laboratory Assisting Diploma (D45420)
Clinical Diagnostic Testing (C45420C1)

Medical Office Admin/Electronic Health Records Specialist (A25310E)

Medical Office Admin/Medical Billing, Coding, & 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)
Healthcare Documentation Specialist Certificate (C25310C7)
Advanced Coding & Auditing Certificate (C25310C8)

Medical Sonography (A45440)

Natural Hair Care (C55170)

Nurse Aide Diploma (D45970)

Nurse Aide Certificate (C45840)

Office Admin/General Office Administration (A25370G)

Office Admin/Office Finance (A25370F)

Office Admin/Legal Office (A25370L)
- Basic Office Administration Certificate (C25370C1)
- Office Documents Specialist Certificate (C25370C3)
- Financial Office Professional Certificate (C25370C4)
- Legal Assistant Certificate (C25370C5)

Ophthalmic Surgical Assistant (C45880)

Paralegal Technology (A25380)
- Paralegal (D25380)

Pharmacy Technology (A45580)

Physical Therapist Assistant (A45620)

Plumbing (D35300)
- Basic Plumbing(C35300C1)

Polysomnography (A45670)

Practical Nursing (D45660)

Public Safety Admin/Correction Services (A55480C)

Public Safety Admin/Fire & Emergency Mgmt. Services (A55480F)

Public Safety Admin/Law Enforcement Services (A55480L)

Public Safety Admin/Security & Loss Prevention Services (A55480S)

Radiography (A45700)

Respiratory Therapy (A45720)

Simulation & Game Development/3D Game Artist (A25450A)

Simulation & Game Dev/Game & Interactive Programmer (A25450P)
- 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)

Speech Language Pathology Assistant (A45730)

Supply Chain Mgmt./Distribution Management (A25620D)

Supply Chain Mgmt./Global Logistics Technology (A25620G)

Supply Chain Mgmt./Trucking Operations Management (A25620T)
- Logistics & Distribution Management Certificate (C25620C1)
- Trucking Logistics Foundations Management Certificate (C25620C2)
- Supply Chain Analytics Certificate (C25320C3)

Surgical First Assistant Certificate (C45870)

Surgical Technology (A45740)

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

ACCOUNTING AND 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: Consumer Financial Services Foundations Certificate (C25800C7)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Business Financial Services Certificate (C25800C8)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Accounting and Finance Analytics Certificate (C25800C9)
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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/20/23

ACCOUNTING AND FINANCE/ ACCOUNTING (A25800A)

Effective: Fall 2022
Revised: 12/16/21

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 Accounting	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.

*** First 8 weeks ** Second 8 weeks**

ACCOUNTING AND FINANCE/FINANCIAL SERVICES (A25800F)

Effective: Fall 2022
Revised: 12/16/21

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
	Comm/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
BUS147	Business Insurance	3	0	0	3

BUS240	Business Ethics	3	0	0	3
MKT223	Customer Service	3	0	0	3
		---	---	---	---
	Totals	**13**	**3**	**0**	**14**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS225	Business Finance	2	2	0	3
MKT123	Fundamentals of Selling	3	0	0	3
	Major Electives	8	0	0	8
		---	---	---	---
	Totals	**13**	**2**	**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 2022
Revised: 12/16/21

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

*** First 8 weeks ** Second 8 weeks**

ACCOUNTING AND FINANCE/ TAX PREPARER CERTIFICATE (C25800C2)

Effective: Fall 2022
Revised: 12/16/21

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

*** First 8 weeks ** Second 8 weeks**

ACCOUNTING AND FINANCE/ COMPUTERIZED ACCOUNTING CERTIFICATE (C25800C3)

Effective: Fall 2022
Revised: 12/16/21

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 2022
Revised: 12/16/21

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 FINANCE/ COST/MANAGERIAL ACCOUNTING CERTIFICATE (C25800C5)

Effective: Fall 2022
Revised: 12/16/21

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 Accounting	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 2022
Revised: 12/16/21

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 Accounting	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

ACCOUNTING AND FINANACE/
CONSUMER FINANCIAL SERVICES FOUNDATIONS CERTIFICATE (C25800C7)
Effective: Fall 2022
Revised: 12/16/21

The Consumer Financial Services Foundations certificate is designed to provide students with the knowledge and skills that form the foundation of Financial Services. Using the "language of business", financial service providers assemble and analyze, process, and communicate essential information about financial conditions for businesses and consumers.

Course work includes financial and managerial accounting, personal finance, and financial planning. Problem solving skills are emphasized.

Credit obtained in these courses may be transferred directly into the Financial Services 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
BUS125	Personal Finance	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Totals	**9**	**2**	**0**	**10**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Accounting	3	2	0	4
BAF143	Financial Planning	3	0	0	3
	Totals	**6**	**2**	**0**	**7**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

ACCOUNTING AND FINANACE/
BUSINESS FINANCIAL SERVICES CERTIFICATE (C25800C8)
Effective: Fall 2022
Revised: 12/16/21

The Business Financial Services certificate is designed to provide students with the knowledge and skills that form the foundation of Providing financial services specifically in the business and corporate environment. Using the "language of business", financial service providers assemble and analyze, process, and communicate essential information about financial conditions for businesses.

Course work includes business law, ethics, and insurance. Problem solving skills are emphasized.

Credit obtained in these courses may be transferred directly into the Financial Services 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
BUS240	Business Ethics	3	0	0	3
	Totals	**9**	**2**	**0**	**10**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS147	Business Insurance	3	0	0	3
BUS225	Business Finance	2	2	0	3
	Totals	**5**	**2**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

ACCOUNTING AND FINANCE/ ACCOUNTING AND FINANCE ANALYTICS CERTIFICATE (C25800C9)

Effective: Fall 2022
Revised: 12/16/21

The Accounting and Finance Analytics Certificate is designed to prepare students for job opportunities in the finance analytics field. Accountants use data analytics to help businesses uncover valuable insights within their financials, identify process improvements that can increase efficiency, and better manage risk. Data visualizations and reports are distributed to executives and leaders enabling better decision making in dynamic environments. Course work includes financial and managerial accounting, business finance, introduction to analytics and data visualization. Critical thinking skills are emphasized.

Credit obtained in these courses may be transferred directly into the Accounting and/or Financial Services associated degree curricula.

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
BAS120	Intro to Analytics	2	3	0	3
	Totals	**5**	**5**	**0**	**7**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Accounting	3	2	0	4
BAS121	Data Visualization	2	3	0	3
BUS225	Business Finance	2	2	0	3
	Totals	**7**	**7**	**0**	**10**

TOTAL REQUIRED CREDITS.... 17

Work-Based Learning Option: NA

ADVERTISING AND GRAPHIC DESIGN A30100

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

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

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

Awards

Associate Degree: Advertising and Graphic Design (A30100)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, 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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 01/03/23

ADVERTISING & GRAPHIC DESIGN (A30100)

Effective: Fall 2023
Revised: 01/03/23

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	3	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
	Math Elective	2	2	0	3
	Totals	**8**	**16**	**0**	**15**

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
GRD282	Advertising Copywriting	1	3	0	2
	Social Behavioral Sci Elective	3	0	0	3
	Totals	**9**	**14**	**0**	**15**

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 2023
Revised: 01/03/23

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 2023
Revised: 01/03/23

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	3	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**	**7**	**0**	**6**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

ADVERTISING & GRAPHIC DESIGN/ WEB-BASED GRAPHICS DESIGN CERTIFICATE (C30100C3)

Effective: Fall 2023
Revised: 01/03/23

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
WEB110	Internet/Web Fundamentals	2	2	0	3
	Totals	**3**	**6**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB140	Web Development Tools	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 2023
Revised: 01/03/23

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	3	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**	**7**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

ADVERTISING & GRAPHIC DESIGN/ DIGITAL ILLUSTRATION CERTIFICATE (C30100C5)

Effective: Fall 2023
Revised: 01/03/23

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 2023
Revised: 01/03/23

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: 3 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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 12/09/22

AC, HEATING & REFRIGERATION TECHNOLOGY (A35100)
Effective: Fall 2023
Revised: 12/09/22

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
ENG111	Writing and Inquiry	3	0	0	3
or					
ENG110	Freshman Composition	3	0	0	3
	Totals	**9**	**12**	**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
PSY118	Interpersonal Psychology	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
AHR180	HVACR Customer Relations	1	0	0	1
AHR211	Residential System Design	2	2	0	3
AHR255	Indoor Air Quality	1	2	0	2
WLD112	Basic Welding Processes	1	3	0	2
		---	---	---	---
	Totals	**8**	**16**	**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 2023
Revised Date: 12/09/22

Length: 3 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
AHR113	Comfort Cooling	2	4	0	4
ENG111	Writing and Inquiry	3	0	0	3
or					
ENG110	Freshman Composition	3	0	0	3
		---	---	---	---
	Totals	**9**	**12**	**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
WLD112	Basic Welding Processes	1	3	0	2
		---	---	---	---
	Totals	**8**	**13**	**0**	**14**

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
PSY118	Interpersonal Psychology	3	0	0	3
		---	---	---	---
	Totals	**5**	**5**	**0**	**7**

TOTAL REQUIRED CREDITS.... 36

Work-Based Learning Option: N/A

AC, HEATING & REFRIGERATION TECHNOLOGY/ BASIC A/C, HEATING & REFRIGERATION CERTIFICATE (C35100)
Effective: Fall 2023
Revised: 12/09/22

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

Certificate: Green/Sustainable Architecture Certificate (C40100C2)
Length of Program: 3 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: 3 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: Cumberland Hall, Room 334
Telephone: (910) 678-8357
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/23/23

ARCHITECTURAL TECHNOLOGY (A40100)
Effective: Fall 2022
Revised: 12/17/21

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
	Totals	**10**	**10**	**0**	**14**

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
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	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
ARC210	Intro to Sustain Design	1	3	0	2
or					
SST140	Green Bldg & Design Con	3	0	0	3
ARC240	Site Planning	2	2	0	3
ARC261	Solar Technology	1	2	0	2
	Totals	**4**	**4**	**0**	**7**

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
ARC225	Architectural BIM I	1	3	0	2
ARC225A	Architectural BIM I Lab	0	3	0	1
ARC231	Arch Presentations	2	4	0	4
CST241	Planning/Estimating I	2	2	0	3
	Totals	**8**	**18**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC213	Design Project	2	6	0	4
ARC226	Architectural BIM II	1	3	0	2
ARC226A	Architectural BIM II Lab	0	3	0	1
ARC230	Environmental Systems	3	3	0	4
ARC235	Architectural Portfolio	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**11**	**18**	**0**	**17**

TOTAL REQUIRED CREDITS... 68

Work-Based Learning Option: NA

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 2022
Revised: 12/17/21

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
ARC112	Constr Matls & Methods	3	2	0	4
	Totals	**4**	**8**	**0**	**7**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
	Totals	**1**	**6**	**0**	**3**

Summer Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC240	Site Planning	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

TOTAL REQUIRED CREDITS... 13

Work-Based Learning Option: NA

ARCHITECTURAL TECHNOLOGY/ GREEN/SUSTAINABLE ARCHITECTURE CERTIFICATE (C40100C2)

Effective: Fall 2022
Revised: 12/17/21

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
ARC112	Constr Matls & Methods	3	2	0	4
	Totals	**4**	**8**	**0**	**7**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
	Totals	**1**	**6**	**0**	**3**

Summer Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC210	Intro to Sustain Design	1	3	0	2
or					
SST140	Green Bldg & Design Con	3	0	0	3
ARC261	Solar Technology	1	2	0	2
	Totals	**2**	**2**	**0**	**4**

TOTAL REQUIRED CREDITS... 14

Work-Based Learning Option: NA

ARCHITECTURAL TECHNOLOGY/
BUILDING INFORMATION MODELING TECHNOLOGY
CERTIFICATE (C40100C4)
Effective: Fall 2022
Revised: 12/17/21

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
ARC112	Constr Matls & Methods	3	2	0	4
ARC225	Architectural BIM I	1	3	0	2
ARC225A	Architectural BIM I Lab	0	3	0	1
	Totals	**5**	**14**	**0**	**10**

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
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	**2**	**12**	**0**	**6**

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.

Limited Enrollment Curriculum: The Associate Degree Nursing program is a limited enrollment curriculum and program applicants are accepted based upon a competitive admissions process. Admission criteria for the Associate Degree Nursing program are reviewed annually and are subject to change. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing and availability of clinical rotation sites.

A. **PROGRAM SPECIFIC ENTRANCE STANDARDS:**

Admission

A student can apply to the Associate Degree Nursing program once minimum admissions criteria have been met (see **Health Programs Admission Guide**). Prospective applicants will have a Student Education Plan (SEP) developed by the Nursing Advising and Admissions Center. Students are highly encouraged to meet with a Nursing Advising and Admission representative to review their academic progress and seek further guidance on meeting the admission criteria. In addition, prospective students are strongly encouraged to attend an information session about the Nursing programs.

Associate Degree Nursing Program Applicants will have an opportunity to indicate Practical Nursing as a second-choice program when completing the Health Sciences Application for Fall admission.

B. **REQUIREMENTS AFTER ACCEPTANCE:**

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Nursing students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a course with a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens. Associated fees are the student's responsibility.

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The forms include documentation of satisfactory emotional and physical health to safely participate in a clinical setting and immunizations required by affiliate clinical agencies. Failure to submit the required information by the assigned date will result in loss of Associate Degree Nursing admission status.

BLS Provider CPR

CPR Certification by the American Heart Association (AHA)

in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session
When notified of acceptance, applicants must attend a mandatory orientation session with the Associate Degree Nursing program.
Liability/Malpractice Insurance
Malpractice insurance required for Nursing students is provided by the college and is assessed as a student fee.

Transportation/Additional Class/Course Materials
Nursing students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense. Students may be required to attend classes on alternate dates depending on availability of resources to meet the objectives of the course. Students will be notified in advance at the earliest possible time.

Technical (Physical) Standards
The Nursing programs are physically demanding. Students will be expected to perform lifting/moving, bending, stooping, and standing for long periods of time as well as manual dexterity and fine motor skills. The student must have the sensory-perceptual capabilities to carry out the assessment, planning, implementation and evaluation that are required in all phases of nursing practice.

Academic Dismissal Policy
In addition to the Student Code of Conduct regulations, the Nursing faculty have an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional nursing practices. A student may be removed from class or clinical if he or she:

- Demonstrates behavior which conflicts with safety essential to nursing practice.
- Demonstrates physical or emotional impediments which conflict with safety essential to nursing practice and do not respond to appropriate treatment or counseling within a reasonable period of time.
- Engages in conduct, which violates the North Carolina Nursing Practice Act.
- Engages in conduct, which violates the Code of Ethics for Nurses of the American Nurses' Association.
- Engages in nursing practice for which the student has not been authorized or for which the student has not been educated at the time of the incident.
- Engages in conduct which threatens or has the potential to threaten the physical, emotional, mental, or environmental health or safety of a client, a client's family member or significant other, another student, a faculty member, another health care provider, general public, or the student himself or herself
- Through verbal or written word compromises the integrity and/or reputation of the FTCC Nursing programs, the profession, or its affiliates.
- Fails to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media (see Associate Degree Nursing Social Media policy), while in the nursing program.
- Fails to adhere to College, Nursing program and clinical site policies and procedures.

Program Specific Academic Standards
Upon official acceptance, Nursing students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Nursing program while on academic suspension. The nursing program requires a grade scale that is different from the general college requirement. Students must achieve a final grade of "80" or higher in every NUR course in order to remain in the Associate Degree Nursing program. Associate Degree Nursing and progressive related courses must be taken in succession as they appear in the curriculum guide. Associate Degree Nursing students must adhere to the other policies set forth in the Nursing Student Policies Handbook. See additional Program Specific Standards in the Nursing Student Policies Handbook and specific Associate Degree Nursing course syllabi.

Transfer Students
Students who have completed nursing courses within the past year, with a final grade of 80% or better, at a nursing program approved by a State Board of Nursing, and wish to transfer credits, should contact the Associate Degree Nursing Program Director. Transfer students must meet the Associate Degree Nursing admission eligibility criteria. A student must receive transfer credit for NUR 111 to be considered a transfer student. Transfer credit may be awarded for any 100 level NUR courses in the Associate Degree Nursing program. Transfer students are required to adhere to all FTCC and Associate Degree Nursing program student policies. Any applicant that was dismissed from a previous nursing program due to unsafe clinical performance, academic dishonesty, or has two or more unsuccessful attempts in any NUR course(s) are not eligible for transfer into the Associate Degree Nursing program.

Awards

Associate Degree: Associate Degree Nursing (A45110)
Length of Program: 5 Semesters
Prerequisite: Official High Schoo1 or GED transcript; 1 Unit of High School Biology or higher-level college course with "C" grade or better, 1 Unit of High School Chemistry or higher-level college course with "C" grade or better MAT 003 Tier 2 or equivalent; ENG 002 Tier 2 or equivalent,TEAS Test - Overall score of 58.7 or higher; no more than 3 years old at the time of application.

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:
Department Chair: Dr. Sharon Gallagher
Telephone Number: (910) 486-7401
Office Location: Nursing Education & Simulation Center, Rm 112-A
Email: **gallaghs@faytechcc.edu**
Department Office: Nursing Education & Simulation Center, Rm 112
Telephone: (910) 678-8392
Email: **Nursing@faytechcc.edu**
FTCC website: **www.faytechcc.edu**

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 05/31/23

ASSOCIATE DEGREE NURSING (A45110)

Effective: Fall 2020
Revised: 11/09/21

Length: 5 Semesters
Prerequisites: Official High Schoo1 or GED transcript; 1 Unit of High School Biology or higher-level college course with "C" grade or better, 1 Unit of High School Chemistry or higher-level college course with "C" grade or better MAT 003 Tier 2 or equivalent; ENG 002 Tier 2 or equivalent, TEAS Test - Overall score of 58.7 or higher; no more than 3 years old at the time of application.
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I	3	3	0	4
ENG111	Writing and Inquiry	3	0	0	3
NUR111	Intro to Health Concepts	4	6	6	8
NUR117	Pharmacology	1	3	0	2
	Totals	11	12	6	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
NUR112	Health-Illness Concepts	3	0	6	5
NUR114	Holistic Health Concepts	3	0	6	5
	Totals	9	3	12	14

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NUR113	Family Health Concepts	3	0	6	5
PSY150	General Psychology	3	0	0	3
	Totals	6	0	6	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NUR211	Health Care Concepts	3	0	6	5
NUR212	Health System Concepts	3	0	6	5
PSY241	Developmental Psych	3	0	0	3
	Totals	9	0	12	13

SPRING SEMESTER 2

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. Success coaches 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: Kenjuana McCray
Telephone Number: (910) 678-0058
Office Location: Horace Sisk, Room 610H
Email: mccrayk@faytechcc.edu
Department Office: Horace Sisk, Room 610D
Telephone: (910) 678-9815
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

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Revised: 01/13/23

ASSOCIATE IN ARTS (A10100)
Effective: Fall 2023
Revised: 01/13/23

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
	Hum/Fine Arts Elective 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
	Soc/Behav Science Elective 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
	Soc/Behav Science Elective 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
	Soc/Behav Science Elective 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
	Hum/Fine Arts Elective 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 ARTS IN TEACHER PREPARATION A1010T

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer 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 Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Awards

Associate Degree: Associate in Arts in Teacher Preparation (A1010T)
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 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: Cumberland Hall, Room 301
Email: **bennettr@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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ASSOCIATE IN ARTS IN TEACHER PREPARATION (A1010T)
Effective: Spring 2021
Revised: 11/23/20

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
EDU187	Teaching and Learning for All	3	3	0		4
ENG111	Writing and Inquiry	3	0	0		3
	Humanities/Fine Arts Elective	3	0	0		3
	Math Elective	2	2	0		3
	Totals	**11**	**7**	**0**		**14**

Spring Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	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
ENG112	Writing/Research in the Disc	3	0	0		3
	Natural Science Elective	3	3	0		4
	Totals	**12**	**3**	**0**		**13**

Summer Semester I

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	General Education Elective	3	0	0		3
	Soc/Behavioral Sci Elective	3	0	0		3
	Totals	**6**	**0**	**0**		**6** Fall

Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
EDU250	Teacher Licensure Prep	3	0	0		3
EDU279	Literacy Develop & Instruct	3	3	0		4
SOC225	Social Diversity	3	0	0		3
	Soc/Behavioral Sci Elective	3	0	0		3
	Totals	**12**	**3**	**0**		**13**

Spring Semester II

Prefix No.	Title	Class	Lab	Work	Exp.	Credit
	General Education Elective	11	0	0		11
	Humanities/Fine Arts Elective	3	0	0		3
	Totals	**14**	**0**	**0**		**14**

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.

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:
Instructor: Jaime Villamil
Telephone Number: (910) 678-7354
Office Location: Advanced Technology Center, Room 244F
Email: **villamij@faytechcc.edu**
Department Office: Cumberland Hall, Room 334
Telephone: (910 678-8357
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.

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Revised: 11/15/22

ASSOCIATE IN ENGINEERING (A10500)
Effective: Fall 2020
Revised: 11/15/22

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
MAT271	Calculus I	3	2	0	4
	Totals	**10**	**9**	**0**	**14**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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
	Humanities Elective	3	0	0	3
	Totals	**12**	**5**	**0**	**14**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO251	Prin of Microeconomics	3	0	0	3
PHY252	General Physics II	3	3	0	4
	Soc Behav Sciences Elective	3	0	0	3
	Pre-major Elective	3	0	0	3
	Pre-major Elective	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT273	Calculus III	3	2	0	4
	Fine Arts/Comm Elective	3	0	0	3
	General Education Elective	3	0	0	3
	Pre-major Elective	3	0	0	3
	Pre-major Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

TOTAL REQUIRED CREDITS.... 60

Work-Based Learning Option: NA

***Note:** Students must select one elective course from each of the Humanities, Fine Arts/Comm, Social/Behavioral Sciences, and General Education categories. Students must select 11-12 SHC from the Pre-Major Electives category listed below. See your advisor for assistance in selecting courses appropriate to the specific university and engineering major requirements.

Elective options:
Humanities: ENG-231, ENG-232, ENG-241, ENG-242, PHI-215, PHI-240, REL-110
Fine Arts/Comm: ART-111, ART-114, ART-115, COM-231. MUS-110, MUS-112
Social/Behavioral Sciences: HIS-111, HIS-112, HIS-131, HIS-132, POL-120, PSY-150, SOC-210
General Education: BIO-111, CHM-152, COM-110, ECO-252, GEL-111, HUM-110, PHI-240

Pre-Major: BIO-111, CHM-152, CHM-251, CHM-252, COM-110, COM-231, CSC-134, CSC-151, DFT-170, ECO-252, EGR-210, EGR-212, EGR-214, EGR-215, EGR-216, EGR-220, EGR-225, EGR-228, GEL-111, HUM-110, MAT-280, MAT-285, PED-110

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: **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.

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See Child Care Associate, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

ASSOCIATE IN FINE ARTS IN MUSIC (A10700)

Effective: Fall 2022
Revised: 02/14/22

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
MUS111	Fundamentals of Music	3	0	0	3
MUS151	Class Music I	0	2	0	1
MUS161	Applied Music I	1	2	0	2
	Ensemble Elective	0	2	0	1
	Math Elective	2	2	0	3
	Totals	**9**	**10**	**0**	**14**

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
MUS162	Applied Music II	1	2	0	2
	Ensemble Elective	0	2	0	1
	Hum/Fine Arts Elective	3	0	0	3
	Soc/Behavioral Sci Elective	3	0	0	3
	Totals	**13**	**8**	**0**	**17**

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
MUS261	Applied Music III	1	2	0	2
	Ensemble Elective	0	2	0	1
	Other Elective	6	0	0	6
	Totals	**10**	**6**	**0**	**13**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MUS262	Applied Music IV	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
	Other Elective	3	0	0	3
	Soc/Behavioral Sci Elective	3	0	0	3
	Totals	**13**	**7**	**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 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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

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Revised: 02/21/23

ASSOCIATE IN FINE ARTS IN THEATRE (A10800)
Effective: Fall 2022
Revised: 02/10/22

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
	Soc/Behavioral Sci Elective	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
	Soc/Behavioral Sci Elective	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
Soc/Behavioral Sci Elective	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: Callie Farmer
Telephone Number: (910) 678-0042
Office Location: HOS 620D
Email: **farmerc@faytechcc.edu**
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

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Revised: 04/28/23

ASSOCIATE IN FINE ARTS IN VISUAL ARTS (A10600)
Effective: Fall 2023
Revised: 04/28/23

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
	Soc/Behavioral Sci Elective	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
	Soc/Behavioral Sci Elective	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: Cameron Harmon
Telephone Number: (910) 678-8244
Office Location: Horace Sisk, Room 600
Email: **harmonm@faytechcc.edu**
Department Office: Horace Sisk, Room 618
Telephone: (910) 678-8237
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:
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Revised: 02/21/23

ASSOCIATE IN GENERAL EDUCATION (A10300)
Effective: Fall 2022
Revised: 12/09/21

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 Sci/Math Elective	3	0	0	3
	Soc/Behavioral Sci Elective	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:
Department Chair: Dr. Sharon Gallagher
Telephone Number: (910) 486-7401
Department Office: Nursing Education &Simulation Center, Rm112-A
Email: **gallaghs@faytechcc.edu**
Department Office: Nursing Education &Simulation Center, Rm112
Telephone: (910) 678-8392
Email: **Nursing@faytechcc.edu**
FTCC website: **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:
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Revised: 05/31/23

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
CHM131/ 131A	Introduction to Chemistry	3	3	0	4
or					
CHM151	General Chemistry I	3	3	0	4
ENG111	Writing and Inquiry	3	0	0	3
PSY150	General Psychology	3	0	0	3
	*Hum/Fine Arts Elective	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	Writing/Research in the Disc	3	0	0	3
or					
ENG 114	Prof Research & Reporting	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	**Hum/Fine Arts Elective	3	0	0	3
	Totals	**15**	**3**	**0**	**16**

Semester 3

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG231	American Literature I	3	0	0	3
or					
ENG232	American Literature II	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT171	Precalculus Algebra	3	2	0	4
	Social/Behav Sci Elective Choose one: SOC-213, SOC-220, SOC-225, SOC-235, SOC-240	3	0	0	3
	Social/Behav Sci Elective 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 Sci Elective Choose one: ECO-251, ECO-252, POL-120	3	0	0	3
	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. Success coaches 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: Christina Fitch
Telephone Number: (910) 678-9882
Office Location: Lafayette Hall, Room 120A
Email: **fitchc@faytechcc.edu**
Department Office: Lafayette Hall, Room 120
Telephone: (910) 678-8383
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 12/15/22

Associate in Science (A10400)
Effective: Fall 2023
Revised: 12/15/22

Fall Semester I

Prefix No	Title	Class	Lab	Clinical	Credit
ACA 122	College Transfer Success	0	2	0	1
ENG 111	Writing & Inquiry	3	0	0	3
MAT 171	Precalculus Algebra	3	2	0	4
	Natural Science Pick	3	3	0	4
	COM/Hum/Fine Arts Pick Choose One: ART 111, 114 or 115, COM 120 or 231, DRA 111, ENG 231, 232, 241 or 242, MUS 110 or 112, PHI 215 or 240	3	0	0	3
	Totals	**12**	**7**	**0**	**15**

Spring Semester I

Prefix No	Title	Class	Lab	Clinical	Credit
ENG 112	Writing/Research in the Disc	3	0	0	3
	Natural Science Pick	3	3	0	4
	Math Pick Choose One: MAT 172, 263, 271 or 272	3	2	0	4
	General Ed Pick	3	0	0	3
	Social/Behavioral Sci Pick Choose One: ECO 251 or 252, HIS 111, 112, 131, or 132, POL 120, PSY 152, SOC 210	3	0	0	3
	Totals	**15**	**6**	**0**	**17**

Fall Semester II

Prefix No	Title	Class	Lab	Clinical	Credit
	COM/Hum/Fine Arts Pick Choose One: ART 111, 114 or 115, COM 120 or 231, DRA 111, ENG 231, 232, 241 or 242, MUS 110 or 112, PHI 215 or 240	3	0	0	3
	General Ed Pick	3	0	0	3
	General Ed Pick	3	0	0	3
	Elective/Pre-Major Pick	3	0	0	3
	Elective/Pre-Major Pick	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

Spring Semester II

Prefix No	Title	Class	Lab	Clinical	Credit
	Social/Behavioral Sci Pick Choose One: ECO 251 or 252, HIS 111, 112, 131, or 132, POL 120, PSY 152, SOC 210	3	0	0	3
	General Ed Pick	3	0	0	3
	General Ed Pick	3	0	0	3
	Elective/Pre-Major Pick	3	0	0	3
	Elective/Pre-Major Pick	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

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 SCIENCE IN TEACHER PREPARATION A1040T

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

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Awards

Associate Degree: Associate in Science in Teacher Preparation (A1040T)
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 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: Cumberland Hall, Room 301
Email: **bennettr@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
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Revised: 02/23/23

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (A1040T)

Effective: Spring 2021
Revised: 11/23/20

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
EDU187	Teaching and Learning for All	3	3	0	4
ENG111	Writing and Inquiry	3	0	0	3
MAT171	Precalculus Algebra	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**12**	**7**	**0**	**15**

Spring Semester I

Prefix No.	Title	Class	Lab	Work Exp.	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
ENG112	Writing/Research in the Disc	3	0	0	3
	Natural Science Elective	3	3	0	4
	Totals	**12**	**3**	**0**	**13**

Summer Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
	General Education Elective	3	0	0	3
	SocBehavioral Sci Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

Fall Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU250	Teacher Licensure Preparation	3	0	0	3
EDU279	Literacy Develop and Instruct	3	3	0	4
MAT172	Precalculus Trigonometry	3	2	0	4
SOC225	Social Diversity	3	0	0	3
	Totals	**12**	**5**	**0**	**14**

Spring Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
	General Education Elective	8	0	0	8
	Natural Science Elective	3	3	0	4
	Totals	**11**	**3**	**0**	**12**

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.

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: 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: Cumberland Hall, Room 334
Telephone: (910) 678-8357
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:
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Revised: 03/06/23

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)
Effective: Fall 2022
Revised: 12/17/21

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
ATT125	Hybrid-Electric Trans	2	4	0	4
	Totals	**4**	**7**	**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
	Soc/Behav Science Elective	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 2022
Revised: 12/17/21

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
ATT125	Hybrid-Electric Trans	2	4	0	4
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing & Inquiry	3	0	0	3
	Totals	**7**	**7**	**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/ MAINTENANCE & LIGHT REPAIR I CERTIFICATE (C60160C6)

Effective: Fall 2022
Revised: 12/17/21

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 2022
Revised: 12/17/21

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

BAKING & PASTRY ARTS A55130

***Baking & Pastry Arts A55130 Program Descriptions listed on page 246 - New/Amended Curriculum Programs.**

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, Rm 205
Email: **vesty@faytechcc.edu**
Department Office: Office Location: Law Enforcement Emergency Management, Rm 205
Telephone: (910) 678-1032
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/23/23

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
or					
LET 110	Basic Law Enforcement BLET	28	27	0	37
	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

Certificate: General Maintenance Certificate (C35140H2)
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: 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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/23/23

BUILDING CONSTRUCTION TECHNOLOGY (A35140)
Effective Date: Fall 2021
Revised: 12/08/20

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
SST140	Green Bldg. & Design Con	3	0	0	3
	Soc/Behav Science Elective	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 2021
Revised: 12/08/20

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 2021
Revised: 12/08/20

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: Marketing Analytics Certificate (C25120C26)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Operations Analytics Certificate (C25120C27)
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: Cheryl Campbell
Telephone Number: (910) 678-8595
Office Location: Cumberland Hall, Room 377B
Email: **campbelc@faytechcc.edu**

Operations Management (A25120O) Contact:
Department Chair: Sean Smith
Telephone Number: (910) 678-8521
Office Location: Cumberland Hall, Room 377T
Email: **smithse@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**

Department Office: Cumberland Hall, Room 377
Telephone: (910) 678-8292
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/20/23

BUSINESS ADMINISTRATION/ GENERAL BUSINESS ADMINISTRATION (A25120G)

Effective: Fall 2022
Revised: 02/03/22

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
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
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
MKT223	Customer Service	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Mgmt.	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 2022
Revised: 02/03/22

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
BUS153	Human Resource Mgmt.	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
	Totals	**13**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
BUS234	Training and Development	3	0	0	3
BUS256	Recruit Select & Per Plan	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
BUS217	Employment Law and Regs	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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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
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
ISC121	Envir Health & Safety	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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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 and Sales Promo	3	0	0	3
	MAJ Other Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/SALES AND CUSTOMER SERVICE CERTIFICATE (C25120C14)

Effective: Fall 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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
BUS110	Introduction to Business	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
ISC121	Envir Health & Safety	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 2022
Revised: 02/03/22

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
PMT110	Intro to Project Mgmt	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 2022
Revised: 02/03/22

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
BUS217	Employment Law and Regs	3	0	0	3
BUS240	Business Ethics	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
BUS255	Org Behavior in Business	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 2022
Revised: 02/03/22

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

BUSINESS ADMINISTRATION/ PAYROLL AND BENEFITS SPECIALIST CERTIFICATE (C25120C19)

Effective: Fall 2022
Revised: 02/03/22

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
BUS217	Employment Law and Regs	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
BUS 258	Compensation and Benefits	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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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 & Mgmt 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 2022
Revised: 02/03/22

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
ISC210	Oper & Prod Planning	3	0	0	3
OMT110	Intro to Operations Mgmt	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 2022
Revised: 02/03/22

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 2022
Revised: 02/03/22

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
BUS234	Training and Development	3	0	0	3
LDR110	Introduction to Leadership	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

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
LDR230	Global Leadership	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/ MARKETING ANALYTICS CERTIFICATE (C25120C26)

Effective: Fall 2022
Revised: 02/03/22

The Marketing Analytics certificate is designed to prepare individuals for job opportunities in the marketing analytics field. 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, marketing analytics, and customer service.

Upon completion, students should be able to apply data analytics concepts to visually present marketing data. Students may transfer these course credits into the Associate degree Business Administration/ Marketing program.

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BAS120	Intro to Analytics	2	3	0	3
BUS110	Introduction to Business	3	0	0	3

MKT120	Principles of Marketing	3	0	0	3
	Totals	**8**	**3**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BAS121	Data Visualization	2	3	0	3
MKT225	Marketing Research	3	0	0	3
MKT227	Marketing Applications	3	0	0	3
	Totals	**8**	**3**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

BUSINESS ADMINISTRATION/
OPERATIONS ANALYTICS CERTIFICATE (C25120C27)
Effective: Fall 2022
Revised: 02/03/22

The Operations Analytics certificate is designed to prepare students to use data analysis to improve efficiency, productivity, and everyday operations. Businesses need to be able to analyze data and communicate information in a meaningful way both internally and externally. Students should be able to effectively use graphical tools to communicate insights about data.

Course work includes operation and production planning, quality management, logistics, analytics, and data visualization.

Courses in this certificate may be applied to the Associate degree Business Administration/Operations Management program.

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BAS120	Intro to Analytics	2	3	0	3
ISC131	Quality Management	3	0	0	3
ISC210	Oper & Prod Planning	3	0	0	3
	Totals	**8**	**3**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BAS121	Data Visualization	2	3	0	3
LOG110	Introduction to Logistics	3	0	0	3
	Totals	**5**	**3**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

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: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/23/23

CARPENTRY (D35180)

Effective: Fall 2021
Revised: 12/08/20

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-Construct	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
ENG110	Freshman Composition	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 CREITS.... 45

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 2021
Revised: 12/08/20

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

Certificate: Central Sterile Processing (C45180H1)
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.

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: HTC 201E
Email: **gallowas@faytechcc.edu**
Department Office: Health Technologies Center, Room 201
Telephone: (910) 678-8264
FTCC Web Site: **FTCC Website**

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.
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See Child Care Associate, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

CENTRAL STERILE PROCESSING (C45180)
Effective: Fall 2021
Revised: 03/24/21

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
ENG101	Applied Communications I	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 244D
Email: **christic@faytechcc.edu**
Department Office: Cumberland Hall, Room 334
Telephone: (910) 678-8357
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.

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Revised: 02/23/23

CIVIL ENGINEERING TECHNOLOGY (A40140)

Effective: Fall 2021
Revised: 01/05/21

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 2021
Revised: 01/05/21

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 2021
Revised: 01/05/21

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 Tech	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 AND 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: 3 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 Semester
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**
Department Office: Advanced Technology Center, Room 143
Telephone: (910) 486-3963
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 03/02/23

COLLISION REPAIR AND REFINISHING TECHNOLOGY (A60130)

Effective: Fall 2022
Revised: 11/15/21

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
*AUB121	Non-Structural Damage I	1	4	0	3
*TRN110	Intro to Transport Tech	1	2	0	2
**AUB111	Painting &Refinishing	2	6	0	4
**AUM112	Emerging Trends-Auto Ind	3	0	0	3
	Totals	**7**	**12**	**0**	**12**

Spring 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
**AUB112	Painting & Refinishing II	2	6	0	4
**AUB122	Non-Structural Damage II	2	6	0	4
	Totals	**8**	**23**	**0**	**17**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB114	Special Finishes	1	2	0	2
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing & Inquiry	3	0	0	3
	Social/Behavioral Sci Elective	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*AUB162	Autobody Estimating	1	2	0	2
*MAT110	Math Measurement & Literacy	2	2	0	3
*TRN170	PC Skills for Transp	1	2	0	2
**ATT140	Emerging Transp Tech	2	3	0	3
**AUB132	Structural Damage II	2	6	0	4
	Totals	**8**	**15**	**0**	**14**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*AUB141	Mech & Elec Components I	2	2	0	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
**AUC285	Auto Custom Design Proj	1	6	0	3
or					
**WBL113	Work-Based Learning III	0	0	30	3
	**Hum/Fine Arts Elective	3	0	0	3
	Totals	**11**	**2**	**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 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 and MAT-110 are not transferable.

***1st Eight Weeks **2nd Eight Weeks**

COLLISION REPAIR AND REFINISHING TECHNOLOGY DIPLOMA (D60130D1)

Effective: Fall 2022
Revised: 11/15/21

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

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*AUB121	Non-Structural Damage I	1	4	0	3
*TRN110	Intro to Transport Tech	1	2	0	2
	*Social/Behav Sci Elective	3	0	0	3
**AUB111	Painting &Refinishing	2	6	0	4
**AUM112	Emerging Trends-Auto Ind	3	0	0	3
	Totals	**10**	**12**	**0**	**15**

Spring 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
**AUB112	Painting &Refinishing II	2	6	0	4
**AUB122	Non-Structural Damage II	2	6	0	4
	Totals	**7**	**19**	**0**	**17**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB114	Special Finishes	1	2	0	2
ENG110	Freshman Composition	3	0	0	3
	Totals	**4**	**2**	**0**	**5**

TOTAL REQUIRED CREDITS... 37

Work-Based Learning Option: NA

Note: ENG-110 is not transferable.

***1st Eight Weeks **2nd Eight Weeks**

COLLISION REPAIR AND REFINISHING TECHNOLOGY/ ESTIMATING CERTIFICATE (C60130C2)

Evening/Weekend Program
Effective: Fall 2022
Revised: 11/15/21

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 2022
Revised: 11/15/21

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: 3 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 2022
Revised: 11/15/21

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.

COLLISION REPAIR AND REFINISHING TECHNOLOGY/ BASIC COLLISION REPAIR AND REFINISHING TECHNOLOGY CERTIFICATE (C60130C5)
Effective: Fall 2022
Revised: 11/15/21

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: 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: Kevin Henry
Telephone Number: (910) 678-0025
Office Location: Lafayette Hall, Room 137A
Email: **henryk@faytechcc.edu**
Department Office: Cumberland Hall, Room 334
Telephone: (910) 678-8357
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:
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Revised: 02/23/23

COMPUTER-INTEGRATED MACHINING (A50210)

Effective: Fall 2022
Revised: 01/07/22

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
ISC110	Workplace Safety	1	0	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
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**10**	**16**	**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
DFT119	Basic CAD	1	2	0	2
MAC112	Machining Technology II	2	12	0	6
MAC121	Intro to CNC	2	0	0	2
MAC226	CNC EDM Machining	1	3	0	2
	Totals	**9**	**17**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC181	CNC Mill: Prog Set & Oper	2	6	0	4
MAC232	CAM: CNC Milling	1	4	0	3
	Totals	**3**	**10**	**0**	**7**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC113	Machining Technology III	2	12	0	6
MAC122	CNC Turning	1	3	0	2
MAC231	CAM: CNC Turning	1	4	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	**9**	**21**	**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
MAC224	Advanced CNC Milling	1	3	0	2
MAC233	Appl in CNC Machining	2	12	0	6
MAC248	Production Procedures	1	2	0	2
	Totals	**7**	**17**	**0**	**13**

TOTAL REQUIRED CREDITS... 69

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.

COMPUTER-INTEGRATED MACHINING/ MANUAL MACHINING (D50210)
Effective: Fall 2022
Revised: 01/07/22

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
ISC110	Workplace Safety	1	0	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
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**10**	**16**	**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
DFT119	Basic CAD	1	2	0	2
MAC112	Machining Technology II	2	12	0	6
MAC121	Intro to CNC	2	0	0	2
MAC226	CNC EDM Machining	1	3	0	2
	Totals	**9**	**17**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC181	CNC Mill: Prog Set & Oper	2	6	0	4
MAC232	CAM: CNC Milling	1	4	0	3
	Totals	**3**	**10**	**0**	**7**

TOTAL REQUIRED CREDITS... 39

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 2022
Revised: 01/07/22

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
MAC111AB	Machining Technology I	1	6	0	3
MAC131	Blueprint Reading/Mach I	1	2	0	2
	Totals	**2**	**8**	**0**	**5**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC111BB	Machining Technology I	1	6	0	3
MAC151	Machining Calculations	1	2	0	2
	Totals	**2**	**7**	**0**	**5**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC112AB	Machining Technology II	1	6	0	3
	Totals	**1**	**6**	**0**	**3**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAC112BB	Machining Technology II	1	6	0	3
	Totals	**1**	**6**	**0**	**3**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

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)
ength 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, Rm 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.

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Revised: 02/15/23

COSMETOLOGY (A55140)
Effective: Fall 2023
Revised: 02/15/23

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
COS113	Cosmetology Concepts II	4	0	0	4
COS114	Salon II	0	24	0	8
COS223	Contemp Hair Coloring	1	3	0	2
	Math Elective	2	2	0	3
	Totals	**7**	**29**	**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
COS224	Trichology & Chemistry	1	3	0	2
	Totals	**5**	**15**	**0**	**10**

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
COS117	Cosmetology Concepts IV	2	0	0	2
COS118	Salon IV	0	21	0	7
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
	Totals	**8**	**21**	**0**	**15**

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS230	Small Business Management	3	0	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
	Major Elective	1	2	0	2
	Totals	**10**	**8**	**0**	**13**

TOTAL REQUIRED CREDITS.... 71

Work-Based Learning Option: NA

COSMETOLOGY (D55140)
Effective: Fall 2023
Revised: 02/15/23

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 2023
Revised: 02/15/23

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, Rm 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/23/23

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	**5**	**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: 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

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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/23/23

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Effective: Fall 2020
Revised: 12/14/22

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
MAT143	Quantitative Literacy	2	2	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
CJC141	Corrections	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
	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. Mgmt	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.

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

Certificate: Forensic Science Certificate (C5518CH4)
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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

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Revised: 12/15/22

CRIMINAL JUSTICE TECHNOLOGY/FORENSIC SCIENCE (A5518C)

Effective: Fall 2023
Revised: 12/15/22

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 2023
Revised: 12/15/22

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	Advanced 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 2023
Revised: 12/15/22

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

CRIMINAL JUSTICE TECHNOLOGY INTRODUCTORY FORENSIC SCIENCE CERTIFICATE (C5518CC4)

Effective: Fall 2023
Revised: 12/15/22

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: **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.

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Revised: 02/21/23

CULINARY ARTS (A55150)
Effective: Fall 2021
Revised: 12/09/21

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
ENG111	Writing and Inquiry	3	0	0	3
HRM125	Etiquette for Hospitality	1	0	0	1
		---	---	---	---
	Totals	**11**	**8**	**0**	**15**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL112	Nutrition for Foodservice	3	0	0	3
CUL160	Baking I	1	4	0	3
CUL170	Garde Manger I	1	4	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Math Elective	2	2	0	3
		---	---	---	---
	Totals	**10**	**10**	**0**	**15**

Summer Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
WBL111	Work-Based Learning I	0	0	10	1
	Social/Behavioral Sci Elective	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
and					
HRM220A	Cost Control-Food & BevLab	0	2	0	1
CUL130	Menu Design	2	0	0	2
CUL240	Culinary Skills II	1	8	0	5
CUL240A	Culinary Skills Lab II	0	3	0	1
	COM Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		---	---	---	---
	Totals	**11**	**11**	**0**	**16**

Spring Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL245	Contemporary Cuisine	1	8	0	5
CUL245A	Contemporary Cuisine Lab	0	3	0	1
CUL275	Catering Cuisine	1	8	0	5
WBL121	Work-Based Learning II	0	0	10	1
	Major Elective	3	0	0	3
		---	---	---	---
	Totals	**5**	**19**	**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 2021
Revised: 01/19/21

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
CUL110	Sanitation & Safety	2	0	0	2
CUL140	Culinary Skills I	2	6	0	5
HRM220	Cost Control-Food & Bev	3	0	0	3
HRM220A	Cost Control-Food & Bev Lab	0	2	0	1
		---	---	---	---
	Totals	**5**	**8**	**0**	**11**

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
		---	---	---	---
	Totals	**2**	**11**	**0**	**7**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

CULINARY ARTS/ BAKING CERTIFICATE (C55150C2)

Effective: Fall 2021
Revised: 01/19/21

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 2021
Revised: 01/19/21

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 2021
Revised: 01/19/21

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
CUL110	Sanitation & Safety	2	0	0	2
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	**10**	**8**	**0**	**14**

TOTAL REQUIRED CREDITS.... 14

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: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, or 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.

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: **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. 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:
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Revised: 02/21/23

DENTAL ASSISTING (D45240)
Effective: Fall 2020
Revised: 04/16/21

Length: 3 Semesters
Prerequisite: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, or Placement Test 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 High School Diploma/GED, 1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or Placement Test 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: **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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
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Revised: 02/21/23

DENTAL HYGIENE (A45260)
Effective: Summer 2023
Revised: 11/28/22

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or Placement Test 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	2	0	2
DEN141	Dental Hygiene Clinic II	0	0	6	2
SOC210	Introduction to Sociology	3	0	0	3
		---	---	---	---
	Totals	**7**	**4**	**6**	**11**

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.... 76

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 CHILD CARE WORKFORCE CERTIFICATE C55820

The Early Child Care Workforce Certificate curriculum prepares individuals to work in early childcare settings. Students will combine best practices, competency-based knowledge, and practice in actual settings with children 0-12 years old.

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 programs in early childcare settings. Employment opportunities include public and private childcare programs family childcare homes, and other early childcare programs.

Upon completion of the program, the student will receive an Early Childcare Workforce Certificate.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Early Child Care Workforce Certificate (C55820)
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: Cumberland Hall, Room 301
Email: **bennettr@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 05/02/23

EARLY CHILD CARE WORKFORCE CERTIFICATE (C55820)
Effective: Fall 2023
Revised: 05/02/23

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
EDU130	Soc Environments for Children	3	0	0	3
EDU151	Creative Activities	3	0	0	3
	Totals	**10**	**0**	**0**	**10**

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU159	Health & Safety for Early Chd	2	0	0	2
EDU162	Observ & Assess in ECE	3	0	0	3
EDU188	Trends/Pol in Early Childhood	3	0	0	3
	Totals	**8**	**0**	**0**	**8**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

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: Cumberland Hall, Room 301
Email: **bennettr@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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:
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Revised: 01/13/23

EARLY CHILDHOOD ADMINISTRATION CERTIFICATE (C55850)
Effective: Fall 2023
Revised: 01/13/23

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
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

Certificate: Special Education Certificate (C55220C7)
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: Cumberland Hall, Room 301
Email: **bennettr@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 01/30/23

EARLY CHILDHOOD EDUCATION/ B-K LICENSURE TRANSFER (A55220B)

Effective: Fall 2023
Revised: 01/30/23

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 Education	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/ GENERAL EARLY CHILDHOOD EDUCATION (A55220G)

Effective: Fall 2023
Revised: 01/30/23

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 Education	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/ NON-TEACHING LICENSURE TRANSFER (A55220C)

Effective: Fall 2023
Revised: 01/30/23

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 Education	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/ CHILD CARE DEVELOPMENT CERTIFICATE (C55220C2)

Effective: Fall 2023
Revised: 01/30/23

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 Education	4	0	0	4
EDU131	Child, Family, & Community	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 2023
Revised: 01/30/23

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 Education	4	0	0		4
EDU131	Child, Family, & Community	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, & 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.

EARLY CHILDHOOD EDUCATION/
SPECIAL EDUCATION CERTIFICATE (C55220C7)
Effective: Fall 2023
Revised: 01/30/23

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 with 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 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: Cumberland Hall, Room 301
Email: **bennettr@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
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Revised: 01/20/23

EARLY CHILDHOOD PRESCHOOL CERTIFICATE (C55860)
Effective: Fall 2023
Revised: 01/13/23

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: Introduction to Photovoltaic Systems (C35130C2)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: Basic Residential Wiring (C35130C3)
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: Ron Hamilton
Telephone Number: (910) 678-8326
Office Location: Cumberland Hall Room 334H
Email: **hamiltor@faytechcc.edu**
Department Office: Cumberland Hall Room 334
Telephone: (910) 678-8357
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 12/09/22

ELECTRICAL SYSTEMS TECHNOLOGY (A35130)

Effective: Fall 2023
Revised: 12/09/22

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
ELC128	Intro to PLC	2	3	0	3
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**10**	**11**	**0**	**15**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC113	Residential Wiring	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC220	Photovoltaic Sys Tech	2	3	0	3
ISC115	Construction Safety	2	0	0	2
MAT110	Math Measurement & Literacy	2	2	0	3
	Totals	**10**	**17**	**0**	**16**

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC121	Electrical Estimating	1	2	0	2
ELC122	Advanced Residential Wiring	2	4	0	4
	Totals	**3**	**6**	**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
ELC114	Commercial Wiring	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
ELC119	NEC Calculations	1	2	0	2
	Totals	**10**	**10**	**0**	**14**

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS110	Introduction to Business	3	0	0	3
ELC229	Applications Project	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav Sci Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**13**	**3**	**0**	**14**

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 2023
Revised: 12/09/22

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
ELC128	Intro to PLC	2	3	0	3
ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**10**	**11**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC113	Residential Wiring	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC220	Photovoltaic Sys Tech	2	3	0	3
ISC115	Construction Safety	2	0	0	2
PSY118	Interpersonal Psychology	3	0	0	3
	Totals	**11**	**15**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC114	Commercial Wiring	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
ELC121	Electrical Estimating	1	2	0	2
	Totals	**4**	**10**	**0**	**8**

TOTAL REQUIRED CREDITS.... 39

Work-Based Learning Option: NA

***Note:** ENG-110 is not transferable.

ELECTRICAL SYSTEMS TECHNOLOGY
INTRODUCTION TO PHOTOVOLTAIC SYSTEMS CERTIFICATE (C35130C2)
Effective: Fall 2023
Revised: 12/09/22

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC112	DC/AC Electricity	3	6	0	5
SST140	Green Bldg & Design Con	3	0	0	3
	Totals	**6**	**6**	**0**	**8**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC118	National Electrical Code	1	2	0	2
ELC220	Photovoltaic Sys Tech	2	3	0	3
	Totals	**3**	**5**	**0**	**5**

TOTAL REQUIRED CREDITS.... 13

Work-Based Learning Option: NA

ELECTRICAL SYSTEMS TECHNOLOGY
BASIC RESIDENTIAL WIRING CERTIFICATE (C35130C3)
Effective: Fall 2023
Revised: 12/09/22

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Print Reading-Construction	3	0	0	3
ELC112	CD/AC Electricity	3	6	0	5
	Totals	**6**	**6**	**0**	**8**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC113	Residential Wiring	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
ISC115	Construction Safety	2	0	0	2
	Totals	**5**	**8**	**0**	**8**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

ELEMENTARY EDUCATION RESIDENCY LICENSURE CERTIFICATE PROGRAM C55490

***Elementary Education Residency Licensure Certificate Program Descriptions listed on page 246 - New/Amended Curriculum Programs.**

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: 1 Semester
Prerequisite: Placement Test Equivalent

Certificate: Disaster Management Certificate (C55460H2)
Length of Program: 1 Semester
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: **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:
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Revised: 02/28/23

EMERGENCY MANAGEMENT (A55460)

Effective: Spring 2021
Revised: 09/24/20

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 & 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: Spring 2021
Revised: 09/24/20

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: Spring 2021
Revised: 09/24/20

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: Spring 2021
Revised: 09/24/20

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/GED,
1 Unit Biology, ENG-002 Tier 2 and MAT-003 Tier 1 completion or placement test (no more than 1 year old at the time of application), and valid driver's license.

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Emergency Medical Science (C45340)
Length of Program: 1 Semester
Prerequisite: High School Diploma/GED, 1 Unit Biology, or Placement Test Equivalent

Certificate: Emergency Medical Science (C45340H1)
Length of Program: 2 Semester
Prerequisite1 Unit Biology, High School equivalency or validated exam assessing the reading comprehension equivalent to an eleventh-grade level, 17 years of age on or before the official end date of the program, valid driver's license.

EMS Bridge: Emergency Medical Science (A45340B)
Length of Program: 2 Semesters
Prerequisite: High School Diploma/GED, 1 Unit Biology, ENG-002 Tier 2 or 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: Aimee Penebacker
Telephone Number: (910) 678-0054
Office Location: Health Technology Center, Room 169M
Email: **penebaca@faytechcc.edu**
Department Office: Health Technology Center, Room 169
Telephone: (910) 678-8264
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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/28/23

EMERGENCY MEDICAL SCIENCE (A45340)

Effective: Fall 2022
Revised: 02/28/23

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit Biology, ENG-002 Tier 2 and MAT-003 Tier 1 completion or placement test (no more than 1 year old at the time of application), and valid driver's license.
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	Advanced Airway Mgmt.	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 2022
Revised: 01/12/22

Length: 2 Semesters
Prerequisites: High School Diploma/GED, 1 Unit Biology, ENG-002 Tier 2 or Placement Test Equivalent. Current 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 Cardiology II	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 2022
Revised: 01/12/22

Length: 1 Semester
Prerequisites: High School Diploma or GED, 1 Unit Biology, ENG-002 Tier 2, 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.

ENTERTAINMENT TECHNOLOGIES A25190

The Entertainment Technologies curriculum prepares individuals for entry-level employment in entertainment, particularly in the fields of sound and lighting. Instruction not only provides training in these technical aspects, but also prepares students to manage careers in this contract-to-contract type of work.

Course work includes exposure to the entire live concert and sound recording processes. Course work will also include music fundamentals, entertainment law and marketing/promotion. Students will also receive course work in electronic music.

Graduates may find employment as entry-level crew and/or production assistants in concert or event setups, with recording companies, or sound/lighting companies. Graduates will also be prepared to manage their careers (or others' careers) in the sound/lighting area or professional music entertainment.

Awards

Associate Degree: Entertainment Technologies (A25190)
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: Callie Farmer
Telephone Number: (910) 678-0042
Office Location: HOS 620D
Email: **farmerc@faytechcc.edu**
Department Office: Horace Sisk, Room 616
Telephone: (910) 678-8295
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 04/26/23

ENTERTAINMENT TECHNOLOGIES (A25190)
Effective: Fall 2023
Revised: 04/26/23

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
ENG111	Writing and Inquiry	3	0	0	3
ENT111	Intro to Entertainment	2	2	0	3
ENT131	Live Sound Production	1	4	0	3
MUS111	Fundamentals of Music	3	0	0	3
MUS141	Ensemble I	0	2	0	1
MUS151	Class Music I	0	2	0	1
MUS161	Applied Music I	1	2	0	2
	Totals	**10**	**12**	**0**	**16**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA122	College Transfer Success	0	2	0	1
MUS121	Music Theory I	3	0	0	3
MUS125	Aural Skills I	0	2	0	1
MUS142	Ensemble II	0	2	0	1
MUS152	Class Music II	0	2	0	1
MUS162	Applied Music II	1	2	0	2
MUS214	Electronic Music I	1	2	0	2
	Natural Science/Math Elective	2	2	0	3
	Totals	**7**	**14**	**0**	**14**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENT135	Recording Engineering I	2	2	0	3
ENT151	Concert Lighting I	2	2	0	3
MUS122	Music Theory II	3	0	0	3
MUS126	Aural Skills II	0	2	0	1
MUS241	Ensemble III	0	2	0	1
MUS261	Applied Music III	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**11**	**10**	**0**	**16**

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENT114	Entertainment Law	3	0	0	3
ENT211	Entertainment Promotion	3	0	0	3
ENT235	Recording Engineering II	2	2	0	3
or					
ENT260	Songwriting Publishing	3	0	0	3
MUS242	Ensemble IV	0	2	0	1
MUS262	Applied Music IV	1	2	0	2
	COM/ENG Elective	3	0	0	3
	Social/Behavioral Sci Elective	3	0	0	3
	Totals	**15**	**4**	**0**	**18**

TOTAL REQUIRED CREDITS... 64

Work-Based Learning Option: NA

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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

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Revised: 02/20/23

ENTREPRENEURSHIP (A25490)
Effective: Fall 2021
Revised: 01/15/21

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
ENG111	Writing and Inquiry	3	0	0	3
MKT223	Customer Service	3	0	0	3
		---	---	---	---
	Totals	**15**	**2**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
ETR220	Innovation and Creativity	3	0	0	3
ETR230	Entrepreneur Marketing	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	2	2	0	3
	Communications Elective	3	0	0	3
		---	---	---	---
	Totals	**14**	**4**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
or					
BUS253	Leadership and Mgt Skills	3	0	0	3
BUS240	Business Ethics	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
ETR215	Law for Entrepreneurs	3	0	0	3
ETR240	Funding for Entrepreneurs	3	0	0	3
MKT232	Social Media Marketing	3	2	0	4
		---	---	---	---
	Totals	**15**	**2**	**0**	**16**

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
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	5	0	0	5
		---	---	---	---
	Totals	**14**	**0**	**0**	**14**

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, Rm 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/28/23

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, Rm 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:
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Revised: 02/28/23

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 Service Management Certificate (C55240C3)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, FIP-220, Placement Test Equivalent

Certificate: Fire Protection Technology Certificate (C55240H1)
Length of Program: 1 Semester
Prerequisite: Placement Test Equivalent

Certificate: Fundamentals of Arson Certificate (C55240H2)
Length of Program: 1 Semester
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) 678-0043
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.

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Revised: 02/28/23

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	Intro 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	Intro 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

FIRE PROTECTION TECHNOLOGY/
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

FIRE PROTECTION TECHNOLOGY/
FIRE SERVICE MANAGEMENT CERTIFICATE (C55240C3)
Effective: Fall 2021
Revised: 01/20/21

Length: 2 Semesters.
Prerequisite: High School Diploma, FIP-220, Placement Test Equivalent
Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP221	Adv Fire Fighting Strat	3	0	0	3
FIP228	Local Govt Finance	3	0	0	3
FIP240	Fire Service Supervision	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP248	Fire Svc Personnel Adm	3	0	0	3
FIP256	Munic Public Relations	3	0	0	3
FIP276	Managing Fire Services	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

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 Funeral Service Education Associate Degree Program at Fayetteville Technical Community College and American Board of Funeral Education's mission to educate students in every phase of funeral service so that the program graduates are prepared for entry-level employment in funeral service. In support of this mission, our program adopts the following Learning Outcomes.

Upon the completion of an accredited program, student will be able to:

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.

9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

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: Work-Based Learning 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 associate 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: James Bullard
Telephone Number: (910) 678-8301
Office Location: Cumberland Hall, Room 311B
Email: **bullardja@faytechcc.edu**
Department Office: Cumberland Hall, Room 311
Telephone: (910) 678-8566
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Revised: 05/31/23

FUNERAL SERVICE EDUCATION (A55260)

Effective: Fall 2023
Revised: 05/31/23

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
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Nat. Sci/Math Elective	2	2	0	3
	Totals	**14**	**2**	**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
PSY150	General Psychology	3	0	0	3
	Major Elective	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

Face to Face Program Requirements

1. Embalming requirements can be met in one of two ways:
   A. Attending Embalming labs at the College. This is met by attending Embalming Labs once a week for 8 weeks in both sections FSE-211 and 213 or
   B. While working at a Licensed Funeral Home while enrolled in FSE Work-Based Learning (WBL) 111 and 121. All students enrolled in WBL-121 will also complete an on-campus Certification Embalming Lab with College faculty.
2. Restorative Arts (FSE-216) – Students are required to complete three on-campus labs (18 hours). Dates for these Labs are set at the beginning of the Semester.
3. Funeral Directing Tasks (FSE-215) – Can be satisfied through work experience and/or participation in on-campus simulation labs.

Requirements for Degree Completion and WBL after Acceptance into the Funeral Service Degree

1. Students who do not attend for three consecutive semesters must reapply to the College and be re-admitted into the degree by the Department Chair.
2. College will allow a student to complete the (WBL) experience if there is an interruption due to a temporary situation that would allow for continuing the (WBL) experience once the situation is resolved. If a student cannot return to the field study (WBL) experience, the student must withdraw and repeat the course.
3. The (WBL) Affiliation/ Employer may recommend to College the dismissal of a program student if 1) the achievement and progress of the student, including attendance and active participation, does not warrant continuation of Work Based Learning (WBL) or 2) the behavior of the student fails to conform to the applicable regulations of the Work Based Learning Agreement as stated in the student responsibilities of this workbook.
4. College will withdraw a student from placement at a Work Based Learning experience if the Facility determines such action to be warranted after consultation with faculty coordinator and FSE Dept. Chair.

Funeral Service Handbook: **Department of Funeral Service Education (faytechcc.edu)**

Funeral Service Website: **Funeral Service Education - Fayetteville Technical Community College (faytechcc.edu)**

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 Funeral Service Education associate 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

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 **www.abfse.org** in the Directory of Accredited Programs. 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 **bullardja@faytechcc.edu** or by telephone (910) 678-8301.

NATIONAL BOARD STATISTICS – Fayetteville

Single Year	Takers	School Pass Rate	National Pass Rate
2022 Arts	31	48%	69%
2021 Arts	31	46%	68%
2020 Arts	31	55%	73%

Single Year	Takers	School Pass Rate	National Pass Rate
2022 Sciences	31	52%	64%
2021 Sciences	36	47%	57%
2020 Sciences	29	52%	64%

PROGRAM INFORMATION - Fayetteville Technical Community College

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation rate	Did not finish**	Overall % Employed	Employed In FS
2022	245	129	63	55/63	87%	4	83%	46%
2021	243	105	54	48/54	90%	23	76%	67%
2020	216	99	72	60/72	83%	2	81%	81%

**Timely graduation = complete program in 1½ times designated program length. **Left before completing the program; did not finish.*

"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**)"

FUNERAL SERVICE EDUCATION/
N.C. FUNERAL DIRECTOR (D55260)
Effective: Fall 2023
Revised: 01/09/23

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
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY141	Psych of Death and Dying	3	0	0	3
	Totals	**12**	**0**	**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. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation an ABFSE accredited program is required.

The above 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 eligible to take N.C. State Board Exam of Funeral Service Arts.

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 244D
Email: **christic@faytechcc.edu**
Department Office: Cumberland Hall, Room 334
Telephone: (910) 678-8357
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/23/23

GEOMATICS TECHNOLOGY (SURVEYING) (A40420)

Effective: Fall 2021
Revised: 01/05/21

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 Plan & 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: Gunsmithing (D30200D1)
Length of Program: 3 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: NA
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: Michael Horner
Telephone Number: (910) 486-3969
Office Location: Lafayette Hall, Room 137B
Email: **hornerm@faytechcc.edu**
Department Office: Cumberland Hall, Room 334
Telephone: (910) 678-8357
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 01/03/23

GUNSMITHING (A30200)

Effective: Fall 2023
Revised: 01/03/23

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
GSM111	Gunsmithing I	2	12	0	6
MAC141	Machining Applications I	2	6	0	4
MAT110	Math Measurement & Literacy	2	2	0	3
	CIS Elective	0	2	0	1
	Totals	**7**	**22**	**0**	**15**

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
PSY118	Interpersonal Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**10**	**21**	**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... 68

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.

GUNSMITHING DIPLOMA (D30200)

Effective: Fall 2023
Revised: 01/03/23

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
GSM111	Gunsmithing I	2	12	0	6
MAC141	Machining Applications I	2	6	0	4
PSY118	Interpersonal Psychology	3	0	0	3
	CIS Elective	0	2	0	1
	Totals	**8**	**18**	**0**	**15**

Spring Semester

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 I

Prefix No.	Title	Class	Lab	Clinical	Credit
GSM127	General Repair	3	9	0	6
		---	---	---	---
	Totals	**3**	**9**	**0**	**6**

TOTAL REQUIRED CREDITS... 36

Work-Based Learning Option: NA

Note: ENG-110 is not transferable.

HEALTH AND FITNESS SCIENCE A45630

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

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: **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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

Southern Association of Colleges & Schools Commission on Colleges
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Revised: 02/21/23

HEALTH AND FITNESS SCIENCE (A45630)
Effective: Fall 2021
Revised: 03/09/21

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 ofan 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 2021
Revised: 03/09/21

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: **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.

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Revised: 02/20/23

HEALTHCARE MANAGEMENT TECHNOLOGY/ GENERAL HEALTHCARE MANAGEMENT TECHNOLOGY (A25200G)

Effective: Fall 2021
Revised: 01/15/21

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
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
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
OST141	Medical Office Terms I	3	0	0	3
		---	---	---	---
	Totals	**9**	**4**	**0**	**12**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acctg	3	2	0	4
CTS130	Spreadsheet	2	2	0	3
ENG111	Writing and Inquiry	3	0	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
	Com Elective	3	0	0	3
		---	---	---	---
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
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
MKT223	Customer Service	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
		---	---	---	---
	Totals	**15**	**2**	**0**	**16**

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 2021
Revised: 01/15/21

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 2021
Revised: 01/15/21

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 2021
Revised: 01/15/21

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

HISTOTECHNOLOGY A45370

This curriculum provides individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures.

Course work emphasizes scientific concepts related to laboratory testing, quality assurance, histology, microscopy, and other related topics.

Graduates may be eligible to apply to take the national examination given by the Board of Registry of the American Society for Clinical Pathology. Employment opportunities include pathology laboratories in hospitals and clinics and medical or research laboratories.

Awards

Associate Degree: Histotechnology (A45370)
Length of Program: 5 Semesters
Prerequisite: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or Placement Test Equivalent

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: HT (ASCP) from the American Society for Clinical Pathology. Students with a felony conviction have limited certification and employment opportunities.

Programmatic Accreditation: National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, Phone (773) 714-8880, Email **info@naacls**.org Website **www.naacls.org**
(FTCC initial program accreditation process underway and will be completed by graduation of first cohort).

Program Information Contact:
Curriculum Chairperson: TBD
Telephone Number: TBD
Office Location: Health Technology Center, TBD
Email:
Department Office: Health Technology Center, Room 105
Telephone: (910) 486-8264
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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

HISTOTECHNOLOGY (A45370)
Effective: Fall 2023
Revised: 02/21/23

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-0003 Tier 1, or 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
BIO163	Basic Anat & Physiology	4	2	0	5
HUM115	Critical Thinking	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Totals	**12**	**4**	**0**	**15**

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
BIO275	Microbiology	3	3	0	4
CHM130	Ren, Org, & Biochemistry	3	0	0	3
CHM130A	Ren, Org, & Biochem Lab	0	2	0	1
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**9**	**7**	**0**	**12**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO271	Pathophysiology	3	0	0	3
ENG112	Writing/Research in the Disc	3	0	0	3
HTO110	Intro to Histo	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
HTO120	Histology	4	3	0	5
HTO130	Histotehniques	4	3	0	5
HTO140	Histochemistry	4	3	0	5
	Totals	**12**	**9**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
HTO210	Histopathology	3	3	0	4
HTO220	Histotechnology Clinical	0	0	24	8
HTO230	Professional Issues	3	0	0	3
	Totals	**6**	**3**	**24**	**15**

TOTAL REQUIRED CREDITS.... 65

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.

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: Advanced Technology Center, Room 143
Telephone: (910) 486-3963
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.

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HORTICULTURE TECHNOLOGY (A15240)

Effective: Fall 2021
Revised: 03/09/21

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
CIS111	Basic PC Literacy	1	2	0	2
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
	Humanities/Fine Art Elective	3	0	0	3
	Totals	**11**	**6**	**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
	Mathematics Elective	2	2	0	3
	Social/Behavioral Sci Elective	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 2021
Revised: 03/09/21

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 2021
Revised: 03/09/21

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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

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Revised: 02/20/23

HOSPITALITY MANAGEMENT (A25110)

Effective: Fall 2021
Revised: 01/19/21

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
ENG111	Writing and Inquiry	3	2	0	3
HRM110	Intro to Hosp & Tourism	3	0	0	3
HRM140	Legal Issues-Hospitality	3	0	0	3
	CUL/HRM Elective	2	2	0	3
	Totals	**14**	**4**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
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
	Math Elective	2	2	0	3
	Major Elective	2	0	0	2
	Totals	**14**	**2**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavior Sci 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	0	0	4
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
	CIS Elective	1	2	0	2
	Major Elective	2	0	0	2
	Totals	**12**	**2**	**10**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM220	Cost Control-Food & Bev	3	0	0	3
HRM220A	Cost Control-Food & Bev Lab	0	2	0	1
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**	**2**	**10**	**16**

TOTAL REQUIRED CREDITS.... 67

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 2021
Revised: 01/19/21

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
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
HRM140	Legal Issues-Hospitality	3	0	0	3
HRM210	Meetings & Event Planning	3	0	0	3
	Totals	**8**	**2**	**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
HRM125	Etiquette for Hospitality	1	0	0	1
HRM230	Club & Resort Management	3	0	0	3
HRM240	Marketing for Hospitality	3	0	0	3
or					
MKT232	Social Media Marketing	3	2	0	4
	Totals	**8**	**0**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

HOSPITALITY MANAGEMENT/ HOTEL & LODGING MANAGEMENT CERTIFICATE (C25110C3)

Effective: Fall 2021
Revised: 01/19/21

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 2021
Revised: 01/19/21

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, 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
HRM140	Legal Issues-Hospitality	3	0	0	3
or					
HRM240	Marketing for Hospitality	3	0	0	3
	Totals	**7**	**2**	**0**	**8**

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
HRM220A	Cost Control-Food & Bev Lab	0	2	0	1
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Totals	**9**	**2**	**0**	**10**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

HOSPITALITY MANAGEMENT/ HOSPITALITY FOUNDATIONS CERTIFICATE (C25110C5)

Effective: Fall 2021
Revised: 01/19/21

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: Advanced Technology Center, Room 244C
Email: **wilkinsd@faytechcc.edu**
Department Office: Cumberland Hall, Room 334
Telephone: (910) 678-8357
FTCC Web Site: **FTCC Website**

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.

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Revised: 12/09/22

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

Effective: Fall 2023
Revised: 12/09/22

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
CIS110	Introduction to Computers	2	2	0	3
ELC112	DC/AC Electricity	3	6	0	5
ELC128	Intro to PLC	2	3	0	3
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**10**	**11**	**0**	**15**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ATR112	Intro to Automation	2	3	0	3
ELC117	Motors and Controls	2	6	0	4
ELC228	PLC Applications	2	6	0	4
DFT170	Engineering Graphics	2	2	0	3
ISC112	Industrial Safety	2	0	0	2
	Totals	**10**	**17**	**0**	**16**

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
	Social/Behavioral Sci Elective	3	0	0	3
	Totals	**6**	**5**	**0**	**8**

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ATR212	Industrial Robots	2	3	0	3
MEC130	Mechanisms	2	2	0	3
MAT110	Math Measurement & Literacy	2	2	0	3
or					
PHY121	Applied Physics I	3	2	0	4
WLD131	GTAW (TIG) Plate	2	6	0	4
	Totals	**8**	**13**	**0**	**13**

SPRING 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
ELC215	Electrical Maintenance	2	3	0	3
MAC141	Machining Applications I	2	6	0	4
MNT230	Pumps & Piping Systems	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**11**	**12**	**0**	**15**

TOTAL REQUIRED CREDITS.... 67

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 2023
Revised: 12/09/22

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC112	DC/AC Electricity	3	6	0	5
ELC128	Intro to PLC	2	3	0	3
	Totals	**5**	**9**	**0**	**8**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC117	Motors and Controls	2	6	0	4
ELC228	PLC Applications	2	6	0	4
	Totals	**4**	**12**	**0**	**8**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

INDUSTRIAL SYSTEMS TECHNOLOGY/ MECHANICAL MAINTENANCE CERTIFICATE (C50240C2)

Effective: Fall 2023
Revised: 12/09/22

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

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
MEC130	Mechanisms	2	2	0	3
WLD131	GTAW (TIG) Plate	2	6	0	4
	Totals	**4**	**8**	**0**	**7**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ISC112	Industrial Safety	2	0	0	2
MAC141	Machining Applications I	2	6	0	4
MNT230	Pumps & Piping Systems	1	3	0	2
	Totals	**5**	**9**	**0**	**8**

TOTAL REQUIRED CREDITS.... 15

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: Cumberland Hall, Room 301
Email: **bennettr@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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.

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Revised: 01/13/23

INFANT/TODDLER CARE CERTIFICATE (C55290)
Effective: Fall 2023
Revised: 01/13/23

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 & Community	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/Multimedia and Interactive Entertainment Technologist (A25590E)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: IT/User Interface and Experience Design (A25590I)
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/Cloud Management (A25590U)
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/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: 2 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/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/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/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/UI-UX Certificate (C25590C32)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Computer Science Transfer Certificate (C25590C33)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent
Certificate: IT/Digital Marketing Technology Certificate (C25590C34)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Social Media Content Production Certificate (C25590C35)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/CompTIA Essentials Certificate (C25590C36)
Length of Program: 1 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Business Intelligence Certificate (C25590C37)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: IT/Support Technology Specialist Certificate (C25590C38)
Length of Program: 1 Semester
Prerequisite: High School Diploma, 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/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/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

Certificate: IT/Computer Science Transfer Certificate (C25590HE)
Length of Program: 2 Semesters
Prerequisite: Placement Test Equivalent

Certificate: IT/Microsoft Desktop Support Certificate (C25590HF)
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:
IT/Database Management (A25590B) Contact:
Curriculum Chairperson: Tomica Sobers
Telephone Number: (910) 678-7365
Office Location: Advanced Technology Center, Room 154D
Email: **sbersto@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/Digital Media Technology (A25590D) Contact:
Curriculum Chairperson: Stephen Umland
Telephone Number: (910) 678-9792
Office Location: Advanced Technology Center, Room 220D
Email: **umlands@faytechcc.edu**

IT/Game and Interactive Programming (A25590G) Contact:
Curriculum Chairperson: Stephen Umland
Telephone Number: (910) 678-9792
Office Location: Advanced Technology Center, Room 220D
Email: **umlands@faytechcc.edu**

IT/Networking Management (A25590N), IT/Network Administration (A25590A), and IT/Cloud Management (A25590U) Contact:
Curriculum Chairperson: Carlos Bodden
Telephone Number: (910) 678-7367
Office Location: General Classroom Bldg. Room 202U
Email: **boddenc@faytechcc.edu**

IT/PC Support & Services (A25590P) Contact:
Curriculum Chairperson: Tomica L. Sobers
Telephone Number: (910) 678-7365
Office Location: Advanced Technology Center, Room 154D
Email: **sobersto@faytechcc.edu**

IT/Systems Security & Analysis (A25590S) Contact:
Curriculum Chairperson: Chris Herring
Telephone Number: (910) 678-8509
Office Location: General Classroom Bldg. Room 202T
Email: **herringc@faytechcc.edu**

Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 01/10/23

INFORMATION TECHNOLOGY/ NETWORK ADMINISTRATION (A25590A)

Effective: Fall 2023
Revised: 01/10/23

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
ENG110	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**	**10**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS120	Hardware/Software Support	2	3	0	3
*NET125	Introduction to Networks	1	4	0	3
**NET126	Switching and Routing	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
NOS230	Windows Administration I	2	2	0	3
		---	---	---	---
	Totals	**8**	**15**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/Unix Admin I	2	2	0	3
NOS231	Windows Administration II	2	2	0	3
		---	---	---	---
	Totals	**4**	**4**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
*NET225	Routing & Switching I	1	4	0	3
NOS125	Linux/Unix Scripting	2	2	0	3
NOS232	Windows Administration III	2	2	0	3
SEC110	Security Concepts	2	2	0	3
		---	---	---	---
	Totals	**10**	**10**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3

NET289	Networking Project	1	4	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav 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 2023
Revised: 01/10/23

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
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**11**	**9**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
DBA120	Database Programming I	2	2	0	3
NET110	Networking Concepts	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Math Elective	2	2	0	3
	Totals	**11**	**9**	**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 Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA210	Database Administration	2	3	0	3
DBA221	SQL Server DB Prog II	2	2	0	3
or					
DBA240	Database Analysis/Design	2	3	0	3
DBA271	SQL Server Perf Tuning	2	2	0	3
SEC110	Security Concepts	2	2	0	3
	Major Elective	2	2	0	3
	Totals	**10**	**11**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI141	Cloud & Storage Concepts	1	4	0	3
DBA261	SQL Server DBMS Admin	2	2	0	3
DBA289	Database Project	1	4	0	3
	Humanities Fine Arts Elective	3	0	0	3
	Major Elective	2	2	0	2
	Totals	**9**	**12**	**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/
COMPUTER PROGRAMMING & DEVELOPMENT (A25590C)
Effective: Fall 2023
Revised: 01/10/23

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
CSC121	Python Programming	2	3	0	3
CSC151	JAVA 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
CSC 221	Adv Pythion Programming	2	3	0	3
CSC251	Adv JAVA 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	Progr Capstone Project	1	4	0	3
DBA120	Database Programming I	2	2	0	3
NOS120	Linux/Unix Single User	2	2	0	3
	Hum 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 2023
Revised: 01/10/23

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
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
DME110	Intro to Digital Media	2	2	0	3
DME115	Graphic Design Tools	2	3	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
WEB110	Web Dev Fundamentals	2	3	0	3
	Totals	**11**	**10**	**0**	**16**

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	3	0	3
	Major Elective	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**10**	**11**	**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
CTI120	Network & Sec Foundation	2	2	0	3
	Totals	**5**	**2**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
DME215	Adv Graphic Design Tools	2	3	0	3
DME240	Media Compression	2	2	0	3
MIT115	Intro to Video Concepts	2	2	0	3
	Hum Fine Arts Elective	3	0	0	3
	Major Elective	2	2	0	2
	Totals	**11**	**9**	**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	2	2	0	3
	Social/Behav Science Elective	3	0	0	3
	Totals	**12**	**6**	**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/ MULTIMEDIA AND INTERACTIVE ENTERTAINMENT TECHNOLOGIST (A25590E)

Effective: Fall 2023
Revised: 01/10/23

The Information Technology/Multimedia and Interactive Entertainment Technologist curriculum prepares graduates for employment in the digital design, multimedia, and/or game industries. Course work includes a variety of multimedia and gaming technologies such as 2E and 3D animation, game design, game programming, audio/video editing, streaming, etc.

Graduates should qualify for employment as animators, game artists, game programmers, web designers, graphic artists/designers, multimedia specialists, digital technicians, and many new jobs yet to be defined in these new and expanding fields.

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
DME110	Intro to Digital Media	2	2	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
WEB110	Web Dev Fundamentals	2	3	0	3
	Major Elective	2	3	0	3
	Totals	**11**	**10**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME120	Intro to Multimedia Appl	2	2	0	3
or					
SGD112	SGD Design I	2	3	0	3
DME130	Digital Animation I	2	2	0	3
	Major Elective	4	6	0	6
	Math Elective	2	2	0	3
	Totals	**10**	**12**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
.CTI120	Network & Sec Foundation	2	2	0	3
	Communications Elective	3	0	0	3
	Totals	**5**	**2**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
DME270	Prof Pract Digital Media	2	2	0	3
or					
SGD212	SGD Design II	2	3	0	3
	Humanities Fine Arts Elective	3	0	0	3
	Major Elective	5	8	0	8
	Totals	**10**	**10**	**0**	**14**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
DME285	Systems Project	2	2	0	3
or					
SGD289	SGD Project	2	3	0	3
	Major Elective	4	6	0	6
	Social/Behav Science Elective	3	0	0	3
	Totals	**12**	**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/ USER INTERFACE AND EXPERIENCE DESIGN (A25590I)

Effective: Fall 2023
Revised: 01/10/23

The Information Technology/User Interface and Experience Design (XXX) curriculum prepares graduates for employment in the application design and interactive arts industry. Course work includes user experience research, motion graphics, user interface design, web design, multimedia scripting, usability testing, and interactive technologies.

Graduates should qualify for employment as user interface designers, web designers, digital product managers, multimedia specialists, user experience researchers, and man 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
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
DME110	Intro to Digital Media	2	2	0	3
DME115	Graphic Design Tools	2	3	0	3
ENG-110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
WEB110	Web Dev Fundamentals	2	3	0	3
		---	---	---	---
	Totals	**12**	**8**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME120	Intro to Multimedia Appl	2	2	0	3
DME125	User Experience Fundamentals	2	3	0	3
DME130	Digital Animation I	2	2	0	3
	Major Elective	2	2	0	3
	Math Elective	2	2	0	3
		---	---	---	---
	Totals	**10**	**11**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTI120	Network & Sec Foundation	2	2	0	3
		---	---	---	---
	Totals	**4**	**4**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
DME210	User Interface Design	2	2	0	3
DME211	User Experience Res. & Test	2	3	0	3
	Major Elective	3	5	0	5
	Social/Behav Science Elective	3	0	0	3
		---	---	---	---
	Totals	**10**	**10**	**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
	Humanities Fine Arts Elective	3	0	0	3
	Major Elective	2	2	0	3
		---	---	---	---
	Totals	**12**	**6**	**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/ NETWORK MANAGEMENT (A25590N)

Effective: Fall 2023
Revised: 01/10/23

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	Switching and Routing	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
NOS220	Linux/Unix Admin I	2	2	0	3
NOS230	Windows Administration I	2	2	0	3
		---	---	---	---
	Totals	**4**	**4**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC121	Python Programming	2	3	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
*NET225	Enterprise Networking	1	4	0	3
**NET226	Network Programmability	1	4	0	3
NOS125	Linux/UNIX Scripting	2	2	0	3
		---	---	---	---
	Totals	**9**	**13**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					

COM231	Public Speaking	3	0	0	3
NET289	Networking Project	1	4	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behav 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/ PC SUPPORT & SERVICES (A25590P)

Effective: Fall 2023
Revised: 01/10/23

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
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**10**	**9**	**0**	**15**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concepts	3	0	0	3
CTS120	Hardware/Software Support	2	3	0	3
DBA110	Database Concepts	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
	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 Elective	3	0	0	3
	Totals	**6**	**0**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI141	Cloud & Storage Concepts	1	4	0	3
CTS220	Adv Hard/Software Support	2	3	0	3
NET110	Networking Concepts	2	2	0	3
or					
NET125	Introduction to Networks	1	4	0	3
NOS120	Linux/Unix Single User	2	2	0	3
	Humanities Fine Arts Elective	3	0	0	3
	Totals	**9**	**11**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS155	Tech Support Functions	2	2	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	**9**	**12**	**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 2023
Revised: 01/10/23

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	Switching and Routing	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
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
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
CTS115	Info Sys Business Concepts	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.

*** First 8 weeks ** Second 8 weeks**

INFORMATION TECHNOLOGY/ CLOUD MANAGEMENT (A25590U)

Effective: Fall 2023
Revised: 01/10/23

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
CTI140	Virtualization Concepts	1	4	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
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**10**	**11**	**0**	**16**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI110	Web, Pgm, I DB Foundation	2	2	0	3
CTI141	Cloud & Storage Concepts	1	4	0	3
NET125	Introduction to Networks	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
NOS230	Windows Administration I	2	2	0	3
	Totals	**8**	**14**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI240	Virtualization Admin I	1	4	0	3
NOS220	Linux/UNIX Admin I	2	2	0	3
	Totals	**3**	**6**	**0**	**6**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC121	Python Programming	2	3	0	3
CTI241	Virtualization Admin II	1	4	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
NOS125	Linux/UNIX Scripting	2	2	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**10**	**11**	**0**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
CTI289	CTI Capstone Project	1	6	0	3
	Humanities/Fine Arts Elecrive	3	0	0	3
	Social/Behav Science Elective	3	0	0	3
	Major Elective	1	2	0	2
	Totals	**11**	**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/ JAVA PROGRAMMING CERTIFICATE (C25590C1)

Effective: Fall 2023
Revised: 01/10/23

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 2023
Revised: 01/10/23

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 2023
Revised: 01/10/23

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 2023
Revised: 01/10/23

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
ACA120	Career Assessment	1	0	0	1
or					
ACA122	College Transfer Success	0	2	0	1
DME110	Intro to Digital Media	2	2	0	3
DME115	Graphic Design Tools	2	3	0	3
	Totals	**4**	**5**	**0**	**7**

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	3	0	3
	Totals	**6**	**7**	**0**	**9**

TOTAL REQUIRED CREDITS... 16

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ DATABASE PROGRAMMING CERTIFICATE (C25590C5)

Effective: Fall 2023
Revised: 01/10/23

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
DBA110	Database Concepts	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
BAS150	Intro to Analytical Program.	2	3	0	3
or					
CIS115	Intro to Prog & Logic	2	3	0	3
or					
CSC121	Python Programming	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/ DIGITAL ANIMATION CERTIFICATE (C25590C7)

Effective: Fall 2023
Revised: 01/10/23

In the Digital Animation certificate students learn the basics of animations. They are introduced to 3D animation, storyboarding, and digital effects.

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	3	0	3
	Totals	**4**	**5**	**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
DME216	Visual Artifacts in User Exp.	2	3	0	3
DME230	Digital Animation II	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CISCO NETWORKING CERTIFICATE (C25590C8)

Effective: Fall 2023
Revised: 01/10/23

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	Switching and Routing	1	4	0	3
	Totals	**2**	**8**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Enterprise Networking	1	4	0	3
*NET226	Network Programmability	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 2023
Revised: 01/10/23

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
CTI120	Network & Sec Foundation	2	2	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
	Totals	**7**	**4**	**0**	**9**

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
NOS110	Operating Systems Concepts	2	3	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**5**	**7**	**0**	**9**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ LINUX CERTIFICATE (C25590C10)

Effective: Fall 2023
Revised: 01/10/23

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
*NOS221	Linux/Unix Admin II	2	2	0	3
	Totals	**6**	**6**	**0**	**9**

TOTAL REQUIRED CREDITS... 15

Work-Based Learning Option: NA

***Eight-week class**

INFORMATION TECHNOLOGY/ HARDWARE AND SOFTWARE CERTIFICATE (C25590C11)

Effective: Fall 2023
Revised: 01/10/23

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
CIS110	Introduction to Computers	2	2	0	3

or					
CIS111	Basic PC Literacy	1	2	0	2
CTS220	Adv Hard/Software Support	2	3	0	3
	Totals	**3**	**5**	**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 2023
Revised: 01/10/23

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

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS120	Hardware/Software Support	2	3	0	3
NOS110	Operating Systems Concepts	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS230	Windows Administration I	2	2	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Introduction to Networks	1	4	0	3
NOS231	Windows Administration II	2	2	0	3
	Totals	**3**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ MICROSOFT DESKTOP SUPPORT CERTIFICATE (C25590C13)

Effective: Fall 2023
Revised: 01/10/23

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

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	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
CTI120	Network & Sec Foundation	2	2	0	3
CTS272	Desktop Support: Apps	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ MOBILE & WEB BASICS CERTIFICATE (C25590C14)

Effective: Fall 2023
Revised: 01/10/23

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

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WEB110	Web Development Fund	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME125	User Experience Fund	2	3	0	3
or					
WEB125	Mobile Web Design	2	2	0	3
WEB115	Web Markup and Scripting	2	3	0	3
	Totals	**4**	**5**	**0**	**6**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
	User Design Elective	2	2	0	3
	Totals	**2**	**2**	**0**	**3**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CYBER CRIME FUNDAMENTALS CERTIFICATE (C25590C15)

Effective: Fall 2023
Revised: 01/10/23

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 2023
Revised: 01/10/23

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 2023
Revised: 01/10/23

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 2023
Revised: 01/10/23

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/ PYTHON PROGRAMMING CERTIFICATE (C25590C20)

Effective: Fall 2023
Revised: 01/10/23

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	Adv 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 2023
Revised: 01/10/23

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
NOS120	Linux/Unix Single User	2	2	0	3
SEC175	Perimeter Defense	1	4	0	3
	Totals	**3**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ MICROSOFT OFFICE SPECIALIST EXCEL & ACCESS CERTIFICATE (C25590C22)

Effective: Fall 2023
Revised: 01/10/23

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

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*CIS110	Introduction to Computers	2	2	0	3
or					
*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 2023
Revised: 01/10/23

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
WEB110	Web Development Fund	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME125	User Experience Fund	2	3	0	3
or					
WEB125	Mobile Web Design	2	3	0	3
WEB210	Web Design	2	3	0	3

	User Design Elective	2	2	0	3
	Totals	**6**	**8**	**0**	**9**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ CISCO ENTRY NETWORKING CERTIFICATE (C25590C26)

Effective: Fall 2023
Revised: 01/10/23

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
or					
NET110	Networking Concepts	2	2	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Introduction to Networks	1	4	0	3
**NET126	Switching and Routing	1	4	0	3
	Totals	**2**	**8**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

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

INFORMATION TECHNOLOGY/ INTRO TO iOS DEVELOPMENT USING SWIFT CERTIFICATE (C25590C27)

Effective: Fall 2023
Revised: 01/10/23

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/ CLOUD MANAGEMENT CERTIFICATE (C25590C29)

Effective: Fall 2023
Revised: 01/10/23

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
CTI141	Cloud & Storage Concepts	1	4	0	3
NOS230	Windows Administration I	2	2	0	3
	Totals	**4**	**10**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTI240	Virtualization Admin I	1	4	0	3
CTI241	Virtualization Admin II	1	4	0	3
NOS120	Linux/Unix Single User	2	2	0	3
	Totals	**4**	**10**	**0**	**9**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ AUDIO AND VIDEO EDITING CERTIFICATE (C25590C30)

Effective: Fall 2023
Revised: 01/10/23

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	3	0	3
	Totals	**4**	**5**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ MICROSOFT SERVER ADMINISTRATION CERTIFICATE (C25590C31)

Effective: Fall 2023
Revised: 01/10/23

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**

SEMESTER 3

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**

INFORMATION TECHNOLOGY/ UI-UXCERTIFICATE (C25590C32)

Effective: Fall 2023
Revised: 01/10/23

In the UI-UX certificate students learn the basics of application design and interactive arts. Course work includes user experience research, motion graphics, user interface design, web design, multimedia scripting, usability testing, and interactive technologies.

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	3	0	3
DME120	Intro to Multimedia Appl	2	2	0	3
	Totals	**6**	**7**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME125	User Experience Fund	2	3	0	3
DME210	User Interface Design	2	2	0	3
DME211	User Experience Res. & Test	2	3	0	3
	Totals	**6**	**8**	**0**	**9**

TOTAL REQUIRED CREDITS... 18

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/ COMPUTER SCIENCE TRANSFER CERTIFICATE (C25590C33)

Effective: Fall 2023
Revised: 01/10/23

The Computer Science Transfer certificate is designed to prepare individuals for transfer to UNC System universities' Computer Science programs.

Students will solve business computer problems through programming techniques and procedures using the various programming language.

Upon completion of this program, a student will have the necessary courses to transfer to UNC System universities' Computer Science programs.

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

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
	Totals	**7**	**5**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC134	C++ Programming	2	3	0	3
CSC151	JAVA Programming	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS... 15

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
DIGITAL MARKETING TECHNOLOGY CERTIFICATE
(C25590C34)
Effective: Fall 2023
Revised: 01/10/23

Students learn the basics of social media, digital media production and online marketing strategy. Students learn to apply basic marketing principles using current digital advertising best practices and technology.

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
DME111	Content Strategy	2	3	0	3
WEB110	Web Development Fund	2	3	0	3
	Totals	**6**	**8**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DME120	Intro to Multimedia Appl	2	2	0	3
MKT232	Social Media Marketing	3	2	0	4
	Totals	**5**	**4**	**0**	**7**

TOTAL REQUIRED CREDITS... 16

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
SOCIAL MEDIA CONTENT PRODUCTION CERTIFICATE
(C25590C35)
Effective: Fall 2023
Revised: 01/10/23

In the Social Media Content Production certificate students learn the basics of HTML, social media, and producing a wide variety of media for distribution on web- and mobile-based platforms. Students develop proficiency with media production applications to create images, video, audio, and animated media targeted to audiences on social media.

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
WEB110	Web Development Fund	2	3	0	3
WEB213	Internet Mkt & Analytics	2	2	0	3
	Totals	**6**	**7**	**0**	**9**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA120	Career Assessment	1	0	0	1
DME120	Intro to Multimedia Appl	2	2	0	3
WEB214	Social Media	2	3	0	3
	Totals	**5**	**5**	**0**	**7**

TOTAL REQUIRED CREDITS... 16

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
COMPTIA ESSENTIALS CERTIFICATE (C25590C36)
Effective: Fall 2023
Revised: 01/10/32

Length: 1 Semester
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
*CTS115	Info Sys Business Concepts	3	0	0	3
*CTS120	Hardware/Software Support	2	3	0	3
**CTS220	Adv Hardware/Software Sup	2	3	0	3
**NET110	Networking Concepts	2	2	0	3
**SEC110	Security Concepts	2	2	0	3
	Totals	**13**	**12**	**0**	**18**

TOTAL REQUIRED CREDITS... 18

This certificate helps prepare learners for, and covers the objectives of, CompTIA A+, CompTIA NET+, CompTIA SEC+, and IC3 GS6 Certifications.

Work-Based Learning Option: NA

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

INFORMATION TECHNOLOGY/
BUSINESS INTELLIGENCE CERTIFICATE (C25590C37)
Effective: Fall 2023
Revised: 01/10/23

The Business Intelligence Certificate is designed to provide students a foundation in business intelligence and business analytics principles and applications. Students will learn how to use graphical tools to communicate insights about data, use statistical programming tools to conduct descriptive analytics, process data, and generate reports that support business decision-making.

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

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BAS120	Intro to Analytics	2	3	0	3
BAS150	Into to Analytical Program.	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BAS121	Data Visualization	2	3	0	3
BAS220	Applied Analytical Program	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

INFORMATION TECHNOLOGY/
SUPPORT TECHNOLOGY SPECIALIST CERTIFICATE
(C25590C38)
Effective: Fall 2023
Revised: 01/10/23

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

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
CTI120	Network & Sec Foundation	2	2	0	3
or					
OST171	Intro. To Virtual Office	2	2	0	3
CTS115	Info Sys Business Concepts	3	0	0	3
CTS155	Tech Support Functions	2	2	0	3
	Totals	**9**	**6**	**0**	**12**

TOTAL REQUIRED CREDITS... 12

Work-Based Learning Option: NA

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: Geospatial Intelligence (A25700B)
Length of Program: 5 Semesters
Prerequisite: High School Diploma & Algebra I, Placement Test Equivalent

Certificate: Geospatial Intelligence Certificate (C25700C2)
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: Joseph Phillippe
Telephone Number: (910)486-7403
Office Location: General Classroom Building, Room 208
Email: **phillipjo@faytechcc.edu**
Department Office: General Classroom Building, Room 214A
Telephone: (910) 678-0098
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 12/14/22

INTELLIGENCE STUDIES/
GEOSPATIAL INTELLIGENCE (A25700B)
Effective: Fall 2022
Revised: 12/14/22

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	2	2	0	3
ENG111	Writing and Inquiry	3	0	0	3
GEO130	General Physical Geography	3	0	0	3
ITL110	Intro to US Intel Community	3	0	0	3

ITL220	Intelligence Operations	3	0	0	3
	Totals	**14**	**2**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
DBA110	Database Concepts**	2	3	0	3
ITL210	Intel Research Methods	2	2	0	3
MAT171	Precalculus Algebra	3	2	0	4
NET110	Networking Concepts**	2	2	0	3
SEC110	Security Concepts	2	2	0	3
	Totals	**11**	**11**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
PSY150	General Psychology	3	0	0	3
or					
SOC210	Intro to Sociology	3	0	0	3
	Totals	**9**	**0**	**0**	**9**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT250	Network Vulnerabilities I**	2	2	0	3
CCT251	Network Vulnerabilities II**	2	2	0	3
CSC134	C++ Programming	2	3	0	3
GIS111	Introduction to GIS	2	2	0	3
ITL225	SIGINT Operations**	2	2	0	3
	Totals	**10**	**11**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CCT240	Data Recovery Techniques	2	3	0	3
CCT241	Advanced Data Recovery	2	3	0	3
ITL115	Intro to Global Threats	3	0	0	3
ITL245	Geospatial Intelligence	2	2	0	3
	Totals	**9**	**8**	**0**	**12**

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 five (5) 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 CERTIFICATE (C25700C2)
Effective: Fall 2022
Revised: 12/14/22

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
GEO130	General Physical Geography	3	0	0	3
GIS111	Introduction to GIS	2	2	0	3
ITL220	Intelligence Operations	3	0	0	3
	Totals	**8**	**2**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC134	C++ Programming	2	3	0	3
ITL245	Geospatial Intelligence	2	2	0	3
	Totals	**4**	**5**	**0**	**6**

TOTAL REQUIRED CREDITS.... 15

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:
Department Chair: Sean Smith
Telephone Number: (910) 678-8521
Office Location: Cumberland Hall, Room 377T
Email: **smithse@faytechcc.edu**
Department Office: Cumberland Hall, Room 377
Telephone: (910) 678-8328
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

LEADERSHIP STUDIES (A25830)
Effective: Fall 2021
Revised: 01/15/21

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
ENG111	Writing and Inquiry	3	0	0	3
LDR110	Introduction to Leadership	3	0	0	3
	Social Behav Science Elective	3	0	0	3
	Totals	**11**	**2**	**0**	**13**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS135	Principles of Supervision	3	0	0	3
LDR115	Evid-Based Ldrship & Dec Making	3	0	0	3
	Communications Elective	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
BUS253	Leadership and Mgt Skills	3	0	0	3
POL120	American Governments	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
BUS255	Org Behavior in Business	3	0	0	3
LDR210	Leadership Capacity Assess	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.
ARRT, 1255 Northland Drive, St. Paul, MN 55120, (651) 687-0048
ARRT Website

Program Information Contact:
Department Chair: Holly Denis
Telephone Number: (910) 678-8533
Office Location: Health Technologies Center, Room 105
Email: **denish@faytechcc.edu**
Department Office: Health Technologies Center, Room 169
Telephone: (910) 678-8264
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

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 Semester
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, Rm 23A
Email: **sneeds@faytechcc.edu**
Department Office: Cosmetology Services Educational Center, Rm 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/28/23

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**

MECHATRONICS ENGINEERING TECHNOLOGY A40350

The Mechatronics Engineering Technology curriculum is designed to prepare students to use basic engineering principles and technical skills in developing and testing automated, servo-mechanical, and other electromechanical systems. This includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Awards

Associate Degree: Mechatronics Engineering Technology (40350)
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 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: Advanced Technology Center, Room 244C
Email: **wilkinsd@faytechcc.edu**
Department Office: Cumberland Hall, Room 334
Telephone: (910) 678-8357
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 03/15/23

MECHATRONICS ENGINEERING TECHNOLOGY (A40350)
Effective: Fall 2023
Revised: 03/15/23

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
CIS110	Introduction to Computers	2	2	0	3
ELC112	DC/AC Electricity	3	6	0	5
ELC128	Intro to PLC	2	3	0	3
*ENG110	Freshman Composition	3	0	0	3
or					
ENG111	Writing and Inquiry	3	0	0	3
	Totals	**10**	**11**	**0**	**15**

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ATR112	Intro to Automation	2	3	0	3
ELC117	Motors and Controls	2	6	0	4
ELC228	PLC Applications	2	6	0	4
DFT170	Engineering Graphics	2	2	0	3
ISC112	Industrial Safety	2	0	0	2
	Totals	**10**	**17**	**0**	**16**

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
	Social/Behav Science Elective	3	0	0	3
	Totals	**6**	**5**	**0**	**8**

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
ATR212	Industrial Robots	2	3	0	3
ELC213	Instrumentation	3	2	0	4
MEC130	Mechanisms	2	2	0	3
MAT171	Precalculus Algebra	3	2	0	4
	Totals	**10**	**9**	**0**	**14**

SPRING 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
ELC215	Electrical Maintenance	2	3	0	3
ISC220	Lean Manufacturing	2	2	0	3
PHY151	College Physics I	3	2	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**13**	**7**	**0**	**16**

TOTAL REQUIRED CREDITS.... 69

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**

MEDICAL LABORATORY TECHNOLOGY A45420

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality

assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Awards

Associate Degree: Medical Laboratory Technology (A45420)
Length of Program: 5 Semesters
Prerequisite: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or Placement Test Equivalent

Diploma: Medical Laboratory Assisting Diploma (D45420)
Length of Program: 3 Semesters
Prerequisite: High School Diploma/GED,1 Unit of biology, Algebra & Chemistry or Placement Test Equivalent.

Certificate: Clinical Diagnostic Testing Certificate (C45420C1)
Length of Program: 2 Semesters
Prerequisite: High School Diploma/GED, 1 Unit of biology, Algebra & Chemistry or Placement Test Equivalent.

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

License or Certification Information: MLT (ASCP) from the American Society for Clinical Pathology. Students with a felony conviction have limited certification and employment opportunities.

Programmatic Accreditation: The Medical Laboratory Technology program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, Phone (773) 714-8880, Email **info@naacls.org** Website **www.naacls.org**

Program Information Contact:
Curriculum Chairperson: LaShonda Evans
Telephone Number: (910) 486-3965
Office Location: Health Technology Center, Room 169E
Email: **evansla@faytechcc.edu**
Department Office: Health Technology Center, Room 169
Telephone: (910) 486-8264
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. 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.

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Revised: 02/21/23

MEDICAL LABORATORY TECHNOLOGY (A45420)
Effective: Fall 2023
Revised: 02/21/23

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or 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
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
MLT110	Intro to MLT	2	3	0	3
MLT111	Urinalysis & Body Fluids	1	3	0	2
MLT118	Medical Lab Chemistry	3	0	0	3
MLT140	Intro to Microbiology	2	3	0	3
	Totals	**13**	**11**	**0**	**18**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT116	Anatomy & Med Terminology	5	0	0	5
MLT120	Hematology/Hemostasis I	3	3	0	4
MLT126	Immunology and Serology	1	2	0	2
MLT130	Clinical Chemistry I	3	3	0	4
MLT240	Special Clin Microbiology	2	3	0	3
	Totals	**14**	**11**	**0**	**18**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT127	Transfusion Medicine	2	3	0	3
MLT220	Hematology/Hemostasis II	2	3	0	3
MLT230	Clinical Chemistry II	2	3	0	3
MLT252	MLT Practicum I	0	0	6	2
	Totals	**6**	**9**	**6**	**11**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
MLT267	MLT Practicum II	0	0	24	8
PSY150	General Psychology	3	0	0	3
	Totals	**3**	**2**	**24**	**12**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Writing/Research in the Disc	3	0	0	3
MLT217	Professional Issues	0	3	0	1
MLT277	MLT Practicum III	0	0	24	8
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**6**	**3**	**24**	**15**

TOTAL REQUIRED CREDITS.... 74

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.

MEDICAL LABORATORY TECHNOLOGY/ MEDICAL LABORATORY ASSISTING DIPLOMA (D45420)

Effective: Fall 2023
Revised: 02/21/23

Length: 3 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, Algebra, & Chemistry or Placement Test Equivalent
Award: Diploma

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Writing and Inquiry	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
MLT110	Intro to MLT	2	3	0	3
MLT111	Urinalysis & Body Fluids	1	3	0	2
MLT118	Medical Lab Chemistry	3	0	0	3
MLT140	Intro to Microbiology	2	3	0	3
	Totals	**13**	**11**	**0**	**17**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT116	Anatomy & Med Terminology	5	0	0	5
MLT120	Hematology/Hemostasis I	3	3	0	4
MLT126	Immunology and Serology	1	2	0	2
MLT130	Clinical Chemistry I	3	3	0	4
	Totals	**12**	**8**	**0**	**15**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT127	Transfusion Medicine	2	3	0	3
MLT220	Hematology/Hemostasis II	2	3	0	3
MLT230	Clinical Chemistry II	2	3	0	3
MLT252	MLT Practicum I	0	0	6	2
	Totals	**6**	**9**	**6**	**11**

TOTAL REQUIRED CREDITS.... 43

Work-Based Learning Option: NA

A grade of "B" or higher must be earned in each MLT course and a grade of "C" or higher in each related course in Medical Laboratory Technology programs.

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

MEDICAL LABORATORY TECHNOLOGY/ CLINICAL DIAGNOSTIC TESTING CERTIFICATE (C45420C1)

Effective: Fall 2023
Revised: 02/21/23

Length: 2 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, Algebra, & Chemistry or Placement Test Equivalent
Award: Certificate

SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT110	Intro to MLT	2	3	0	3
MLT111	Urinalysis & Body Fluids	1	3	0	2
MLT140	Intro to Microbiology	2	3	0	3
	Totals	**5**	**9**	**0**	**8**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MLT120	Hematology/Hemostasis I	3	3	0	4
MLT130	Clinical Chemistry I	3	3	0	4
	Totals	**6**	**6**	**0**	**8**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

A grade of "B" or higher must be earned in each MLT course and a grade of "C" or higher in each related course in Medical Laboratory Technology programs.

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

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 Documentation Specialist Certificate (C25310C7)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Advanced Coding and Auditing Certificate (C25310C8)
Length of Program: 1 Semester
Prerequisite: C25310C2 Medical Coding Specialist Certificate

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 377
Telephone: (910) 678-8292
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:
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Revised: 02/20/23

MEDICAL OFFICE ADMINISTRATION/
ELECTRONIC HEALTH RECORDS SPECIALIST (A25310E)
Effective Date: Fall 2021
Revised: 01/20/21

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
OST149	Medical Legal Issues	3	0	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**11**	**4**	**0**	**14**

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
OST148	Med Ins & Billing	3	0	0	3
OST161	Medical Ofc Procedures	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**12**	**6**	**0**	**15**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST134	Text Entry & Formatting	2	2	0	3
WBL110	World of Work	1	0	0	1
	Major Elective	3	0	0	3
	Totals	**6**	**2**	**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
OST164	Office Editing	3	0	0	3
OST244	Med Document Processing	2	2	0	3
OST280	Electronic Health Records	2	2	0	3
	Social Behav Science Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
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
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	5	0	0	5
	Totals	**13**	**2**	**10**	**15**

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 2021
Revised: 01/20/21

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
OST149	Medical Legal Issues	3	0	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**11**	**4**	**0**	**14**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MED116	Introduction to A & P	3	2	0	4
OST136	Word Processing	2	2	0	3
OST142	Med Office Terms II	3	0	0	3
OST148	Med Ins & Billing	3	0	0	3
	Math Elective	2	2	0	3
	Totals	**13**	**6**	**0**	**16**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
OST247	Procedure Coding	2	2	0	3
OST248	Diagnostic Coding	2	2	0	3
WBL110	World of Work	1	0	0	1
	Totals	**5**	**4**	**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
OST164	Office Editing	3	0	0	3
OST263	Healthcare Customer Relations	3	0	0	3
OST264	Medical Auditing	3	0	0	3
	Social Behav Science Elective	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST249	Med Coding Certification Prep	2	3	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
	Major Elective	4	0	0	4
	Totals	**11**	**5**	**10**	**14**

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 2021
Revised: 01/20/21

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
OST149	Medical Legal Issues	3	0	0	3
	Major Computer Apps Pick	1	2	0	2
	Totals	**11**	**4**	**0**	**14**

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
OST148	Med Ins & Billing	3	0	0	3
OST161	Medical Ofc Procedures	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**12**	**6**	**0**	**15**

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
	Major 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
OST164	Office Editing	3	0	0	3
OST171	Intro. To Virtual Office	2	2		3
OST280	Electronic Health Records	2	2	0	3
	Social Behav Science Elective	3	0	0	3
	Totals	**13**	**4**	**0**	**15**

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
WBL111	Work-Based Learning I	0	0	10	1
	Major Elective	5	0	0	5
	Totals	**13**	**2**	**10**	**15**

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 2021
Revised: 01/20/21
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 Certification 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 2021
Revised: 01/20/21
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 2021
Revised: 01/20/21
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 2021
Revised: 01/20/21

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

MEDICAL OFFICE ADMINISTRATION/ HEALTHCARE DOCUMENTATION SPECIALIST CERTIFICATE (C25310C7)

Effective Date: Fall 2021
Revised: 01/20/21
Day and Evening

The Healthcare Documentation 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 document processing and electronic health records; as well as, basic keyboarding and word processing.

Upon completion of this program, students would be able to perform the necessary skills required in today's medical office or transfer the course credits to 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
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
or					
OST137	Office Applications I	2	2	0	3
*OST130	Comprehensive Keyboarding	2	2	0	3
or					
*OST132	Keyboard Skill Building	1	2	0	2
**OST136	Word Processing	2	2	0	3
OST141	Med Office Terms I	3	0	0	3
	Totals	**7**	**6**	**0**	**10**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST244	Med Document Processing	2	2	0	3
OST280	Electronic Health Records	2	2	0	3
	Totals	**4**	**4**	**0**	**6**

TOTAL REQUIRED CREDITS.... 16

Work-Based Learning Option: NA

***1st eight weeks **2nd eight weeks**

MEDICAL OFFICE ADMINISTRATION/ ADVANCED CODING AND AUDITING CERTIFICATE (C25310C8)

Effective Date: Fall 2021
Revised: 01/20/21
Day and Evening

The Advanced Coding and Auditing certificate is designed to prepare individuals for employment in a medical office or other healthcare related business.

The certificate program covers advanced coding and auditing as well as healthcare compliance and regulation.

Upon completion of this program, students would be able to perform the necessary skills required in today's medical office or transfer the course credits to the Medical Office Administration/Medical Billing, Coding, and Auditing track for an Associate of Applied Science degree.

Length: 1 Semester
Prerequisite: C25310C2 Medical Coding Specialist Certificate
Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*OST260	Adv Coding Methodologies	2	2	0	3
*OST264	Medical Auditing	3	0	0	3
**OST265	Healthcare Comp & Reg	2	2	0	3
**OST266	Adv Medical Auditing	2	2	0	3
	Totals	**9**	**6**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

***1st eight weeks **2nd eight weeks**

MEDICAL SONOGRAPHY A45440

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and/or American Registry of Radiologic Technologists and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Awards

Associate Degree: Medical Sonography (A45440)
Length of Program: 5 Semesters
Prerequisite High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or Placement Test Equivalent

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.

Program Information Contact:
Curriculum Chairperson: Earl "Ty" McLaurin
Telephone Number: (910) 486-7431
Office Location: Health Technologies Center, Room 101C
Email: **mclaurie@faytechcc.edu**
Department Office: Health Technologies Center, Room 169-K
Telephone: (910) 678-8264
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/21/23

MEDICAL SONOGRAPHY (A45440)
Effective: Fall 2021
Revised: 06/30/21

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or 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
BIO163	Basic Anat & Physiology	4	2	0	5
MAT143	Quantitative Literacy	2	2	0	3
PHY110	Conceptual Physics	3	0	0	3
PHY110A	Conceptual Physics Lab	0	2	0	1
SON110	Intro to Sonography	1	3	3	3
SON130	Abdominal Sonography I	2	3	0	3
	Totals	**12**	**12**	**3**	**19**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Writing and Inquiry	3	0	0	3
SON111	Sonographic Physics	3	3	0	4
SON120	SON Clinical Ed I	0	0	15	5
SON131	Abdominal Sonography II	1	3	0	2
	Totals	**7**	**6**	**15**	**14**

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
SON121	SON Clinical Ed II	0	0	15	5
SON140	Gynecological Sonography	2	0	0	2
	Totals	**5**	**0**	**15**	**10**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY150	General Psychology	3	0	0	3

SON220	SON Clinical Ed III	0	0	24	8
SON241	Obstetrical Sonography I	2	0	0	2
SON250	Vascular Sonography	1	3	0	2
	Totals	**6**	**3**	**24**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SON221	SON Clinical Ed IV	0	0	24	8
SON225	Case Studies	0	3	0	1
SON242	Obstetrical Sonography II	2	0	0	2
SON289	Sonographic Topics	2	0	0	2
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**7**	**3**	**24**	**16**

TOTAL REQUIRED CREDITS.... 74

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.

NATURAL HAIR CARE C55170

This curriculum is designed to provide instruction and simulated salon experiences in natural hair care training to those persons interested in becoming a licensed natural hair care specialist.

This course content includes sanitation, bacteriology, disinfection, first aid, shampooing, draping, anatomy, disorders of the hair and scalp and client consultation. Advanced students apply the following natural techniques: twisting, wrapping, extending, locking, blow drying and thermal iron. Natural hair care students must complete required hours in an approved school before applying to the State Board of Cosmetic Arts for examination.

Graduates should be prepared with the skills and knowledge to complete testing requirements of the NC State Board of Cosmetic Arts and receive licensure to provide natural hair care services.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Natural Hair Care Certificate (C55170)
Length of Program: 1 Semester (day or evening program)
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Natural Hair Care Certificate (C55170H1)
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: Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam

Program Information Contact:
Program Coordinator: Juanita Williams
Telephone Number: (910) 486-7308
Office Location: Cosmetology Services Educational Center, Room 24
Email: **williaju@faytechcc.edu**
Department Office: Cosmetology Services Educational Center, Rm 24
Telephone: (910) 486-7308
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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/23/23

NATURAL HAIR CARE CERTIFICATE (C55170)
Effective: Fall 2021
Revised: 01/19/21

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

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*COS127	Natural Hair Care I	4	6	0	6
**COS228	Natural Hair Care II	4	6	0	6
	Totals	**8**	**12**	**0**	**12**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

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

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)
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: Sherry Honeycutt
Telephone Number: (910) 486-7412
Office Location: Health Technology Center, Room 201A
Email: **honeycus@faytechcc.edu**
Department Office: Health Technology Center, Room 201
Telephone: (910) 486-7412
FTCC Web Site: **FTCC Website**

Special Requirements: Students enrolled in this program of study should seek an education plan from the Nursing Advising and Admissions Center representative by emailing **nursing@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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

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: Sherry Honeycutt
Telephone Number: (910) 486-7412
Office Location: Health Technology Center, Room 201A
Email: **honeycus@faytechcc.edu**
Department Office: Health Technology Center, Room 201
Telephone: (910) 486-7412
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

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: Financial Office Professional Certificate (C25370C4)
Length of Program: 2 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Certificate: Legal Assistant Certificate (C25370C5)
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 377G
Email: **faganl@faytechcc.edu**
Department Office: Cumberland Hall, Room 377
Telephone: (910) 678-8292
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:
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Revised: 02/20/23

OFFICE ADMINISTRATION/ GENERAL OFFICE ADMINISTRATION (A25370G)

Effective Date: Fall 2021
Revised: 01/21/21

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	**11**	**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
OST164	Office Editing	3	0	0	3
OST171	Intro. To Virtual Office	2	2	0	3
	Math Elective	2	2	0	3
	Totals	**12**	**6**	**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
BUS137	Principles of Management	3	0	0	3
OST181	Office Procedures	2	2	0	3
OST236	Adv Word Processing	2	2	0	3
OST286	Professional Development	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**13**	**4**	**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
	Major Elective	5	2	0	6
	Soc/Behav Science Elective	3	0	0	3
	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 2021
Revised: 01/21/21

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	**11**	**6**	**0**	**15**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
OST136	Word Processing	2	2	0	3
OST164	Office Editing	3	0	0	3
	Math Elective	2	2	0	3
	Totals	**12**	**6**	**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 2021
Revised: 12/09/21

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	**11**	**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
BUS115	Business Law I	3	0	0	3
BUS240	Business Ethics	3	0	0	3
OST156	Legal Office Procedures	2	2	0	3
OST236	Adv Word Processing	2	2	0	3
OST286	Professional Development	3	0	0	3
	Totals	**12**	**6**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
OST251	Legal Doc. Formatting	2	2	0	3
OST289	Office Admin Capstone	2	2	0	3
	Social/Behavioral 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 2021
Revised: 01/21/21

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 2022
Revised: 12/09/21

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
OST171	Intro to Virtual Office	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

***First 8 weeks **Second 8 weeks**

OFFICE ADMINISTRATION/ FINANCIAL OFFICE PROFESSIONAL CERTIFICATE (C25370C4)

Effective: Fall 2021
Revised: 01/21/21

The Financial Office Professional certificate is designed to teach students strategies and skills to increase their knowledge of accounting, customer service, and records management functions in a financial office. Students will learn accounting skills, customer service skills, and records management techniques. Topics include effective record keeping, financial record production, time management and strategies for providing excellent customer service. Courses in this certificate may be applied to the major elective requirements of the Office Administration/Office Finance program.

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

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
OST137	Office Software Apps	2	2	0	3
OST184	Records Management	2	2	0	3
	Totals	**7**	**6**	**0**	**10**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC150	Accounting Software Appl	1	3	0	2
MKT223	Customer Service	3	0	0	3
	Totals	**4**	**3**	**0**	**5**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

OFFICE ADMINISTRATION/ LEGAL ASSISTANT CERTIFICATE (C25370C5)

Effective: Fall 2022
Revised: 12/09/21

The Legal Assistant certificate is designed to introduce students to the fundamentals of a legal office. Legal assistants perform many administrative and customer service functions in the legal office. Tasks may include scheduling, data entry, organizing and maintaining files, preparing documents, and administrative support.

Course work includes legal terminology, word processing, legal document preparation and legal office procedures.

Credits obtained in these courses transfer directly into the FTCC

associate degree in Office Administration/Legal Office Program.
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
**OST134	Text Entry & Formatting	2	2	0	3
OST155	Legal Terminology	3	0	0	3
	Totals	**7**	**4**	**0**	**9**

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
OST136	Word Processing	2	2	0	3
OST156	Legal Office Procedures	2	2	0	3
OST251	Legal Doc. Formatting	2	2	0	3
	Totals	**6**	**6**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

*First 8 weeks **Second 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: **FTCC Website**

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:
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Revised: 02/21/23

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**

SEMESTER 3

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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/20/23

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/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT 003 Tier 2, 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 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: **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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

PHARMACY TECHNOLOGY (A45580)
Effective: Fall 2020
Revised: 04/13/21

Length: 4 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 2, or 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
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/GED,
1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or Placement Test Equivalent

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: CAPTE Website.

Program Information Contact:
Curriculum Chairperson: Lynne McDonough, DPT
Telephone Number: (910) 678-8259
Office Location: Health Technology Center, 201-D
Email: **mcdonoul@faytechcc.edu**
Department Office: Health Technology Center, 201
Telephone: (910) 678-8392
FTCC Web Site: **FTCC Website**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

PHYSICAL THERAPIST ASSISTANT (A45620)

Effective: Fall 2021
Revised: 06/21/21

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or 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
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	**12**	**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
PTA270	PTA Topics	1	0	0	1
		---	---	---	---
	Totals	**3**	**0**	**30**	**13**

TOTAL REQUIRED CREDITS.... 74

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: **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:
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Revised: 02/23/23

PLUMBING (D35300)

Effective: Fall 2021
Revised: 03/05/21

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.

PLUMBING/ BASIC PLUMBING CERTIFICATE (C35300C1)
Evening/Weekend Program

Effective: Fall 2021
Revised: 03/05/21

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

POLYSOMNOGRAPHY A45670

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

Awards

Associate Degree: Polysomnography (A45670)
Length of Program: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or Placement Test Equivalent.

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: Students may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Students with a felony conviction may have limited certification and employment opportunities.

Programmatic Accreditation: Pending

Program Information Contact:
Curriculum Chairperson: TBA
Telephone Number: TBA
Office Location: Health Technology Center, Room TBA
Email: TBD
Department Office: Health Technology Center, Room 201
Telephone: (910) 678-8264
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. 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.

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Revised: 02/21/23

POLYSOMNOGRAPHY (A45670)
Effective: Fall 2023
Revised: 02/21/23

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-0003 Tier 1, or 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
BIO163	Basic Anat & Physiology	4	2	0	5
PSG110	Intro to Polysomnography	3	2	0	4
PSG112	PSG Fundamentals	3	0	0	3
PSG214	PSG Clinical Apps I	0	2	0	1
		---	---	---	---
	Totals	**10**	**6**	**0**	**14**

SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT143	Quantitative Literacy	2	2	0	3
PSG111	Neuro/Cardiopulmonary ASP	4	0	0	4
PSG113	PSG Instrumentation	2	2	0	3
PSG114	PSG Clinical Education I	0	0	9	3
		---	---	---	---
	Totals	**8**	**4**	**9**	**13**

SEMESTER 3

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Intro to Interpersonal Com	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
MED118	Medical Law and Ethics	2	0	0	2
MED120	Survey of Med Terminology	2	0	0	2
		---	---	---	---
	Totals	**10**	**0**	**0**	**10**

SEMESTER 4

Prefix No.	Title	Class	Lab	Clinical	Credit
PSG210	Polysomnography I	3	2	9	7
PSG212	Infant/Pediatric PSG	3	2	0	4
PSG215	PSG Clinical Apps II	0	2	0	1
PSY150	General Psychology	3	0	0	3
	Totals	**9**	**6**	**9**	**15**

SEMESTER 5

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
PSG211	Polysomnography II	2	6	9	7
PSG213	Case Study/Exam Review	0	3	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**5**	**11**	**9**	**12**

TOTAL REQUIRED CREDITS.... 64

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.

PRACTICAL NURSING D45660

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

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

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Limited Enrollment Curriculum: The Practical Nursing program is a limited enrollment curriculum and program applicants are accepted based upon a competitive admissions process. Admission criteria for the Practical Nursing program are reviewed annually and are subject to change. Enrollment is limited to the number of approved spaces allocated by the North Carolina Board of Nursing and availability of clinical rotation sites.

A. PROGRAM SPECIFIC ENTRANCE STANDARDS:

Admission

A student can apply to the Practical Nursing program once minimum admissions criteria have been met (see Health Programs Admission Guide). Prospective applicants will have a Student Education Plan (SEP) developed by the Nursing Advising and Admissions Center. Students are highly encouraged to meet with a Nursing Advising and Admissions representative to review their academic progress and seek further guidance on meeting the admission criteria. In addition, prospective students are strongly encouraged to attend an information session about the Nursing programs.

Practical Nurse program Applicants will have an opportunity to indicate Associate Degree Nursing as a second-choice program when completing the Health Sciences Application for Fall admission.

B. REQUIREMENTS AFTER ACCEPTANCE:

Criminal Background Check/Drug Screening

A criminal background check and drug screening will be required for all accepted Nursing students. Clinical affiliates will review criminal background reports and drug screenings of students and reserve the right to accept or deny any students based on their consideration of these reports. Negative reports and/or failed screenings can preclude a student from attending the clinical portion of their prescribed program and thus, will result in the student's exit from the program. Students are subject to criminal background check and drug screening at any time during a course with a clinical rotation. Clinical agencies reserve the right to require additional background checks and drug screens. Associated fees are the student's responsibility.

Medical Forms/Immunizations

Applicants are required to submit a completed college approved student medical health form to the required document tracking system by the assigned date. The forms include documentation of satisfactory emotional and physical health to safely participate in a clinical setting and immunizations required by affiliate clinical agencies. Failure to submit the required information by the assigned date will result in loss of Practical Nursing admission status.

BLS Provider CPR

CPR Certification by the American Heart Association (AHA) in BLS Provider (Basic Life Support including CPR and AED) that includes both performance and testing of criteria is required prior to clinical rotations. Students are responsible for keeping their CPR certification current throughout the duration of the program.

Mandatory Orientation Session

When notified of acceptance, applicants must attend a mandatory orientation session with the Practical Nursing program.

Liability/Malpractice Insurance

Malpractice insurance required for Nursing students is provided by the college and is assessed as a student fee.

Transportation/Additional Class/Course Materials

Nursing students are responsible for their own transportation to off-campus clinical/learning sites. Materials other than textbooks will be required and are purchased at student's expense. Students may be required to attend classes on alternate dates depending on availability of resources to meet the objectives of the course. Students will be notified in advance at the earliest possible time.

Technical (Physical) Standards

The Nursing programs are physically demanding. Students will be expected to perform lifting/moving, bending, stooping, and standing for long periods of time as well as manual dexterity and fine motor skills. The student must have the sensory-perceptual capabilities to carry out the assessment, planning, implementation and evaluation that are required in all phases of nursing practice.

Academic Dismissal Policy

In addition to the Student Code of Conduct regulations, the Nursing faculty have an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional nursing practices. A student may be removed from class or clinical if he or she:

- Demonstrates behavior which conflicts with safety essential to nursing practice.
- Demonstrates physical or emotional impediments which conflict with safety essential to nursing practice and do not respond to appropriate treatment or counseling within a reasonable period of time.
- Engages in conduct, which violates the North Carolina Nursing Practice Act.
- Engages in conduct, which violates the Code of Ethics for Nurses of the American Nurses' Association.
- Engages in nursing practice for which the student has not been authorized or for which the student has not been educated at the time of the incident.
- Engages in conduct which threatens or has the potential to threaten the physical, emotional, mental, or environmental health or safety of a client, a client's family member or significant other, another student, a faculty member, another health care provider, general public, or the student himself or herself
- Through verbal or written word compromises the integrity and/or reputation of the FTCC Nursing programs, the profession, or its affiliates.
- Fails to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media (see Practical Nursing Social Media policy), while in the nursing program.
- Fails to adhere to College, Nursing program and clinical site policies and procedures.

Program Specific Academic Standards
Upon official acceptance, Nursing students are required to maintain the necessary GPA requirements for entry. Students cannot enter a Nursing program while on academic suspension. The nursing program requires a grade scale that is different from the general college requirement. Students must achieve a final grade of "80" or higher in every NUR course in order to remain in the Practical Nursing program. Practical Nursing and progressive related courses must be taken in succession as they appear in the curriculum guide. Practical Nursing students must adhere to the other policies set forth in the Nursing Student Policies Handbook. See additional Program Specific Standards in the Nursing Student Policies Handbook and specific Practical Nursing course syllabi.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Diploma: Practical Nursing (D45660)
Length of Program: 3 Semesters
Prerequisite: Official High Schoo1 or GED transcript; 1 Unit of High School Biology or higher-level college course with "C" grade or better 1 Unit of High School Chemistry or higher-level college course with "C" grade or better MAT 003 Tier 2 or equivalent; ENG 002 Tier 2 or equivalent TEAS Test - Overall score of 58.7 or higher; no more than 3 years old at the time of application.

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:
Interim Department Chair: Beniecia Barnett
Telephone: (910) 678-7428
Office Location: NESC 208
Email: **barnettb@faytechcc.edu**
Department Office: Health Technology Center, Room 105
Telephone Number: (910) 678-0183
Email: Nursing@faytechcc.edu
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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

NCLEX Pass Rate:
2017-2019 – 3-year pass rate average on State Board Licensure Exam of 88%.

***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 nursing advisor to be readmitted into your program.

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/21/23

PRACTICAL NURSING (DIPLOMA) (D45660)
Effective: Fall 2021
Revised: 11/05/21

Length: 3 Semesters
Prerequisites: Official High Schoo1 or GED transcript; 1 Unit of High School Biology or higher-level college course with "C" grade or better 1 Unit of High School Chemistry or higher-level college course with "C" grade or better MAT 003 Tier 2 or equivalent; ENG 002 Tier 2 or equivalent TEAS Test - Overall score of 58.7 or higher; no more than 3 years old at the time of application.
Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO168	Anatomy and Physiology I	3	3	0	4
PSY-150	General Psychology	3	0	0	3
*NUR101	Practical Nursing I	7	6	6	11
	Totals	**13**	**9**	**6**	**18**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
ENG111	Expository Writing	3	0	0	3
*NUR102	Practical Nursing II	7	0	9	10
	Totals	**13**	**3**	**9**	**17**

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*NUR103	Practical Nursing III	6	0	9	9
	Totals	**6**	**0**	**9**	**9**

TOTAL REQUIRED CREDITS.... 44

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.**

PUBLIC SAFETY ADMINISTRATION A55480

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations.

Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector.

Employment opportunities exist with fire or police departments, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Awards

Associate Degree: Public Safety Administration/Correction Services (A55480C)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Public Safety Administration/Fire and Emergency Management Services (A55480F)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Public Safety Administration/Law Enforcement Services (A55480L)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Public Safety Administration/Security and Loss Prevention Services (A55480S)
Public Safety Administration/Fire and Emergency Management Services (A55480F)

Diploma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Not Applicable
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:
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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486.

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/28/23

PUBLIC SAFETY ADMINISTRATION/ CORRECTION SERVICES (A55480C)

Effective: Fall 2022
Revised: 11/16/21

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
CJC141	Corrections	3	0	0	3
CJC170	Crit Incident Mgmt Pub Saf	3	0	0	3
or					
EPT150	Incident Management	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC225	Crisis Intervention	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Law/Government Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

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
CJC240	Law Enfor Mgt. & Supervis	3	0	0	3
or					
FIP276	Managing Fire Services	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
PAD252	Public Policy Analysis	3	0	0	3
	Major Elective	6	0	0	6
	Totals	**15**	**0**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC233	Correctional Law	3	0	0	3
FIP228	Local Govt Finance	3	0	0	3
or					
PAD251	Public Finance & Budgeting	3	0	0	3
PAD254	Grant Writing	3	0	0	3
	Major Electives	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 64

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Work-Based Learning Option: NA

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

PUBLIC SAFETY ADMINISTRATION/ FIRE AND EMERGENCY MANAGEMENT SERVICES (A55480F)

Effective: Fall 2022
Revised: 11/16/21

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
CJC170	Crit Incident Mgmt Pub Saf	3	0	0	3
or					
EPT150	Incident Management	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
EPT140	Emergency Management	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT275	Emergency Ops Center Mgt	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Law/Government Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

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
CJC240	Law Enfor Mgt. & Supervis	3	0	0	3
or					
FIP276	Managing Fire Services	3	0	0	3
FIP124	Fire Prevention & Public Ed	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
PAD252	Public Policy Analysis	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
FIP228	Local Govt Finance	3	0	0	3
or					
PAD251	Public Finance & Budgeting	3	0	0	3
FIP256	Munic Public Relations	3	0	0	3
PAD254	Grant Writing	3	0	0	3
	Major Electives	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 64

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Work-Based Learning Option: NA

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

PUBLIC SAFETY ADMINISTRATION/ LAW ENFORCEMENT SERVICES (A55480L)

Effective: Fall 2022
Revised: 11/16/21

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
CJC131	Criminal Law	3	0	0	3
CJC170	Crit Incident Mgmt Pub Saf	3	0	0	3
or					
EPT150	Incident Management	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Law/Government Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

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
CJC221	Investigative Principles	3	2	0	4
CJC240	Law Enfor Mgt. & Supervis	3	0	0	3
or					
FIP276	Managing Fire Services	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
PAD252	Public Policy Analysis	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
CJC225	Crisis Intervention	3	0	0	3
FIP228	Local Govt Finance	3	0	0	3
or					
PAD251	Public Finance & Budgeting	3	0	0	3
PAD254	Grant Writing	3	0	0	3
	Major Electives	2	0	0	2
	Totals	**11**	**0**	**0**	**11**

TOTAL REQUIRED CREDITS.... 64

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Work-Based Learning Option: NA

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

PUBLIC SAFETY ADMINISTRATION/ SECURITY AND LOSS PREVENTION SERVICES (A55480S)

Effective: Fall 2022
Revised: 11/16/22

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
CJC151	Intro to Loss Prevention	3	0	0	3
CJC170	Crit Incident Mgmt Pub Saf	3	0	0	3
or					
EPT150	Incident Management	3	0	0	3
ENG111	Writing and Inquiry	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**2**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC152	Intro to Sec/Protect Service	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
PSY150	General Psychology	3	0	0	3
	Law/Government Elective	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**14**	**2**	**0**	**15**

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
CJC153	Private Security Operations	3	0	0	3
CJC240	Law Enfor Mgt. & Supervis	3	0	0	3
or					
FIP276	Managing Fire Services	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
PAD252	Public Policy Analysis	3	0	0	3
	Major Elective	3	0	0	3
	Totals	**15**	**0**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC154	Private Security Business	3	0	0	3
FIP228	Local Govt Finance	3	0	0	3
or					
PAD251	Public Finance & Budgeting	3	0	0	3
PAD254	Grant Writing	3	0	0	3
	Major Electives	3	0	0	3
	Totals	**12**	**0**	**0**	**12**

TOTAL REQUIRED CREDITS.... 64

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Work-Based Learning Option: NA

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

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/GED,
1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2, MAT-003 Tier 1 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: 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: **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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
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Revised: 02/21/23

RADIOGRAPHY (A45700)
Effective: Fall 2022
Revised: 11/22/21

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2, MAT-003 Tier 1or 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
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: High School Diploma/GED, 1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or Placement Test Equivalent. 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

NC Respiratory Care Board
or1100 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: **dunigank@faytechcc.edu**
Department Office: Health Technology Center, Room 201
Telephone: (910) 678-8264
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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 12/08/22

RESPIRATORY THERAPY (A45720)

Effective: Fall 2023
Revised: 12/08/22

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, 1 Unit of Chemistry, ENG-002 Tier 2 or Placement Test EquivalentFor 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
RCP133	RCP Clinical Practice I	0	0	9	3
		---	---	---	---
	Totals	**12**	**5**	**9**	**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
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
RCP222	Special Practice Lab	0	2	0	1
		---	---	---	---
	Totals	**2**	**2**	**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
RCP213	Neonatal/Ped's Concepts	2	0	0	2
RCP236	RCP Clinical Practice IV	0	0	18	6
		---	---	---	---
	Totals	**8**	**3**	**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
RCP246	RCP Clinical Practice V	0	0	18	6
		---	---	---	---
	Totals	**6**	**6**	**18**	**14**

TOTAL REQUIRED CREDITS.... 68

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.

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/3D Game Artist (A25450A)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Associate Degree: Simulation and Game Development/Game and Interactive Programmer (A25450P)
Length of Program: 5 Semesters
Prerequisite: High School Diploma, Placement Test Equivalent

Diploma: Not Applicable
Length of Program:
Prerequisite:

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 220D
Email: **umlands@faytechcc.edu**
Department Office: Advanced Technology Center, Room 113
Telephone: (910) 678-8347
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.

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Revised:12/05/22

SIMULATION AND GAME DEVELOPMENT/ 3D GAME ARTIST (A25450A)

Effective: Fall 2023
Revised: 12/05/22

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 I	2	3	0	3
SGD114	SGD 3D Modeling I	2	3	0	3
		---	---	---	---
	Totals	**11**	**12**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD116	SGD Graphic Design Tools	2	3	0	3
SGD162	SGD 3D Animation I	2	3	0	3
SGD174	SGD Level Design I	2	3	0	3
TDP110	Introduction to 3D Printing	2	3	0	3
	Math Elective	2	2	0	3
		---	---	---	---
	Totals	**10**	**14**	**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
SGD158	SGD Business Management	3	0	0	3
		---	---	---	---
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD172	SGD Virtual Environments	2	3	0	3
SGD212	SGD Design II	2	3	0	3
SGD214	SGD 3D Modeling II	2	3	0	3
SGD274	SGD Level Design II	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		---	---	---	---
	Totals	**11**	**12**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD288	SGD Portfolio Design	1	2	0	2
SGD289	SGD Project		2	3	0 3
	Major Elective	4	6	0	6
	Social/Behav Science Elective	3	0	0	3
		---	---	---	---
	Totals	**10**	**11**	**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/ GAME AND INTERACTIVE PROGRAMMER (A25450P)

Effective: Fall 2023
Revised: 12/05/22

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 I	2	3	0	3
SGD114	SGD 3D Modeling I	2	3	0	3
		---	---	---	---
	Totals	**11**	**12**	**0**	**16**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD116	SGD Graphic Design Tools	2	3	0	3
SGD168	SGD Mobile Programming I	2	3	0	3
SGD174	SGD Level Design I	2	3	0	3
SGD180	SGD HTML Programming I	2	3	0	3
	Math Elective	2	2	0	3
		---	---	---	---
	Totals	**10**	**14**	**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
SGD158	SGD Business Management	3	0	0	3
		---	---	---	---
	Totals	**6**	**0**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD163	SGD Documentation	2	3	0	3
SGD212	SGD Design II	2	3	0	3
SGD213	SGD Programming II	2	3	0	3
SGD274	SGD Level Design II	2	3	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		---	---	---	---
	Totals	**11**	**12**	**0**	**15**

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SGD288	SGD Portfolio Design	1	2	0	2
SGD289	SGD Project	2	3	0	3
	Major Elective	4	6	0	6
	Social/Behav Science Elective	3	0	0	3
		---	---	---	---
	Totals	**10**	**11**	**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/ SGD BASICS CERTIFICATE (C25450C1)

Effective: Fall 2023
Revised: 12/05/22

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 I	2	3	0	3
SGD113	SGD Programming I	2	3	0	3
SGD114	SGD 3D Modeling I	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 2023
Revised: 12/05/22

Students learn the basics Interactive 3d. They are taught the principles of 3d modeling, Drafting, and programming. They are introduced to 2d and 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	SGD 3D Modeling I	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	SGD Graphic Design Tools	2	3	0	3
SGD162	SGD 3D Animation I	2	3	0	3
		---	---	---	---
	Totals	**4**	**6**	**0**	**6**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD172	SGD Virtual SG Environments	2	3	0	3
SGD214	SGD 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 2023
Revised: 12/05/22

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 I	2	3	0	3
SGD163	SGD Documentation	2	3	0	3
SGD174	SGD Level Design I	2	3	0	3
	Totals	**6**	**9**	**0**	**9**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD168	SGD Mobile SG Program I	2	3	0	3
SGD180	SGD HTML Programming I	2	3	0	3
SGD213	SGD Programming II	2	3	0	3
	Totals	**6**	**9**	**0**	**9**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/
SG DESIGN FUNDAMENTALS CERTIFICATE (C25450C4)
Effective: Fall 2023
Revised: 12/05/22

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 I	2	3	0	3
SGD114	SGD 3D Modeling I	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
SGD174	SGD Level Design I	2	3	0	3
SGD212	SGD Design II	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 2023
Revised: 12/05/22

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	SGD 3D Modeling I	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	SGD Graphic Design Tools	2	3	0	3
TDP140	Precision 3D Printing	2	3	0	3
	Totals	**6**	**9**	**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 2023
Revised: 12/05/22

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	SGD 3D Modeling I	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD162	SGD 3D Animation I	2	3	0	3
	Totals	**2**	**3**	**0**	**3**

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SGD237	Rigging 3D Models	2	3	0	3
SGD262	SGD 3D Animation II	2	3	0	3
	Totals	**4**	**6**	**0**	**6**

TOTAL REQUIRED CREDITS.... 12

Work-Based Learning Option: NA

SIMULATION AND GAME DEVELOPMENT/ CONCEPT ART CERTIFICATE (C25450C7)

Effective: Fall 2023
Revised: 12/05/22

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 I	2	3	0	3
SGD114	SGD 3D Modeling I	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.... 18

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: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or 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: **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. 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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

Southern Association of Colleges & Schools Commission on Colleges
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (**www.sacscoc.org**).

Revised: 02/21/23

SPEECH LANGUAGE PATHOLOGY ASSISTANT (A45730)
Effective: Fall 2020
Revised: 12/14/22

Length: 5 Semesters
Prerequisites: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2, MAT-003 Tier 1, or 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
ASL111	Elementary ASL I	3	0	0	3
COM231	Public Speaking	3	0	0	3
MAT143	Quantitative Literacy	2	2	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	**15**	**4**	**0**	**17**

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Interpersonal Communication	3	0	0	3
PSY241	Developmental Psychology	3	0	0	3
	Totals	5	**0**	**0**	**6**

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY265	Behavior Modification	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: Supply Chain Analytics Certificate (C25620C3)
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: **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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/20/23

SUPPLY CHAIN MANAGEMENT/ DISTRIBUTION MANAGEMENT (A25620D)

Effective: Fall 2022
Revised: 01/11/22

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
LOG110	Introduction to Logistics	3	0	0	3
LOG120	Global Logistics	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
LOG211	Distribution Management	2	2	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
OMT156	Problem-Solving Skills	3	0	0	3
	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	0	0	3
	Soc/Behav Science Elective	3	0	0	3
	Major Elective	5	0	0	5
	Totals	**17**	**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/ GLOBAL LOGISTICS TECHNOLOGY (A25620G)

Effective: Fall 2022
Revised: 01/11/22

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
LOG110	Introduction to Logistics	3	0	0	3
LOG125	Transportation Logistics	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
LOG215	Supply Chain Management	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
OMT156	Problem-Solving Skills	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
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 2022
Revised: 01/11/22

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
LOG110	Introduction to Logistics	3	0	0	3
LOG125	Transportation Logistics	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
MAT143	Quantitative Literacy	2	2	0	3
or					
MAT152	Statistical Methods I	3	2	0	4
OMT156	Problem-Solving Skills	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
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	5	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 2022
Revised: 01/11/22

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 2022
Revised: 01/11/22

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
TOM130	Fleet Maintenance	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

SUPPLY CHAIN MANAGEMENT/
SUPPLY CHAIN ANALYTICS CERTIFICATE (C25620C3)
Effective: Fall 2022
Revised: 01/11/22

The Supply Chain Analytics Certificate is designed to prepare students for positions aimed to improve organizations operational efficiency and effectiveness by enabling data-driven decisions at strategic, operational, and tactical levels. 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 supply chain execution for supply chain and distribution management, and introduction to analytics and data visualization. Critical thinking skills are emphasized.

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
BAS120	Intro to Analytics	2	3	0	3
LOG110	Introduction to Logistics	3	0	0	3
	Totals	**5**	**3**	**0**	**6**

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BAS121	Data Visualization	2	3	0	3
LOG211	Distribution Management	2	2	0	3
LOG215	Supply Chain Management	3	0	0	3
	Totals	**7**	**5**	**0**	**9**

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.

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), 19751 East Main Street, Suite 339, Parker, CO 80138, (303) 694-9262, **ARCSTSA Website**

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th St. N, #7709, Seminole, FL 33775, (727) 210-2350, Fax (727) 210-2354, **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**

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, Advanced Technology Center, Room 244-H, Telephone: (910) 678-8486

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Revised: 02/21/23

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.
It is highly recommended that you seek guidance from the appropriate credentialing agency in your home state before beginning the academic program located outside your state.
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	Advanced Surgical Pharm	3	0	0	3
WBL111	Work-Based Learning I (Clinical Preceptorship I)	0	0	10	1
	Totals	**9**	**0**	**10**	**7**

SEMESTER 3

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/GED, 1 Unit of Biology, ENG-002 Tier 2 or Placement Test Equivalent

Diploma: NA
Length of Program:
Prerequisite:

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), 19751 East Main Street, Suite 339, Parker, CO 80138, (303) 694-9262, **ARCSTSA Website**

Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th St. N, #7709, Seminole, FL 33775, (727) 210-2350, Fax (727) 210-2354, **CAAHEP Website**

Program Information Contact:
Curriculum Chairperson: Terry Herring
Telephone Number: (910) 678-8358
Office Location: Health Technologies Center, Room 253-M
Email: **herringt@faytechcc.edu**
Department Office: Health Technologies Center, Room 201
Telephone: (910) 678-8392
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. 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.

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Revised: 06/01/23

SURGICAL TECHNOLOGY (A45740)
Effective: Fall 2020
Revised: 06/15/21

Length: 5 Semesters
Prerequisite: High School Diploma/GED, 1 Unit of Biology, ENG-002 Tier 2 or 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	Adv 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.

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: **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.

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Revised: 02/23/23

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 2022
Revised: 11/09/21

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
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
	Totals	**3**	**12**	**0**	**7**

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD131	GTAW (TIG) Plate	2	6	0	4
	Totals	**3**	**15**	**0**	**8**

TOTAL REQUIRED CREDITS.... 15

Work-Based Learning Option: NA

NEW/AMENDED CURRICULUM PROGRAMS

The following programs have been added/amended this past year and will be inserted into the proper area at the next printing.

BAKING AND PASTRY ARTS A55130

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Awards

Associate Degree: Baking and Pastry Arts (A55130)
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: Sabrina Santucci
Telephone Number: (910) 486-7385
Office Location: CAF 701A (Culinary Dining)
Email: **santuccs@faytechcc.edu**
Department Office: Horace Sisk, Room 616 D
Telephone: (910) 678-8295
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.

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Revised: 05/02/23

BAKING AND PASTRY ARTS (A55130)
Effective: Fall 2023
Revised: 05/02/23

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
CUL150	Food Science	2	2	0	2
CUL150A	Food Science Lab	0	2	0	1
CUL160	Baking I	1	4	0	3
ENG111	Writing and Inquiry	3	0	0	3
HRM125	Etiquette for Hospitality	1	0	0	1
	Totals	**10**	**8**	**0**	**13**

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
BPA120	Petit Fours & Pastries	1	4	0	3
BPA150	Artisan & Specialty Bread	1	6	0	4
BPA210	Cake Design & Decorating	1	4	0	3
HRM245	Human Resource Mgmt-Hosp	3	0	0	3
	Math Elective	2	2	0	3
	Totals	**8**	**16**	**0**	**16**

Summer Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
WBL111	Work-Based Learning I	0	0	10	1
	COM Elective	3	0	0	3
	Soc/Behav Science Elective	3	0	0	3
	Totals	**6**	**0**	**10**	**7**

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
and					
HRM220A	Cost Control-Food & BevLab	0	2	0	1
BPA165	Hot and Cold Desserts	1	4	0	3
	Confections Elective	1	7	0	4
	Hum/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
		---	---	---	---
	Totals	**10**	**11**	**0**	**15**

Spring Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
BPA240	Plated Desserts	1	4	0	3
BPA250	Dessert/Bread Production	1	8	0	5
BPA260	Pastry & Baking Marketing	2	2	0	3
WBL121	Work-Based Learning II	0	0	10	1
	Major Elective	4	0	0	4
		---	---	---	---
	Totals	**8**	**14**	**10**	**16**

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.

ELEMENTARY EDUCATION C55490 RESIDENCY LICENSURE CERTIFICATE

The Elementary Education Residency Certificate curriculum provides a course of study leading to the development of the general pedagogical competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes learning theory, instructional/educational technology, diverse learners, school policies and procedures, expectations and responsibilities of educators, teaching strategies/methods for specific content/specialty areas, formative/summative assessment, data informed practice, and classroom organization/management to enhance learning.

Graduates should meet general pedagogical competencies and demonstrate effective teaching practices. Additional requirements, such as pre-service training, passing the state required assessments, and the criteria included in the North Carolina Teacher Evaluation System, are required for licensure.

Upon completion of the program, the student will receive a Residency Certificate.

Awards

Associate Degree: Not Applicable
Length of Program:
Prerequisite:

Dipoma: Not Applicable
Length of Program:
Prerequisite:

Certificate: Elementary Education Residency Licensure Certificate (C55490)
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:
Program Coordinator: Heather Craven
Telephone Number: (910) 678-9790
Office Location: Cumberland Hall, Room 302
Email: **cravenh@faytechcc.edu**
Department Office: Cumberland Hall, Room 301
Telephone: (910) 678-8566
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.

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Revised: 05/29/23

ELEMENTARY EDUCATION RESIDENCY LICENSURE
CERTIFICATE (C55490)
Effective: Fall 2023
Revised: 05/29/23

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

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU270	Effective Instructional Enviro	2	0	0	2

EDU272	Technology, Data, and Assess	2	3	0	3
EDU277	Integr CU Inst: Math/Science	2	3	0	3
		---	---	---	---
	Totals	**6**	**6**	**0**	**8**

Spring Semester I

Prefix No.	**Title**	**Class**	**Lab**	**Clinical**	**Credit**
EDU278	Integr CU Inst: Soc Stu/ELA	2	3	0	3
EDU279	Literacy Develop and Instruct	3	3	0	4
EDU283	Educator Prep Practicum	2	3	0	3
		---	---	---	---
	Totals	**7**	**9**	**0**	**10**

TOTAL REQUIRED CREDITS.... 18

Work-Based Learning Option: NA

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COURSE DESCRIPTIONS

ACA 110 Work Math/Literacy/ Documents — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component:
This course is designed to familiarize individuals with fundamental core skill sets that are critical for successful employment. Topics include locating and using workplace information, interpreting workplace graphic information, and applying mathematics to common sources of information relevant to the workplace. Upon completion, students should be able to demonstrate the ability to locate and use information, interpret graphic information, and apply mathematics to work-related scenarios.

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
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
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
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 240 Governmental & Not-for-Profit Accounting	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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	**2**	**6**	**0**	**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	**2**	**2**	**0**	**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	**2**	**4**	**0**	**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	**2**	**4**	**0**	**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	**2**	**4**	**0**	**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	**1**	**3**	**0**	**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	**1**	**3**	**0**	**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	**2**	**2**	**0**	**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	**2**	**6**	**0**	**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 151 HVAC Duct Systems I	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Component:
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

AHR 160 Refrigerant Certification 1 0 0 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 1 0 0 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 2 2 0 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 2 6 0 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 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 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.

AHR 255 Indoor Air Quality 1 2 0 2
Prerequisites: None
Corequisites: Take AHR-151
Component:
This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

ANT 210 General Anthropology 3 0 0 3
Prerequisites: None
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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 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 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 111 Elementary Arabic I 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Arabic and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ARA 112 Elementary Arabic II 3 0 0 3
Prerequisites: Take ARA-111
Corequisites: None
Component:
This course includes the basic fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ARA 181 Arabic Lab I 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.

ARA 211 Intermediate Arabic I 3 0 0 3
Prerequisites: Take ARA-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 be able to demonstrate simple conversations and read works written in modern standard Arabic. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ARA 212 Intermediate Arabic II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take ARA-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 be able to demonstrate an ability to conduct conversations and to read literary and non-fiction texts in modern standard Arabic. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.
This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.

ARC 111 Introduction to Architectural Technology — CLASS HRS 1, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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.

ARC 113 Residential Architectural Tech — CLASS HRS 1, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 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.

ARC 213 Design Project — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 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 225 Architectural BIM I — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ARC 225A Architectural BIM I Lab	**0**	**3**	**0**	**1**

Prerequisites: None
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	**0**	**3**	**0**	**1**

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
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: None
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 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 Education Transfer Component (UGETC) course.

ART 114 Art History Survey I	**3**	**0**	**0**	**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. This is a Universal General Education Transfer Component (UGETC) course.

ART 115 Art History Survey II	**3**	**0**	**0**	**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 Education Transfer Component (UGETC) course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ART 116 Survey of American Art 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 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 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 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 2 3 0 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 121 Two-Dimensional Design 0 6 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 122 Three-Dimensional Design 0 6 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ART 131 Drawing I 0 6 0 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 0 6 0 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 0 6 0 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 0 6 0 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 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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 261 Photography I 0 6 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 262 Photography II 0 6 0 3
Prerequisites:
Corequisites:
Component:
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. This course has been approved for transfer under the CAA as a 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 266 Videography I 0 6 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
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 267 Videography II	**0**	**6**	**0**	**3**

Prerequisites: Take ART-266
Corequisites: None
Component:
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 3 0 0 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 0 2 0 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 0 2 0 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 3 0 0 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 0 2 0 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 3 0 0 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 0 2 0 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 3 0 0 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 0 2 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ATC 110 Intro to Anesthesia Technology 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the different roles in the Anesthesia Care Team, specifically the scope of practice and specific duties of the Anesthesia Technologist. Topics include: role of the Anesthesia Technologist, scope of practice, standards of patient care, introduction to basic equipment and monitors, and types of anesthesia. Upon completion, students should be able to describe the roles and functions of the members of the anesthesia care team and have a basic knowledge of anesthesia and its associated equipment.

ATC 112 Anesthesia Pharmacology 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces anesthesia pharmacology, the drugs used for the induction and maintenance of anesthesia, and the drugs used for cardiovascular support. Topics include: inhalation agents, intravenous therapy, pharmacology, emergency medications, Basic and Advanced Life Support training. Upon completion, students should be able to have a basic knowledge of the common medications used in the anesthesia environment as well as their administration.
State Prerequisites: None

ATC 115 The Anesthesia Machine 3 3 0 4
Prerequisites: None
Corequisites: None
Component:
This course introduces didactic and lab training on the components, function, setup, turn-over, and basic maintenance of the anesthesia machine. Emphasis is placed on individual components of the vaporizer, ventilator, and circuits of the anesthesia machine, this includes proper cleaning, setup and turn-over, as well as, basic trouble-shooting and maintenance. Upon completion, students should be able to have a thorough understanding of the components and function of the anesthesia machine and be able to perform a check-out, turn-over, cleaning and basic maintenance.

ATC 125 Special Practice Lab 0 3 0 1
Prerequisites: Take All: ATC-110 and ATC-115
Corequisites: None
Component:
This course provides additional learning opportunities in anesthesia care. Emphasis is placed on equipment management and anesthesia care procedures. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

ATC 150 ATC Clinical Practice I 0 9 0 3
Prerequisites: Take All: ATC-110, ATC-112, ATC-115, and ATC-210
Corequisites: None
Component:
This course provides entry-level clinical experience. Emphasis is placed on basic anesthesia care in efficient ambulatory surgery anesthesia and similar settings. Upon completion, students should be able to provide anesthesia support and demonstrate clinical competence in required performance evaluations.

ATC 155 ATC Clinical Practice II 0 12 0 4
Prerequisites: Take All: ATC-110, ATC-112, ATC-115, ATC-150, and ATC-210
Corequisites: None
Component:
This course provides entry-level clinical experience for anesthesia technologists in the high-acuity inpatient surgical setting on a large variety of surgical cases. Emphasis is placed on more complex anesthesia in a variety of surgical cases in a large hospital setting. Upon completion, students should be able to provide anesthesia support for a wide variety of surgeries in a high-acuity inpatient setting in a major hospital setting.

ATC 210 Anesthesia Monitoring Equip 4 3 0 6
Prerequisites: Take ATC-110
Corequisites: Take ATC-115
Component:
This course covers the function and placement of non-invasive, invasive, and advanced monitoring equipment used during the administration of anesthesia. Emphasis is placed on standard monitors including blood pressure, ECG, pulse oximetry, temperature, End-Tidal CO2, neuromuscular blockade, invasive arterial and venous monitors and other specialized equipment. Upon completion, students should be able to setup and place, or assist in placement, anesthesia monitors as well as perform basic trouble-shooting, and they will have basic knowledge of more advanced and complex equipment used in specialty anesthesia.

ATC 215 Anesthesia Airway Equipment 4 3 0 5
Prerequisites: Take All: ATC-110 and ATC-115
Corequisites: None
Component:
This course covers the function and use of basic and advanced anesthesia airway equipment and the setup, trouble-shooting and assistance in placing endotracheal tubes. Emphasis is placed on equipment setup and processing of airway equipment including direct and indirect laryngoscopy, supraglottic airways, and fiberoptic endoscopes. Upon completion, students should be able to setup and assist with placing airways in a variety of situations and be able to assist the anesthesia care team in a case of a difficult airway.

ATC 250 Clinical Apps I 0 24 0 8
Prerequisites: None
Corequisites: Take ATC-155
Component:
This course provides advanced practitioner clinical experience for anesthesia technologists. Emphasis is placed on advanced skills in anesthetics in typical and atypical settings. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations and use skills to begin to transition to professional work.

ATC 280 ATC Professional Practice 3 0 0 3
Prerequisites: Take All: ATC-150 and ATC-155
Corequisites: None
Component:
This course includes a comprehensive overview of anesthesia technologist concepts and essential professional skills. Topics include healthcare law, professional ethics, career transition, professional and employability skills, and preparation for the certification examination. Upon completion, students should be able to demonstrate a comprehensive knowledge required for the anesthesia technologist to obtain employment and sit for the Certified Anesthesia Technologist examination.

ATR 112 Intro to Automation 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated

systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 212 Industrial Robots 2 3 0 3
Prerequisites: Take ATR-112
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 125 Hybrid-Electric Trans 2 4 0 4
Prerequisites: Take TRN-120
Corequisites: None
Component: None
This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles.

ATT 140 Emerging Transp Tech 2 3 0 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 2 6 0 4
Prerequisites: None
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 2 6 0 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 1 2 0 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 1 4 0 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 2 6 0 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 2 4 0 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 2 6 0 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 141 Mech & Elec Components I 2 2 0 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 1 2 0 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 1 6 0 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. Upon completion, students should be able to present and demonstrate an operational project.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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: None
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 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
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.

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.

BAS 120 Intro to Analytics 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

BAS 121 Data Visualization 2 3 0 3
Prerequisites: Take BAS-120
Corequisites: None
Component:
This course introduces key concepts in data visualization and reporting. Topics include concepts and methods used in graphical representation of data, exploration and reporting of data, and basic linear regression methods. Upon completion, students should be able to effectively use graphical tools to communicate insights about data.

BAS 150 Intro to Analytical Program. 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces statistical software for analytics. Topics include utilization of analytical and statistical software packages for data management, data visualization, and exploratory data analysis. Upon completion, students should be able to use statistical programming tools to conduct descriptive analytics.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

BAS 220 Appl. Analytical Program 2 3 0 3
Prerequisites: Take BAS-150
Corequisites: None
Component:
This course covers applications of statistical software for data management and reporting. Topics include data management, data preprocessing, and modeling including linear and logistic regression analysis using programming tools. Upon completion, students should be able to process data and generate reports that support business decision-making.

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 Transfer Component (UGETC) course.

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 Transfer Component (UGETC) course.

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 Transfer Component (UGETC) course.

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 3 0 0 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 3 0 0 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 3 0 0 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 4 2 0 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 3 3 0 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 3 3 0 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 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

BIO 169 Anatomy and Physiology II 3 3 0 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 2 2 0 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 2 2 0 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 265 Cell Biology 3 3 0 4
Prerequisites: Take one: BIO-111, BIO-275, or BIO-280
Corequisites: None
Component:
This course provides an in-depth study of cellular organization and communication, biochemical cell processes, and cellular growth, replication and death. Topics include organelle structure and function, nucleic acid and protein synthesis, gene organization and regulation, cell signaling mechanisms, bioenergetics, cell motility and apoptosis. Upon completion, students should be able to demonstrate knowledge of cell structure and function and lab skills including microscopy, cell culture, and molecular biology techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BIO 271 Pathophysiology 3 0 0 3
Prerequisites: Take One: BIO-163, BIO-166, or BIO-169
Corequisites: None
Component:
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

***BPA 120 Petit Fours & Pastries Course Description listed on page 388 - New Course Descriptions.**

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 165 Hot and Cold Desserts Course Description listed on page 388 - New Course Descriptions.**

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.

***BPA 250 Dessert/Bread Production Course Description listed on page 388 - New Course Descriptions.**

***BPA 260 Pastry & Baking Marketing Course Description listed on page 389 - New Course Descriptions.**

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 0 0 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 3 0 0 3
Prerequisites: Take DRE-097 or ENG-002
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 3 0 0 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 2 2 0 3
Prerequisites: TakeDMA-025, DMA-030 or MAT-003
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 3 0 0 3
Prerequisites: Take DMA-025, DMA-030 or MAT-003
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

BUS 135 Principles of Supervision 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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.

BUS 173 Procurement Management 3 0 0 3
Prerequisites: Take DMA-025, DMA-030 or MAT 003
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, MAT 043, or MAT 052
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

BUS 230 Small Business Management 3 0 0 3
Prerequisites: Take DMA 025, DMA 030, or MAT 003
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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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.

CAR 140 Basic Carpentry — CLASS HRS 2, LAB HRS 6, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — 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 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. — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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, 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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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 — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 Transfer Component (UGETC) course.

CHM 152 General Chemistry II — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 Transfer Component (UGETC) course.

CHM 251 Organic Chemistry I — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 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 110 Introduction to Computers — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

CIV 125 Civil/Surveying CAD	**1**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 111 Introduction to Criminal Justice	**3**	**0**	**0**	**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 for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CJC 112 Criminology	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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 has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CJC 114 Investigative Photography	**1**	**2**	**0**	**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	**2**	**3**	**0**	**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 for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor 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 for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

CJC 144 Crime Scene Processing — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 152 Intro to Sec/Protect Service — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the various components, processes, and operational characteristics associated with private security and loss prevention services. Topics include armed/unarmed security guard/officer hiring criteria including licensing, job responsibilities, career pathways, professional conduct and communication, public relations,

emergency procedures, law, first aide, legal issues and liability, workplace violence, patrol techniques, and the security industry. Upon completion, students should be able to evaluate career options and define and describe the major system components, processes, and operational characteristics associated with the private security industry.

CJC 153 Private Security Operations 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the various operations associated with private security and loss prevention services. Topics include strategies for protecting individuals and company assets, report writing, interview techniques, crime and accident prevention, courtroom procedures, observation techniques, traffic direction, surveillance, substance abuse, law enforcement relationships, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the various operational characteristics common to the private security industry.

CJC 154 Private Security Business 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the business and managerial aspects specific to private security and loss prevention services. Topics include profitability, personnel management, finances, rules, policies, and law, organizational structure, sales management, and issues specific to private security and loss prevention services. Upon completion, students should be able to explain the basic characteristics required of an effective private security and loss prevention services business.

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.

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 3 0 0 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 has been approved for transfer under the CAA as a 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

CJC 213 Substance Abuse 3 0 0 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 3 0 0 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 3 0 0 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 3 2 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 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 3 0 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

COM 120 Intro Interpersonal Com 3 0 0 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 Education Transfer Component (UGETC) course.

COM 140 Intro Intercultural Com 3 0 0 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 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 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 Education Transfer Component (UGETC) course.

COM 251 Debate 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 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 4 0 0 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 0 24 0 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 4 0 0 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 0 24 0 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 4 0 0 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 0 12 0 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.

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.

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 127 Natural Hair Care I 4 6 0 6
Prerequisites: None
Corequisites: None
Component:
This course covers techniques of Natural Hair Care. Topics include disinfection, shampooing, blow-drying, anatomy, disorders of the hair and scalp, product knowledge, and other related topics. Upon completion, students should be able to safely and competently perform Natural Hair Care Services.

COS 130 State Board Exam Prep 2 0 0 2
Prerequisites: None
Corequisites: None
Component:
This course is designed to prepare students to take the theory state board licensing exam for cosmetic art-related programs. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, and other related topics. Upon completion, students should be able to successfully pass the theory exam on the first attempt.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 228 Natural Hair Care II	**4**	**6**	**0**	**6**

Prerequisites: Take COS-127
Corequisites: None
Component:
This course covers advanced techniques of Natural Hair Care. Topics include twisting, extending, locking, and thermal ironing the natural hair. Emphasis is placed on development of manipulative skills. Upon completion, students should be able to understand Natural Hair Care concepts and meet program requirements.

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	**1**	**0**	**0**	**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	**6**	**15**	**0**	**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	**6**	**15**	**0**	**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	**1**	**3**	**0**	**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	**5**	**0**	**0**	**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	**0**	**21**	**0**	**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	**5**	**0**	**0**	**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	**0**	**21**	**0**	**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 112 Machine Learning Computation	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course covers the underlying foundations upon which machine learning solutions are created. Emphasis is placed on the mathematical foundations of machine learning concepts. Upon completion, students should be able to apply the underlying computations of machine learning systems.

CSC 113 Artificial Intel. Fundamentals	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course provides a survey of artificial intelligence and machine learning. Topics include the history, development, and current applications of artificial intelligence and machine learning. Demonstrate general artificial intelligence and machine learning concepts.

CSC 114 Artificial Intelligence I 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers the study of intelligent agent design and rational decision making. Topics include goal-driven agents, search techniques, optimization, basic problem-solving methods, logic, knowledge-based agents, statistical and probabilistic reasoning, and the basics of machine learning. Upon completion, students should be able to demonstrate artificial intelligence design concepts.

CSC 115 Machine Learning I 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers algorithms for enabling artificial systems. Topics include machine learning from experience, supervised and unsupervised learning, reinforcement learning control, and learning theory. Upon completion, students should be able to demonstrate machine-learning techniques.

CSC 118 Swift Programming I 2 3 0 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 3 2 0 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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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, trigonomety, 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 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 153 C# Programming — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 155 Natural Language Processing — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course covers methods and algorithms for natural language processing. Topics include the linguistic, probabilistic, statistical, and the underlying computational properties of natural languages and algorithms used in natural language processing. Upon completion, students should be able to demonstrate an understanding of how natural language processing is implemented in artificial intelligence.

CSC 161 Deep Learning — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course covers deep learning foundations and deep learning platforms. Topics include neural networks, vectorization, machine learning, artificial intelligence, and computations underlying deep learning. Upon completion, students should be able to demonstrate an understanding of how neural networks are developed and are implemented in machine learning.

CSC 162 Computer Vision — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides an introduction to the fundamentals of computer vision. Topics include image classification, motion tracking, imaging geometry, image formation, feature detection, feature matching, classical machine learning, and deep learning. Upon completion, students should be able to apply computer vision design and technologies in various applications

CSC 214 Artificial Intelligence II — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take CSC-114
Corequisites: None
Component:
This course covers techniques for planning, learning, and decision making under uncertainty and in multi-agent environments. Topics include the design of intelligent agents to solve real-world problems including, search, machine learning, and logic. Upon completion, students should be able to demonstrate advanced artificial intelligence design concepts.

CSC 215 Machine Learning II — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take CSC-115
Corequisites: None
Component:
This course covers machine learning and algorithm essentials to help improve learning from patterns without human intervention. Topics include the exploration of recent applications of machine learning, design and development of algorithms for machines. Upon completion, students should be able to demonstrate advanced machine-learning techniques.

CSC 218 Swift Programming II — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 234 Advanced C++ — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 249 Data Structure & Algorithms — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Tale one: CSC-121, CSC-151, CSC-153, or Department Approval
Corequisites: None
Component:
This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various 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.

CSC 251 Advanced JAVA Programming — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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. This course has been approved for transfer under the CAA as a 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 253 Advanced C# Programming 2 3 0 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 289 Programming Capstone Proj 1 4 0 3
Prerequisites: Take All: CTI-110, CTI-120, CTS-115, and CTS-285
Corequisites: None
Component: None
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CST 131 OSHA/Safety/Certification 2 2 0 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 3 3 0 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 2 2 0 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 2 2 0 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 2 2 0 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 2 2 0 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 4 4 0 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 2 3 0 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: Take CTI-141
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: Take CTI-141
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.

CTI 289 CTI Capstone Project 1 6 0 3
Prerequisites: Take All: CTI-110, CTI-120, CTI-240, and CTI-241
Corequisites: None
Component:
This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

CTS 137 Google Project Management I 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces students to the concepts, tools, templates, and artifacts used to manage projects from initiation to completion using Google resources. Emphasis is placed on foundational project management methodology including initiating, planning and executing projects utilizing quality and risk management techniques, strategic thinking and project execution procedures. Upon completion, students should be able to manage and execute projects from initiation to completion using a variety of resources and leadership skills to support organizational goals and business processes.

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 237 Google Project Management II 2 3 0 3
Prerequisites: None
Corequisites: Take CTS-137
Component:
This course introduces students to the advanced concepts, tools, templates, and artifacts used to manage projects from initiation to completion using Google resources through Agile development. Emphasis is placed on advanced project management methodology including initiating, planning and executing projects as well as the exploration of Agile Project Management and the strategies it uses to drive business value. Upon completion, students should be able to manage and run traditional and agile projects and programs from initiation to completion using a variety of resources and leadership skills to support organizational goals and business processes.

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: Take NOS-110
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: Take one course from CSC-118, CSC-134, CSC-121, CSC-151, CSC-153, OR WEB-151
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 3 0 0 3
Prerequisites: Take DMA 025, DMA 030 or MAT 003
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 2 0 0 2
Prerequisites: TakeDMA 025, DMA 030, or MAT 003
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 2 0 0 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 2 0 0 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 0 2 0 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 2 6 0 5
Prerequisites: Take DMA-030, DMA-025, or MAT-003 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 1 2 0 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 150A Food Science Lab Course Description listed on page 388 - New Course Descriptions.**

CUL 160 Baking I — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take CUL 110
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 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 240A Culinary Skills II Lab — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take All: CUL-110 and CUL-140
Corequisites: Take CUL-240
Component:
This course provides a laboratory experience for furthering students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on practical applications of meat identification/fabrication; butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and food preparation. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of entrees and accompaniments.

CUL 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 245A Contemporary Cuisines Lab — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 1
Prerequisites: Take All: CUL-110 and CUL-140
Corequisites: Take CUL-245
Component:
This course provides a laboratory experience for enhancing student skills with current culinary trends including a variety of preparation methods. Emphasis is placed on 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 118 Google Data Analytics I — CLASS HRS: 1, LAB HRS: 6, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the role of a Google data analyst and how to make data-driven decisions using effective questions, data transformation and analyzation processes. Emphasis is placed on setting up a data toolbox, spreadsheets, database and query basics, visualization basics, effective communication techniques, and data validation. Upon completion, students should be able to review assessments, use formulas and caulcuations to analyze datasets, create queries, use visualization tools and communicate effectively with stakeholders.

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 218 Google Data Analytics II — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: Take DBA-118
Component:
This course introduces the role of an advanced Google data analyst and how to make data-driven decisions using effective questions, data transformation, analyzation processes, visualization and programming. Emphasis is placed on setting up a design thinking, data-driven storytelling, dashboards, R programming, job portfolios and technical expertise. Upon completion, students should be able to create a data-driven storyboard, develop dashboards and presentations, create analytical reports using R, and showcase technical analytical skills.

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 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 — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 1 3 0 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 2 3 0 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 2 0 0 2
Prerequisites: None
Corequisites: None
Component: None
This course provides a basic introduction to the structures of the head,

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 4 6 0 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 2 4 0 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 2 0 0 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 2 2 0 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 2 0 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

DEN 106 Clinical Practice I 2 0 12 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 1 0 12 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 2 2 0 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 2 0 0 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. ,

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.

DEN 120 Dental Hygiene Preclinical Lecture 2 0 0 2
Prerequisites: Enrollment in Dental Hygiene Program
Corequisites: Take DEN 121
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

DEN 121 Dental Hygiene 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.

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.

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.

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.

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.

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.

DEN 140 Dental Hygiene Theory II 1 2 0 2
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, radiographic abnormalities, and be certified in the administration of local anesthesia.

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.

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.

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.

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.

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 119 Basic CAD 1 2 0 2
Prerequisites: None
Corequisites: None
Component:
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 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 111 Content Strategy 2 3 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the fundamentals of planning, creating, delivering, and governing content. Emphasis is placed on understanding the content lifecycle and best practices for creating useful and relevant content. Upon completion, students should be able to demonstrate current best practices in developing a content strategy for web, email, mobile and social media content.

DME 115 Graphic Design Tools 2 3 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DME 125 User Experience Fundamentals	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces the fundamentals of user experience design and design process. Topics include overall user experience design as well as facets of user experience design such as user interface, information architecture, usability, credibility, and accessibility. Upon completion, students should be able to discuss and strategize the overall user experience of a digital screen-based product.

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.

DME 140 Intro to Audio/Video Media	**2**	**3**	**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 211 User Experience Res. & Test	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course provides a foundation in user research methodologies and heuristic evaluation. Topics include choosing an appropriate research method, how to plan and execute a usability test, analyzing test results, and how to evaluate existing artifacts using heuristics. Upon completion, students should be able to identify how users think about technological solutions, and apply their analysis of test or evaluation results to make appropriate recommendations on how to improve the user experience across multiple platforms.

DME 215 Adv Graphic Design Tools	**2**	**3**	**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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DME 216 Visual Artifacts in User Exp.	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course is designed to focus on the visual design deliverables that User Experience Designers create and deliver to team members and clients. Topics include sketching for user experience, journey maps, flow diagrams, architecture diagrams, motion prototypes, and wireframes and presentation. Upon completion, students should be able to create visual artifacts which lead to compelling digital screen-based user experience.

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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 **3** **0** **0** **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 Education Transfer Component (UGETC) course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

DRA 112 Literature of the Theater **3** **0** **0** **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 **3** **0** **0** **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 **3** **0** **0** **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 **3** **0** **0** **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 **3** **0** **0** **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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DRA 126 Storytelling	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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	**0**	**6**	**0**	**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	**0**	**6**	**0**	**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	**2**	**2**	**0**	**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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DRA 135 Acting for the Camera I	**1**	**4**	**0**	**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	**1**	**4**	**0**	**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	**0**	**6**	**0**	**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	**0**	**6**	**0**	**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	**1**	**2**	**0**	**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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DRA 170 Play Production I	**0**	**9**	**0**	**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	**0**	**9**	**0**	**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	**0**	**9**	**0**	**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	**3**	**0**	**0**	**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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

ECO 151 Survey of Economics	**3**	**0**	**0**	**3**

Prerequisites: Take DMA 045, DMA 050, MAT 043, or MAT 052
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: Take DMA 045, DMA 050, MAT 043, or MAT 052
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 Universal General Education Transfer Component (UGETC) course.

ECO 252 Principles of Macroeconomics	**3**	**0**	**0**	**3**

Prerequisites: Take DMA 045, DMA 050, MAT 043, or MAT 052
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 Universal General Education Transfer Component (UGETC) course.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 119 Intro to Early Childhood Education	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. 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, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

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
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, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

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 children with diverse abilities, 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 culturally responsive, equitable and developmentally appropriate experiences using NC Foundations for Early Learning and Development.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 identify specific needs of individual children with diverse abilities and 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 culturally, linguistically and 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, student should be able to utilize developmentally appropriate behavior management, utilize high-quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 187 Teaching and Learning for All	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. Universal Ed Agreement
Universal Ed Agreement (Independent)

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 188 Trends/Policies in Early Child	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course covers current topics and policies in the diverse and inclusive field of early childhood education that affect young children, families, communities, and professionals. Emphasis is placed on but not limited to advocacy, equity, bias and social justice, emerging research, professionalism, reflective practice, and legal/ethical concerns. Upon completion, student should be able to list, discuss, and explain current trends/policies in early childhood education as well as develop an advocacy plan based on course content.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 222 Learners With Beh 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 emotional or behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusive environments and family interventions. Topics include etiology of emotional or behavioral disorders, appropriate intervention strategies, early intervention/special education referral and transition 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, collaborate with families/professionals, understand the importance of advocacy for learners, and recognize appropriate intervention strategies in inclusive environments.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 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
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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. Universal Ed Agreement
Universal Ed Agreement (Independent)

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 effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children.

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 270 Effective Instructional Enviro Course Description listed on page 388 - New Course Descriptions.**

EDU 271 Educational Technology	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.

***EDU 272 Technology, Data, and Access; EDU 277 Integr CU Inst: Math/Science; and EDU 278 Integr CU Inst: Soc Stu/ELA Course Descriptions listed on pages 388-389 - New Course Descriptions.**

EDU 279 Literacy Develop and Instruct 3 3 0 4
Prerequisites: None
Corequisites: None
Component:
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. Universal Ed Agreement
Universal Ed Agreement (Independent)

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.

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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

ELC 113 Residential Wiring 2 6 0 4
Prerequisites: Take ELC 112
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: Take ELC 112
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: Take ELC 112
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.

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: None
Corequisites: Take ELC-118
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 122 Advanced Residential Wiring 2 4 0 4
Prerequisites: Take ELC-113
Corequisites: None
Component:
This course introduces advanced topics in residential electrical installations including the requirements of the National Electrical Code (NEC). Topics include NEC, special purpose outlets, telephone and low voltage signal systems, swimming pool electrical systems, home automation systems, standby power systems and residential utility-interactive photovoltaic systems. Upon completion, students should be able to properly install conduits, wiring, electrical distribution equipment, low voltage, standby power, automated systems, and utility-interactive photovoltaic systems associated with advanced residential electrical installations.

ELC 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 215 Electrical Maintenance 2 3 0 3
Prerequisites: Take ELC 117
Corequisites:
Component:
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 220 Photovoltaic Sys Tech 2 3 0 3
Prerequisites: Take ELC 112
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 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 113 or ELC 114
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.

EMS 110 EMT — CLASS HRS: 6 | LAB HRS: 6 | CLINIC HRS: 3 | CREDIT HRS: 9
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 — CLASS HRS: 1 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 0 | CLINIC HRS: 3 | CREDIT HRS: 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 — CLASS HRS: 1 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 3 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 1 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 1 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 2 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 3
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 — CLASS HRS: 2 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 0 | CLINIC HRS: 6 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 0 | CLINIC HRS: 9 | CREDIT HRS: 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 — CLASS HRS: 2 | LAB HRS: 0 | CLINIC HRS: 0 | CREDIT HRS: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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.

ENG 114 Professional Research & Reporting — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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.

ENG 232 American Literature II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take one: ENG 112, ENG 113 or ENG 114
Corequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

ENG 272 Southern Literature — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component: None
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 150 EMS Incident Management — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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. — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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.

EPT 230 Emergency Planning 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers the rationale for and methods related to a comprehensive approach to emergency planning. Topics include the emergency planning process, command arrangement, coordination, budgetary issues, environmental contamination issues, and public policy concerns. Upon completion, students should be able to develop an emergency plan for a community.

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.

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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FIP 248 Fire Svc Personnel Adm	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

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:
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: FSE-112
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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites:
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 — CLASS HRS 4 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 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 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, FSE 112, FSE 116, and FSE 214
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: Department Chair 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 Transfer Component (UGETC) course.

GEL 113 Historical Geology 3 2 0 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 3 2 0 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 3 2 0 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 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
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 — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — 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 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.

GER 112 Elementary German II — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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.

GRA 152 Computer Graphics II — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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**	**3**	**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
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 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:

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.

GRD 167 Photographic Imaging I 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 1 4 0 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 1 4 0 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 2 3 0 3
Prerequisites: None
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 2 4 0 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 2 4 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

GRD 263 Illustrative Imaging 1 4 0 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 1 4 0 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 1 3 0 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 2 4 0 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 1 3 0 2
Prerequisites: Take ENG 110 or ENG 111
Corequisites: None
Component: None
This course covers copywriting for print, online, and digital 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 develop content used to market and promote goods and services and comprehend the ethical and regulatory environment for advertising.

GRD 288 Graphic Design for Web II 2 3 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

GSM 111 Gunsmithing I 2 12 0 6
Prerequisites: None
Corequisites: Take MAC-141
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 2 12 0 6
Prerequisites: Take GSM-111 and MAC-141
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 3 9 0 6
Prerequisites: Take GSM-111 and MAC-141
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 3 9 0 6
Prerequisites: Take GSM-111 and MAC-141
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 2 12 0 6
Prerequisites: Take GSM-120 GSM-127
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 2 12 0 6
Prerequisites: Take GSM-225 GSM-230
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 2 9 0 5
Prerequisites: Take GSM-125 GSM-127
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 2 12 0 6
Prerequisites: Take GSM-225 GSM-230
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 3 0 0 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 1 2 0 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 3 0 0 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.

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 — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 4, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — 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 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — 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 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 — 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.
None

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

HMT 225 Practice Mgmt. Simulation 2 2 0 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 112 Landscape Design I 2 3 0 3
Prerequisites: Take HOR-161
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 116 Landscape Management I 2 2 0 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 124 Nursery Operations 2 3 0 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 2 2 0 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 150 Introduction to Horticulture 2 0 0 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 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 — CLASS HRS: 2 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 2 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 2 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 2 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 213 Landscape Design II — CLASS HRS: 2 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 3
Prerequisites: Take HOR-112
Corequisites: None
Component: None
This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HOR 215 Landscape Irrigation — CLASS HRS: 2 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 255 Interiorscapes — CLASS HRS: 1 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 2
Prerequisites: Take HOR-160
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 277 Horticulture Sales & Services — CLASS HRS: 3 | LAB HRS: 0 | CLINIC HRS: 0 | CREDIT HRS: 3
Prerequisites: Take HOR-160
Corequisites: None
Component: None
This course introduces various strategies for marketing horticulture products and services. Topics include wholesale, retail, and consignment sales; advertising media; costing products and services; preparing estimates, bids, and proposals; and consumer relations. Upon completion, students should be able to develop a marketing strategy for various horticulture products and services.

HOR 278 Horticulture Business Entrepreneurship — CLASS HRS: 3 | LAB HRS: 0 | CLINIC HRS: 0 | CREDIT HRS: 3
Prerequisites: Take HOR-160
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 — CLASS HRS: 3 | LAB HRS: 0 | CLINIC HRS: 0 | CREDIT HRS: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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
Corequisites: None
Component: None
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

HRM 220A Cost Control-Food & Bev Lab 2 0 0 1
Prerequisites: None
Corequisites: Take HRM-220
Component:
This course provides a laboratory experience for enhancing student skills in controls and purchasing procedures as applied to costs in the hospitality industry. Emphasis is placed on practical applications of reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

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.

HRM 245 Human Resource Mgmt-Hosp — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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.

HTO 110 Intro to Histo — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take All Courses: BIO-163, BIO-275, CHM-130, and CHM-130A
Corequisites: Take BIO-271
Component:
This course provides an introduction to histology laboratory operations and the professional responsibilities of the histologic technician. Emphasis is placed on organization, terminology, specimen accession, record keeping, quality assurance, OSHA regulations, quality improvement, principles and concepts of medical ethics, and legal issues. Upon completion, students should be able to describe the requirements and responsibilities of the daily operation of a histology laboratory.

HTO 120 Histology — CLASS HRS 4, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take HTO-110
Corequisites: None
Component:
This course provides an overview of the microscopic arrangement and identification of cells and tissues in the human body. Emphasis is placed on classification and relationships of the structure and function of microscopic systems. Upon completion, students should be able to microscopically identify cells, tissues, and organs of the human body.

HTO 130 Histotechniques — CLASS HRS 4, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take HTO-110
Corequisites: None
Component:
This course provides an introduction to histologic techniques. Emphasis is placed on dissection, fixation, tissue processing, embedding, decalcification, cytology preparation techniques and frozen sectioning. Upon completion, students should be able to dissect, process, and cut high quality tissue sections.

HTO 140 Histochemistry — CLASS HRS 4, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: Take HTO-110
Corequisites: Take HTO-130
Component:
This course covers enzyme and immunological reactions as they relate to tissue staining. Emphasis is placed on basic, special, and immunohistochemical staining. Upon completion, students should be able to produce basic and special stains and be able to stain high quality tissue sections.

HTO 210 Histopathology — CLASS HRS 3, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 4
Prerequisites: Take All: HTO-120, HTO-130, and HTO-140
Corequisites: None
Component:
This course provides students with the correlation between histologic procedures and disease processes. Emphasis is placed on changes in tissue associated with various disease states and the use of selected special stains and techniques in identifying disease processes. Upon completion, students should be able to process tissue samples or apply stain, and prepare tissue to be viewed under a microscope.

HTO 220 Histotechnology Clinical — CLASS HRS 0, LAB HRS 0, CLINIC HRS 24, CREDIT HRS 8
Prerequisites: Take HTO-130
Corequisites: Take HTO-210
Component:
This course provides the entry-level histotechnician clinical experience in an approved clinical histology laboratory. Emphasis is placed on learning and performing routine laboratory operations and the production of a slide set for the practical component of the certification examination. Upon completion, students should be able to demonstrate proficiency in histologic techniques and be prepared to apply to take the Histology Technician certification exam.

HTO 230 Professional Issues — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Take HTO-130
Corequisites: Take HTO-220
Component:
This course provides the practical application and integration of histology theory and practice using case studies. Topics include laboratory operations and accreditation processes, professional and ethical issues, laboratory management principles, and preparation for the certification examination. Upon completion, students should be able to demonstrate beginning level skills as a histotechnician and be prepared to apply to take the histotechnician certification exam.

HUM 110 Technology and Society — 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 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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.

CLASS HRS | LAB HRS | CLINIC HRS | CREDIT HRS

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.

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 180 Internat Cultural Explor — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. This course has been approved for transfer under the CAA as a 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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 — 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 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.

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 112 Industrial Safety — CLASS HRS 2, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component:
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 0 0 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 3 0 0 3
Prerequisites: TakeDMA 025, DMA 030, or MAT 003
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 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 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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 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.

JPN 111 Elementary Japanese I	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to 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.

JPN 112 Elementary Japanese II	**3**	**0**	**0**	**3**

Prerequisites: Take JPN-111
Corequisites: None
Component:
This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to 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
JPN 211 Intermediate Japanese I	**3**	**0**	**0**	**3**

Prerequisites: Take JPN-112
Corequisites: None
Component:
This course includes communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. This course has been approved 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.

JPN 212 Intermediate Japanese II	**3**	**0**	**0**	**3**

Prerequisites: Take JPN-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 be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. This course has been approved 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 111 Elementary Latin I	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces the fundamental elements of Latin within a cultural context. Emphasis is placed on the development of basic reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved 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 112 Elementary Latin II	**3**	**0**	**0**	**3**

Prerequisites: Take LAT 111
Corequisites: None
Component:
This course is a continuation of LAT 111 focusing on the fundamental elements of Latin within a cultural context. Emphasis is placed on the progressive development of reading, vocabulary, and grammar skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to written Latin and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. 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 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.

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 211 Intermediate Latin I 3 0 0 3
Prerequisites: Take LAT 112
Corequisites: None
Component:
This course provides a review and expansion of the essential skills of Latin. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to accurately read and comprehend Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. 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 212 Intermediate Latin II 3 0 0 3
Prerequisites: Take LAT 211
Corequisites: None
Component:
This course provides a continuation of LAT 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to demonstrate increased accuracy in reading and comprehension of Latin. This course has been approved 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 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	**3**	**0**	**0**	**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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LDR 225 Leading Change	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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.

LET 110 Basic Law Enforcement BLET	**28**	**27**	**0**	**37**

Prerequisites: None
Corequisites: None
Component:
This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.

LEX 110 Introduction to Paralegal Study	**2**	**0**	**0**	**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	**2**	**2**	**0**	**3**

Prerequisites: Take DRE-097 or ENG 002
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).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

LEX 130 Civil Injuries 3 0 0 3
Prerequisites: Take DRE-097 or ENG 002
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 3 0 0 3
Prerequisites: Take DRE 097 or ENG 002
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 2 2 0 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 2 2 0 3
Prerequisites: Take DRE 097 or ENG 002
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 2 2 0 3
Prerequisites: Take DRE 097 or ENG 002
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 1 2 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

LEX 210 Real Property I 3 0 0 3
Prerequisites: Take DRE 097 or ENG 002
Corequisites: None
Component: None
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. This course is also available through the Virtual Learning Community (VLC).

LEX 211 Real Property II 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 and DMA 025, DMA 030, or MAT 003
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 and DMA 025, DMA 030, or MAT 003
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 0002 and DMA 025, DMA 030, or MAT 003
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
LEX 270 Law Office Management/ Technology	**1**	**2**	**0**	**2**

Prerequisites: Take DRE 097 or ENg 0002
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
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 0002 and DMA 025, DMA 030, or MAT 003
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	**2**	**2**	**0**	**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	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

LOG 235 Import/Export Management 3 0 0 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 3 0 0 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 3 0 0 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 3 2 0 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.

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: None
Corequisites: None
Component: None
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114 Introduction to Metrology 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.

MAC 121 Introduction to CNC 2 0 0 2
Prerequisites: None
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: None
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 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 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 — CLASS HRS: 1, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 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 224 Advanced CNC Milling — CLASS HRS: 1, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: None
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 226 CNC EDM Machining — CLASS HRS: 1, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: None
Corequisites: None
Component:
This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

MAC 233 Appl in CNC Machining — CLASS HRS: 2, LAB HRS: 12, CLINIC HRS: 0, CREDIT HRS: 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.

MAM 101 Mam Proc & Image Analysis — CLASS HRS: 3, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 1, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 1, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 0, LAB HRS: 0, CLINIC HRS: 15, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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.

MAT 003 Transition Math — CLASS HRS: 0, LAB HRS: 6, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 0, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 1
Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 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: Take MAT-010
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: Take MAT 043
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.

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: Take MAT 052
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: Take MAT-071
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.

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 st

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 — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 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.

MEC 130 Mechanisms — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MED 116 Introduction to A & P — CLASS HRS: 3, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 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 118 Medical Law and Ethics — CLASS HRS: 2, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 2
Prerequisites: None
Corequisites: None
Component:
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 120 Survey of Med Terminology — CLASS HRS: 2, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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.

MIT 115 Intro to Video Concepts — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 2, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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
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.

MLT 110 Intro to MLT — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

MLT 111 Urinalysis & Body Fluids — CLASS HRS 1, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component:
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

MLT 116 Anatomy & Med Terminology — CLASS HRS 5, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 5
Prerequisites: None
Corequisites: None
Component:
This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles and application of terminology.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MLT 118 Medical Lab Chemistry	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function.

MLT 120 Hematology/Hemostasis I	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 126 Immunology and Serology	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Component:
This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

MLT 127 Transfusion Medicine	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

MLT 130 Clinical Chemistry I	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140 Intro to Microbiology	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MLT 217 Professional Issues	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

MLT 220 Hematology/Hemostasis II	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

MLT 230 Clinical Chemistry II	**2**	**3**	**0**	**3**

Prerequisites: Take MLT-130
Corequisites: None
Component:
This course is designed to supplement the biochemical and physiologic theory presented in MLT 130. Emphasis is placed on special chemistry techniques and methodologies. Upon completion, students should be able to recognize and differentiate technical and physiological causes of unexpected test results.

MLT 240 Special Clin Microbiology	**2**	**3**	**0**	**3**

Prerequisites: Take MLT-140
Corequisites: None
Component:
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 252 MLT Practicum I	**0**	**0**	**6**	**2**

Prerequisites: None
Corequisites: None
Component:
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 267 MLT Practicum II	**0**	**0**	**24**	**8**

Prerequisites: None
Corequisites: None
Component:
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 277 MLT Practicum III	**0**	**0**	**24**	**8**

Prerequisites: None
Corequisites: None
Component:
This course provides entry-level clinical laboratory experience.

Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

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 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.

MUS 110 Music Appreciation — CLASS HRS: 3 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 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 Education Transfer Component (UGETC) course.

MUS 111 Fundamentals of Music — CLASS HRS: 3 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.
This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

MUS 112 Introduction to Jazz — CLASS HRS: 3 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 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 Education Transfer Component (UGETC) course.

MUS 113 American Music — CLASS HRS: 3 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 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 — 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 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 — CLASS HRS: 3 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 3
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 — CLASS HRS: 3 — LAB HRS: 0 — CLINIC HRS: 0 — CREDIT HRS: 3
Prerequisites: Take MUS 111 and MUS 121
Corequisites: Take MUS 126
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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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.

MUS 125 Aural Skills I — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 1
Prerequisites: Take MUS 111
Corequisites: Take MUS 125
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 126 Aural Skills II — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 1
Prerequisites: Take MUS-125
Corequisites: None
Component:
This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. This course has been approved for transfer under the CAA as a 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 131 Chorus I — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 3 | LAB HRS: 0 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 170 Business of Music — CLASS HRS: 3 | LAB HRS: 0 | CLINIC HRS: 0 | CREDIT HRS: 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the basic elements of the music business. Topics include copyright law, musical arrangements and abridgements, recording and songwriting contracts, agents and managers, performing rights organizations, and the musician's union. Upon completion, students should be able to demonstrate an understanding of the basic elements of the music business. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. 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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 3 0 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 3 0 0 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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 214 Electronic Music I 1 2 0 2
Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, digital keyboards, and Digital Audio Workstations (DAWs). Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques 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.

MUS 215 Electronic Music II 1 2 0 2
Prerequisites: Take MUS-214
Corequisites: None
Component:
This course is a continuation of MUS 214. Emphasis is placed on advanced MIDI applications and implementation and continued work with sequencers, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques 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.

MUS 221 Music Theory III 3 0 0 3
Prerequisites: Take MUS 111 and MUS 122
Corequisites: Take MUS 225
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.

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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 1
Prerequisites: Take MUS 126
Corequisites: None
Component:
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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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 — CLASS HRS: 0 — LAB HRS: 2 — CLINIC HRS: 0 — CREDIT HRS: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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).

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 covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

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 225 Routing & Switching I 1 4 0 3
Prerequisites: Take NET-126
Corequisites: None
Component: None
This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

NET 226 Routing & Switching II 1 4 0 3
Prerequisites: Take NET-225
Corequisites: None
Component: None
This course covers the methodologies and tools of modern software development, applied to IT and Network operations. Emphasis is placed on network programming in current network scripting languages, using GIT and common data formats, deploying applications as containers, using Continuous Integration/Continuous Deployment (CI/CD) pipelines and automating infrastructure using code. Upon completion, students should be able to use basic Python programming and Linux skills, implement a development environment, use software development and design best practices, create a secure API, use current technologies to deploy and secure applications and compare software testing and deployment methods in automation and simulation environments.

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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 4, CLINIC HRS 0, CREDIT HRS 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.

NPO 110 Intro to Nonprofit Mgmt — 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 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 7, LAB HRS 6, CLINIC HRS 6, CREDIT HRS 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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: Take NUR 111 and NUR 117
Corequisites: Take BIO-169
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
Corequisites: Take 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
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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: Take ENG 111 and NUR 111
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, NUR-114, and NUR-117
Corequisites: Take 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 3 0 6 5
Prerequisites: Take NUR-111, NUR-112, NUR-113, NUR-114, and NUR-117
Corequisites: Take 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 4 3 15 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 3 0 0 3
Prerequisites: Take DMA 025, DMA 030, or MAT 003
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 3 0 0 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 3 0 0 3
Prerequisites: Take DMA 025, DMA 030, or MAT 003
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 3 0 0 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 3 0 0 3
Prerequisites: Take DMA 045, DMA 050, MAT- 043, or MAT 052
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. 3 0 0 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.

OPH 151 Ocular Anat. & Physiology 2 0 0 2
Prerequisites: None
Corequisites: None
Component:
This course studies the normal anatomy and physiology of eye and orbit. Topics include structures of the eye, functioning process of the eye and correct medical terminology of the structures and functions of the eye. Upon completion, the student should demonstrate a basic understanding and fundamental principles of anatomy and physiology of the eye.

OSA 101 Intro to Ophthalmic Surg Asst 3 0 0 3
Prerequisites: None
Corequisites: Take OPH-151
Component:
This course is designed to introduce the primary responsibilities of an Ophthalmic Surgical Assistant. Emphasis is placed on the operative environment, professional roles, and moral/legal/ethical responsibilities. Upon completion, students should be able to apply theoretical knowledge of course topics to the operative environment.

OSA 102 Ophthalmic Skills & Practices 5 6 0 7
Prerequisites: Take OSA-101
Corequisites: None
Component:
This course introduces students to ophthalmic surgical procedures and minor surgery. Emphasis is placed on basic aseptic technique, surgical set-ups, gowning, and gloving, ophthalmic surgical instruments, and essential steps in common ophthalmic surgical procedures. Upon completion, students should be able to demonstrate the principles and practice of aseptic technique, sterile attire, basic ophthalmic case preparation, and other relevant skills.

OST 130 Comprehensive Keyboarding 2 2 0 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 1 2 0 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 1 2 0 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 2 2 0 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 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 2 2 0 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 3 0 0 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 171 Intro. to Virtual Office 2 2 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communicating electronically as well as theunique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools.

OST 181 Office Procedures 2 2 0 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 2 2 0 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 233 Office Publications Design 2 2 0 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 2 2 0 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 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 260 Adv Coding Methodologies 2 2 0 3
Prerequisites: Take All: OST-247 and OST-248
Corequisites: None
Component:
This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

OST 266 Adv Medical Auditing 2 2 0 3
Prerequisites: Take OST-264
Corequisites: None
Component:
This course provides instruction on finalizing the audit report, determining trends of a healthcare facility, and communicating the audit report. Emphasis is placed on determining the audit report contents, analyzing the coding trends, compiling a formal report of findings, and delivering the audit results. Upon completion, students should be able to develop and present an audit report to the healthcare facility.

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 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 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.

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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 152 Ethics in Government 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

PAD 251 Public Finance & Budgeting 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

PAD 252 Public Policy Analysis 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

PAD 254 Grant Writing 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

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.

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 — CLASS HRS: 0 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 3 | CLINIC HRS: 0 | CREDIT HRS: 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.

PED 125 Self-Defense-Beginning — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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 — CLASS HRS: 0 | LAB HRS: 2 | CLINIC HRS: 0 | CREDIT HRS: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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	**0**	**2**	**0**	**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	**0**	**2**	**0**	**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 0 2 0 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 0 2 0 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 0 2 0 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 0 2 0 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 0 3 0 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 0 3 0 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 0 2 0 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 0 2 0 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 0 3 0 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 0 3 0 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 1, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 0, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 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.

PED 211 New Games — CLASS HRS 0, LAB HRS 2, CLINIC HRS 0, CREDIT HRS 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 Education Transfer Component (UGETC) course.

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. 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.

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 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 3 0 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces the study of the properties, effects, and

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 0 0 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 0 0 18 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 0 0 24 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 2 0 0 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 3 3 0 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

PHM 155 Community Pharmacy 2 2 0 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 3 0 0 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 2 0 0 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 3 2 0 4
Prerequisites: None
Corequisites: None
Component: None
This course introduces the physical environment with emphasis on the laws and physical concepts that impact the world and universe. Topics include astronomy, geology, meteorology, general chemistry, and general physics. Upon completion, students should be able to describe the forces and composition of the earth and universe. This course has been approved for transfer under the CAA as a 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 3 2 0 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 3 0 0 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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PLU 115 Basic Plumbing	**2**	**6**	**0**	**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	**4**	**15**	**0**	**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 124 Plumbing Business Operations	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
Component:
This course introduces plumbing contractor and plumbing business regulations and success strategies. Topics include plumbing business organization, structure, operations, bonds and insurance, municipal and state licensure requirements, state examinations, ethical and legal issues, and best practices for ensuring successful plumbing business operations. Upon completion, students should be able to demonstrate how to develop and sustain a successful plumbing business.

PLU 130 Plumbing Systems	**3**	**9**	**0**	**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	**2**	**0**	**0**	**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	**1**	**2**	**0**	**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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PMT 110 Intro to Project Mgmt	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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	**2**	**2**	**0**	**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	**3**	**0**	**0**	**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	**3**	**0**	**0**	**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	**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 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 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 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 Unive

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.

POR 111 Elementary Portuguese I 3 0 0 3
Prerequisites: None
Corequisites: None
Component:
This course introduces the fundamental elements of the Portuguese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respons with grammatical accuracy to spoken and written Portuguese 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.

POR 112 Elementary Portuguese II 3 0 0 3
Prerequisites: Take POR-111
Corequisites: None
Component:
This course is a continuation of POR 111 focusing on the fundamental elements of the Portuguese language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Portuguese and demonstrate further cultural awareness. This course has been approved 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.

POR 211 Intermediate Portuguese I 3 0 0 3
Prerequisites: Take POR-112
Corequisites: None
Component:
This course provides a review and expansion of the essential skills of the Portuguese 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.

POR 212 Intermediate Portuguese II 3 0 0 3
Prerequisites: Take POR-211
Corequisites: None
Component:
This course provides a continuation of POR 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 110 Intro to Polysomnography	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 111 Neuro/Cardiopulmonary A&P	**4**	**0**	**0**	**4**

Prerequisites: Take One Set: Set 1: Take BIO-163 Set 2: Take BIO-165 and BIO-166 Set 3: Take BIO-168 and BIO-169
Corequisites: None
Component:
This course provides a concentrated study of anatomy and physiology essential to the practice of polysomnography. Emphasis is placed on the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 112 PSG Fundamentals	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component:
This course provides the knowledge and skills necessary to manage/function in a polysomnographic laboratory. Topics include recordkeeping, scheduling techniques, creation/implementation of departmental policies, reimbursement, the technologist's role as sleep advocate, and case management/patient education. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 113 PSG Instrumentation	**2**	**2**	**0**	**3**

Prerequisites: Take PSG-110
Corequisites: None
Component:
This course introduces the fundamental concepts of sleep technology electrical equipment and recording of bio-electric potentials. Topics include Ohm's Law; common mode rejection; components related to recording bio-electric potentials; function and application of sleep technology equipment; and construct/verify montages. Upon completion, students should be able to demonstrate competence in polysomnography equipment, instrumentation, recording of bioelectric potential concepts, and ancillary electrical signals through written and laboratory evaluations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 114 PSG Clinical Education I	**0**	**0**	**9**	**3**

Prerequisites: Take PSG-110
Corequisites: None
Component:
This course provides orientation to the polysomnography clinical environment. Emphasis is placed on work flows, reviewing patient charts and orders, patient preparation and hook-ups, and proper time management. Upon completion, students should be able to demonstrate successful completion of polysomnography clinical learning outcomes.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 210 Polysomnography I	**3**	**2**	**9**	**7**

Prerequisites: Take One: PSG-111 or PSG-189
Corequisites: None
Component:
This course provides entry-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 211 Polysomnography II	**2**	**6**	**9**	**7**

Prerequisites: Take PSG-210
Corequisites: None
Component:
This course provides advanced-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 212 Infant/Pediatric PSG	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Component:
This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 213 Case Study/Exam Review	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course provides an opportunity to review clinical cases and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 214 PSG Clinical Apps I	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSG 215 PSG Clinical Apps II	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 101 Applied Psychology	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Component: None
This course introduces the basic principles of psychology as they

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 0 0 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 3 0 0 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 3 0 0 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 3 0 0 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 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 — 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 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 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 — CLASS HRS 2, LAB HRS 3, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: Departmental Approval

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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. 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

PTA 270 PTA Topics	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competence examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam.

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: Take RAD 110, RAD 111 and RAD 151
Corequisites: None
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 113 RAD Lab Elective	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Component:
This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations.

RAD 121 Radiographic Imaging I	**2**	**3**	**0**	**3**

Prerequisites: Take RAD 110, RAD 111 and RAD 151
Corequisites: None
Component: None
This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.

RAD 122 Radiographic Imaging II	**1**	**3**	**0**	**2**

Prerequisites: Take RAD 112, RAD 121 and RAD 161
Corequisites: None
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 141 Radiation Safety	**2**	**0**	**0**	**2**

Prerequisites: Take RAD 112, RAD 121, and RAD 161
Corequisites: None
Component:
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 151 RAD Clinical Ed I	**0**	**0**	**6**	**2**

Prerequisites: Departmental Approval
Corequisites: Take 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: Take 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: Take RAD 112, RAD 121 and RAD 161
Corequisites: None
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 RAD 141 and RAD 171
Corequisites: None
Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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-122 RAD-141 and RAD 171
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: Take RAD 122 and RAD 171
Corequisites: Take RAD 211 and RAD 231
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: Take RAD 271
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 2 3 0 3
Prerequisites: Take RAD 211, RAD 231,and RAD 251
Corequisites: None
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 133 RCP Clinical Practice I 0 0 9 3
Prerequisites: None
Corequisites: Take RCP-110
Component:
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.

RCP 153 RCP Clinical Practice III 0 0 9 3
Prerequisites: Take RCP-111
Corequisites: None
Component:

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 210 Critical Care Concepts 3 3 0 4
Prerequisites: None
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 213 Neonatal/Ped's Concepts 2 0 0 2
Prerequisites: Take RCP-111
Corequisites: None
Component:
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 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 222 Special Practice Lab 0 2 0 1
Prerequisites: None
Corequisites: None
Component:
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.

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.

RCP 246 RCP Clinical Practice V 0 0 18 6
Prerequisites: Take RCP-210
Corequisites: Take RCP-211
Component:
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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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
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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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 — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take NET-125 NOS-120 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 — CLASS HRS 1 | LAB HRS 4 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: Take SEC 110 and NET-110 or NET-125
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 I — 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 I — 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 SGD 3D Modeling I — 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 SGD Graphic Design Tools — CLASS HRS: 2, LAB HRS: 3, 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 SGD 3D Animation I — 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 SGD 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 SGD 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 SGD Physiolody/Kinesis — 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 167 SGD Ethics — CLASS HRS 3, LAB HRS 0, CLINIC HRS 0, CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces principles of philosophy and ethics as they relate to simulation and game development. Topics include moral philosophy and ethics. Upon completion, students should be able to discuss philosophical and ethical issues related to simulation and game development.

SGD 168 SGD Mobile 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 SGD Virtual 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 SGD Level Design I — 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 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 SGD 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 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 3, CLINIC HRS 0, 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 SGD Mobile 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 SGD 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 guide 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SGD 280 SGD HTML Programming II	**2**	**3**	**0**	**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 285 SGD Software Engineering	**2**	**3**	**0**	**3**

Prerequisites: Take One: SGD-212, SGD-213, or SGD-214
Corequisites: None
Component:
This course introduces object-oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games.

SGD 288 SGD Portfolio Design	**1**	**2**	**0**	**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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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.

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.

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.

SON 110 Intro to Sonography 1 3 3 3
Prerequisites: None
Corequisites: None
Component:
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

SON 111 Sonographic Physics 3 3 0 4
Prerequisites: None
Corequisites: None
Component:
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120 SON Clinical Ed I 0 0 15 5
Prerequisites: Take SON 110
Corequisites: None
Component:
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121 SON Clinical Ed II — CLASS HRS 0 | LAB HRS 0 | CLINIC HRS 15 | CREDIT HRS 5
Prerequisites: Take SON 120
Corequisites: None
Component:
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 130 Abdominal Sonography I — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3
Prerequisites: None
Corequisites: None
Component:
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

SON 131 Abdominal Sonography II — CLASS HRS 1 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: Take SON 130
Corequisites: None
Component:
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140 Gynecological Sonography — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: Take SON 110
Corequisites: None
Component:
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220 SON Clinical Ed III — CLASS HRS 0 | LAB HRS 0 | CLINIC HRS 24 | CREDIT HRS 8
Prerequisites: Take SON 121
Corequisites: None
Component:
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221 SON Clinical Ed IV — CLASS HRS 0 | LAB HRS 0 | CLINIC HRS 24 | CREDIT HRS 8
Prerequisites: Take SON 220
Corequisites: None
Component:
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 225 Case Studies — CLASS HRS 0 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 1
Prerequisites: Take SON 110
Corequisites: None
Component:
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

SON 241 Obstetrical Sonography I — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: Take SON 110
Corequisites: None
Component:
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

SON 242 Obstetrical Sonography II — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: Take SON 241
Corequisites: None
Component:
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

SON 250 Vascular Sonography — CLASS HRS 1 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: None
Corequisites: None
Component:
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

SON 289 Sonographic Topics — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 2
Prerequisites: Take SON 110
Corequisites: None
Component:
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPA 111 Elementary Spanish 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 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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 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.

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.

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 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
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 — CLASS HRS 0 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 1
Prerequisites: None
Corequisites: Take SPA-211
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 — CLASS HRS 0 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 1
Prerequisites: None
Corequisites: Take SPA-212
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 — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 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 — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 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 — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 4
Prerequisites: Take SRV 110
Corequisites: None
Component: None
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 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 240 Topo/Site Surveying — CLASS HRS 2 | LAB HRS 6 | CLINIC HRS 0 | CREDIT HRS 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 — CLASS HRS 3 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 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 — CLASS HRS 7 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 8
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, inventory management, and basic biological sciences. Upon completion, students should be able to demonstrate competence in sterile processing techniques and be able to utilize the appropriate medical terminology as it relates to the Sterile Processing Technician.

STP 102 STP Clinical Practice — CLASS HRS 0 | LAB HRS 0 | CLINIC HRS 9 | CREDIT HRS 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.

STP 103 Prof Success Prep — CLASS HRS 1 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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.

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 — CLASS HRS: 2, LAB HRS: 3, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 0, CLINIC HRS: 0, CREDIT HRS: 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 — CLASS HRS: 3, LAB HRS: 2, CLINIC HRS: 0, CREDIT HRS: 4
Prerequisites: Take HOR-166
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

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 3 2 0 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 3 0 0 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 3 2 0 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 1 0 0 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 0 0 10 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 0 0 20 2
Prerequisites: None
Corequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 0 0 30 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 0 0 10 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 0 0 20 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 0 0 30 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 0 0 10 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 0 0 20 2
Prerequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS

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 0 0 30 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 0 0 10 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 0 0 20 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 Web Development Fundamentals 2 3 0 3
Prerequisites: None
Corequisites: None
Component: None
This course introduces World Wide Web Consortium (W3C) standard markup language. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) standards.

WEB 115 Web Markup and Scripting 2 3 0 3
Prerequisites: Take WEB 110 or CTI 110
Corequisites: None
Component: None
This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code.

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 3 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, compliance with industry standards, and programming for mobile applications. Upon completion, students should be able to develop basic applications for mobile 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 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 3 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 3 0 3
Prerequisites: Take WEB-115
Corequisites: None
Component:
This course covers the advanced programming skills required to design Internet applications and interactive web content.Emphasis is placed on the programming techniques required to develop Internet applications, interactive web content, frameworks, and using libraries. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems.

WEB 251 Mobile Application Dev II 2 3 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.

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.

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.

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.

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.

NEW COURSE DESCRIPTIONS

The following courses have been added this past year and will be inserted into the proper area at the next printing.

BPA 120 Petit Fours & Pastries — CLASS HRS 1 | LAB HRS 4 | CLINIC HRS 0 | CREDIT HRS 3

Prerequisites: Take All: CUL-110 and CUL-160
Corequisites: None
Components: None
This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings.

BPA 165 Hot and Cold Desserts — CLASS HRS 1 | LAB HRS 4 | CLINIC HRS 0 | CREDIT HRS 3

Prerequisites: Take All: CUL-110 and CUL-160
Corequisites: None
Components:
This course covers the principles and techniques of frozen desserts, souffles, cobblers, crisps, and strudel dough products. Topics include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets and granites; hand-stretched strudel products, crepes, and hot/cold souffles. Upon completion, student should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes.

BPA 250 Dessert/Bread Production — CLASS HRS 1 | LAB HRS 8 | CLINIC HRS 0 | CREDIT HRS 5

Corequisites: None
Components:
This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.

BPA 260 Pastry & Baking Marketing — CLASS HRS 2 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 3

Prerequisites: Take All: BPA-150 and BPA-210
Corequisites: Take BPA-250
Components:
This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.

CUL 150A Food Science Lab — CLASS HRS 0 | LAB HRS 2 | CLINIC HRS 0 | CREDIT HRS 1

Prerequisites: None
Corequisites: Take CUL-150
Components:
This course provides a laboratory experience for enhancing student skills with the chemical and physical changes that occur in food when cooking, handling and processing. Emphasis is placed on practical applications of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

EDU 270 Effective Instructional Enviro — CLASS HRS 2 | LAB HRS 0 | CLINIC HRS 0 | CREDIT HRS 2

Prerequisites: None
Corequisites: None
Components:
This course is designed to provide learners with the knowledge and skills to create, manage, and assess effective instructional environments, learning attitudes, and behaviors for today's diverse learning population. Topics include organizing the learning environment, fostering positive learning attitudes, supporting healthy stakeholder partnerships, engaging students using effective differentiated instruction, guiding, and managing student behaviors, and assessing student progress. Upon completion of this course, learners will demonstrate effective dispositions of the professional educator that include managing schedules, spaces, and resources, promoting supportive learning mindsets, engaging students with diverse instructional strategies, guiding student behaviors to maximize both the instructional and social climate, and analyzing and effectively responding to student progress.

EDU 272 Technology, Data, and Assess — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3

Prerequisites: None
Corequisites: None
Components:
This course is designed to provide students with the knowledge and skills to utilize digital instructional technologies and technology-based assessments to plan and implement appropriate educational experiences and interventions in the classroom. Topics include educational technology to enhance instruction, instructional technologies for teaching, technology-based assessment, formative and summative assessments, data to inform practice, and ethical practices for technology and assessment. Upon completion, students will be able to demonstrate effective integration of educational technology into classroom practice, appropriate use of technology-based assessments, and practical application of data to inform educational planning and interventions.

EDU 277 Integr CU Inst: Math/Science — CLASS HRS 2 | LAB HRS 3 | CLINIC HRS 0 | CREDIT HRS 3

Prerequisites: None
Corequisites: None
Components:
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based math and science K - 12 instruction. Topics include essential math and science concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate math and science instruction aligned to the NC Standard Course of Study, other professional and national standards.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 278 Integr CU Inst: Soc Stu/ELA	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Components:
This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based social studies and ELA K -12 instruction. Topics include essential social studies and ELA concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate social studies and ELA instruction aligned to the NC Standard Course of Study, other professional and national standards.

FULL-TIME FACULTY WITH DEGREES

Leigh Abel, Psychology Instructor
M.A., Southern New Hampshire University

Timothy Abell, Chemistry Instructor
B.S., York College of Pennsylvania
PhD, Miami University

Nathaniel Abraham, Biology Instructor
M.S., St. John's University
PhD, St. John's University

Dina Adams, Department Chair of Pharmacy Technology
Pharm.D., Campbell University

Saresa Aiken, College and Career Readiness Instructor
B.S., Fayetteville State University
M.S., Central Michigan University

Matthew Anderson, Psychology Instructor
B.A., Hofstra University
M.A., Terachers College Columbia University

Elizabeth Bailey, Registered Medical Assistant Instructor (CE)
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

Beniecia Barnett, Department Chair, Practical Nursing
B.S., North Carolina Agricultural & Technical State University
M.S., University of North Carolina at Charlotte

Rachel Barrett, Respiratory Therapy Instructor
A.A.S., Fayetteville Technical Community College
B.S., University of North Carolina at Charlotte

Michael Bartch, Fire and Rescue Instructor

Kathryn Bell, Biology Instructor
B.S., The College of William & Mary
M.S., The University of North Carolina at Chapel Hill
PhD, The University of North Carolina at Chapel Hill

Jessie Bellflowers, Department Chair of Business Administration/ General Business Administration & Leadership Studies
B.S., University of Maryland
M.B.A., Webster University

Julian Beltran, Philosophy Instructor
MA, Teachers College Columbia University

Rondell Bennett, Department Chair of Early Childhood Education
M.Ed., Cameron University
EdD, Northcentral University

Angela Berry, Criminal Justice Technology Instructor
A.A.S., Fayetteville Technical Community College
B.S., Western Carolina University
M.S., East Carolina University

Mark Betts, EMS Paramedic Instructor (CE)
A.A.S., Bladen Community College

Emerald Bilbrew, Associate Degree Nursing Instructor
B.S., Jacksonville University
M.S., Jacksonville University
D.N.P., Regis University

Calvin Bishop, Program Coordinator for Fire & Emergency Rescue

Brittney Black, Mathematics Instructor
B.S., Winston Salem State University
M.S., North Carolina A&T State University

George Blankenship, CDL Driving Instructor

Jennifer Bledsole, Program Coordinator of Psychology
B.S., Fayetteville State University
M.A., Fayetteville State University

Carlos Bodden, Department Chair of Information Technology/ Network Management and Information Technology/Network Administration and Information Technology/Cloud Management
B.S.E., University of Massachusetts Lowell
M.S.E., Brandeis University

Christopher Bonilla, Welding Technology Instructor

Christine Bower, Associate Degree Nursing Instructor
A.A.S., Westmoreland County Community College
B.S., Penn State University
M.S., South University

Patrick Bower, Welding Technology Instructor
A.A.S., Fayetteville Technical Community College
B.A., Trident International University
M.A., Trident International University

Karen Boyd, Sociology Instructor
A.A.S., Kansas City Kansas Community College
B.A., University of Kansas
M.A., University of Notre Dame

Melinda Britt, Emergency Medical Services Instructor (CE)
A.A.S., Fayetteville Technical Community College

Elmer Brooks, Funeral Service Instructor
A.A.S., Fayetteville Technical Community College
B.S., Morgan State University
M.B.A., Wake Forest University

Kenneth Buckey, Department Chair of Fire Protection Technology/Emergency Management
B.S., Colorado Technical University
M.S., Colorado Technical University

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A.A.S., Robeson Community College
A.A.S., Robeson Community College

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A.A.S., Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., Western Carolina University

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B.S., Fayetteville State University
M.A., Central Michigan University
EdD, Concorida University

Cynthia Burns, Business Administration Instructor
B.A., North Carolina State University
B.A., North Carolina State Univeristy
M. of Economics, North Carolina State University

Larzaris Butler, Department Chair of Health and Fitness Science/ Physical Education
B.S., North Carolina Central University
M.A., University of North Carolina at Pembroke

Olga Butorina-Langdon, Biology Instructor
B.S., Kazan V.I. Lenin State University-Russia
Ph.D., Ulyanov-Lenin State University

Samantha Byrd, Horticulture Technology Instructor
B.S., University of Mount Olive

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B.S., Eastern Kentucky University
M.S., Eastern Kentucky University
M.A., Eastern Kentucky University

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A.A.S., Fayetteville Technical Community College
B.S., University of North Carolina at Chapel Hill
M.S., East Carolina University

Benjamin Carlucci, Biology Instructor
M.S., Bloomburg University

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A.A.S., Fayetteville Technical Community College
B.S., Western Governors University

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Ruben Castellon, Criminal Justice Technology Instructor
B.S., Liberty University
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B.S., Stetson University
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B.S., Western Carolina University

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B.A., Edinboro University
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B.S., Fayetteville State University
M.A., University of Phoenix

Pamela Collins, Sociology Instructor
M.A., Fayetteville State University

Carol Conklin, Developmental Math Instructor
B.S., University of Maryland

William Conklin, Student Learning Center Facilitator/Instructor
A.A.S., Fayetteville Technical Community College
A.A.S., Mt. Hood Community College
B.A., Wartburg College
M.P.A., University of North Carolina at Pembroke

Matthew Conley, Collision Repair and Refinishing Technology Instructor
A.A.S., Fayetteville Technical Community College

Nat Coomer, Computer-Integrated Machining Instructor
A.A.S., Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Leslie Corpening, Communication Instructor
M.A., University of North Carolina at Greensboro

Heather Craven, Early Childhood Education Instructor
B.S., East Carolina University
M.A., Gardner-Webb University
Mary Crawford, Paramedic Instructor, CE
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M. of Accounting, University of North Carolina at Chapel Hill

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Ph.D, Central Michigan University

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B.A., Elizabeth City State University
M.A., Mississippi State University

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Deborah Hammond, Medical Coding and Billing/Allied Health Instructor

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B.S., Morehouse College

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B.S., Texas State University
M.S., University of Concordia

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B.A., University of North Carolina at Pembroke
M.A., University of North Carolina at Pembroke

Brenda Harris, Student Learning Center Facilitator/Instructor
B.S., Fayetteville State University

Norris Harvey, Mathematics Instructor
B.S., Fayetteville State University
M.S, Jackson State University

Justin Hawkes, Department Chair of A/C, Heating and Refrigeration Technology
A.A.S., Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Belva Hawley-Demendoza, Early Childhood Associate Instructor
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M.A., Fayetteville State University

Pamela Hedgpeth, Chemistry Instructor
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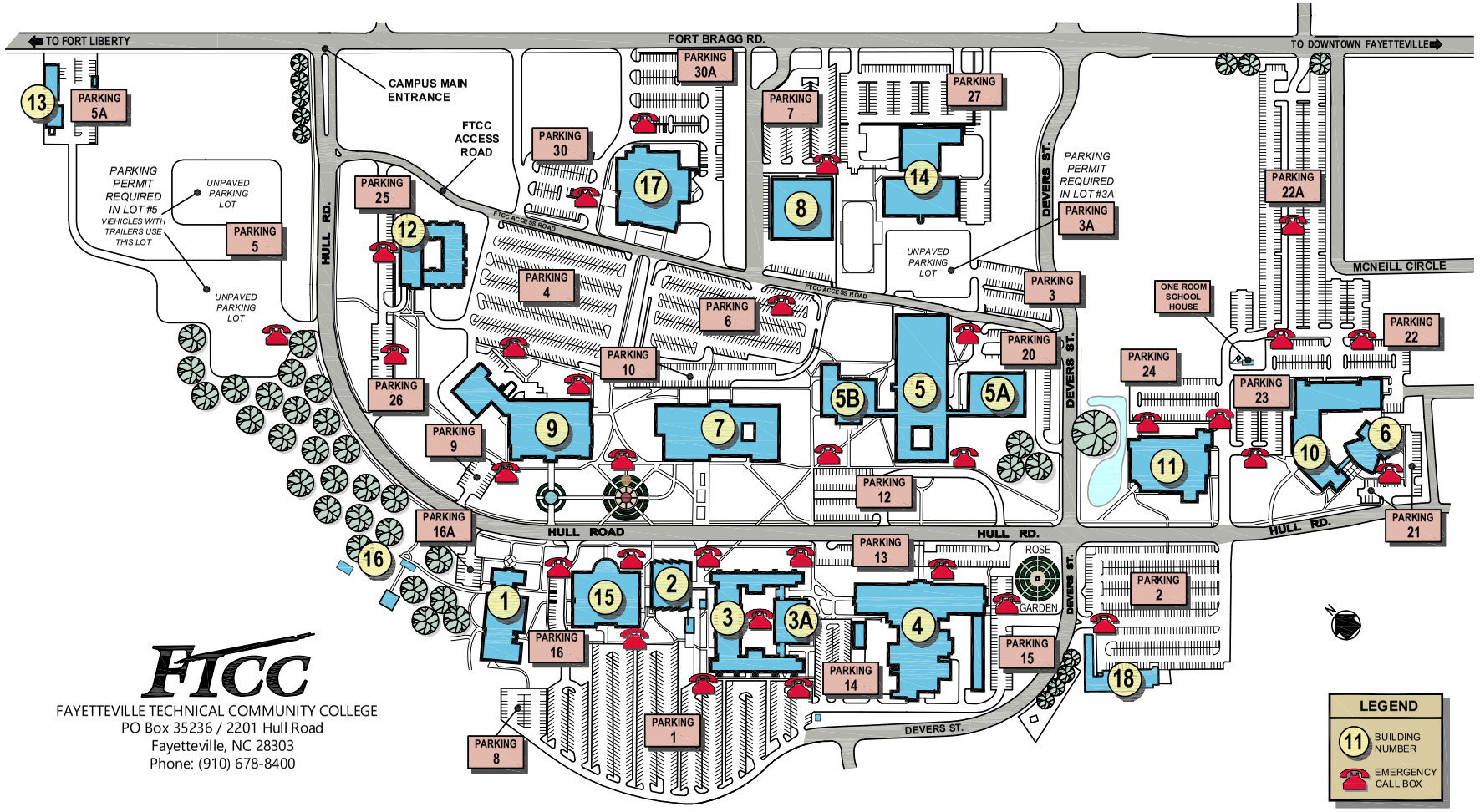

1. **THOMAS R. MCLEAN ADMINISTRATION BUILDING**
   ADDRESS: 2301 Hull Road
   - ⇒ *President's Office*
   - ⇒ *Cashier - Rm. 107*
   - ⇒ *Student Accounts - Rm. 109*
2. **PAUL H. THOMPSON LIBRARY (LRC)**
   ADDRESS: 2221 Hull Road
   - ⇒ *Student Learning Commons - Rm. 127*
   - ⇒ *Library - Second Floor*
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*
   - ⇒ *Student Dining Lounge - Rm. 136A*

5. **HORACE SISK BUILDING (HOS)**
   ADDRESS: 2204 Hull Road
   - ⇒ *University Transfer Advising Ctr. - Rm. 612*

5A. **CULINARY DINING - Rm 700 (CAF)**
   ADDRESS: 2200 Hull Road

5B. **GYMNASIUM - Rm. 801 (GYM)**
   ADDRESS: 2208 Hull Road
   - ⇒ *Wellness Center - Rm. 800*

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*
   - ⇒ *Financial Aid Service Center - Rm. 2*
   - ⇒ *Welcome Center - Rm. 3*

(Continue) TONY RAND STUDENT CENTER
   - ⇒ *Student Connections Center - Rm. 4*
   - ⇒ *Student Activities - Rm. 8*
   - ⇒ *Disability Support Services - Rm. 127*

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.
   - ⇒ *Open Computer Lab - Rm. 104*
   - ⇒ *MIS Help Desk - Rm. 159*

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. **NURSING EDUCATION AND SIMULATION CENTER (NESC)**
   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.
   - ⇒ *Foundation Office - Rm. 114*
   - ⇒ *Audio Visual Check Out - Room 123*
   - ⇒ *Student Learning Center - Rm. 232*

16. **GROUNDS DEPARMENT COMPLEX (GDC)**
   ADDRESS: 2315 Hull Rd.

17. **GENERAL CLASSROOM BUILDING (GCB)**
   ADDRESS: 2817 Fort Bragg Rd.
   - ⇒ *Public Safety Office - Rm. 102*
   - ⇒ *Student IDs - Rm. 102F*
   - ⇒ *Bookstore - Rm. 104 All*
   - ⇒ *American Veteran Center - Rm. 222*
   - ⇒ *Small Business Center - Rm. 205*

18. **PROPERTY CONTROL & PRINT SHOP (SR)**
   ADDRESS: 284 Devers St.
   - ⇒ *Shipping & Receiving Office*
   - ⇒ *Print Shop*

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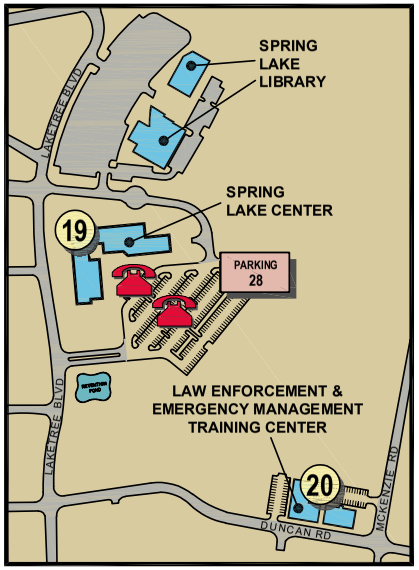
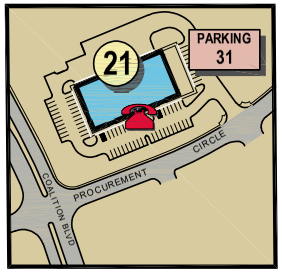
Go to www.faytechcc.edu/current-students/ and scroll down to Academic.

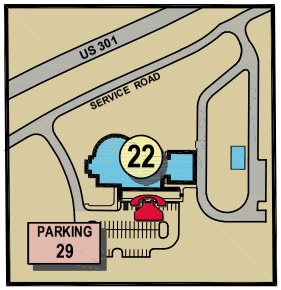
OFF-CAMPUS FACILITIES

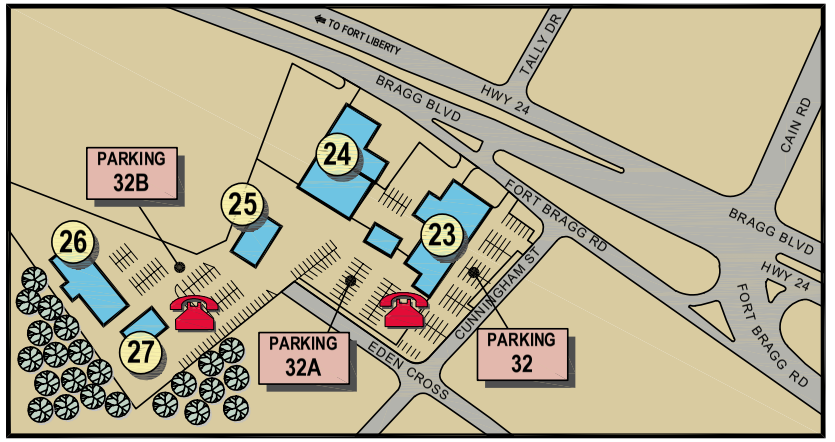
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
2201 Hull Road | Fayetteville, NC 28303 | Phone: (910) 678-8400

LEGEND
- 11 BUILDING NUMBER
- EMERGENCY CALL BOX

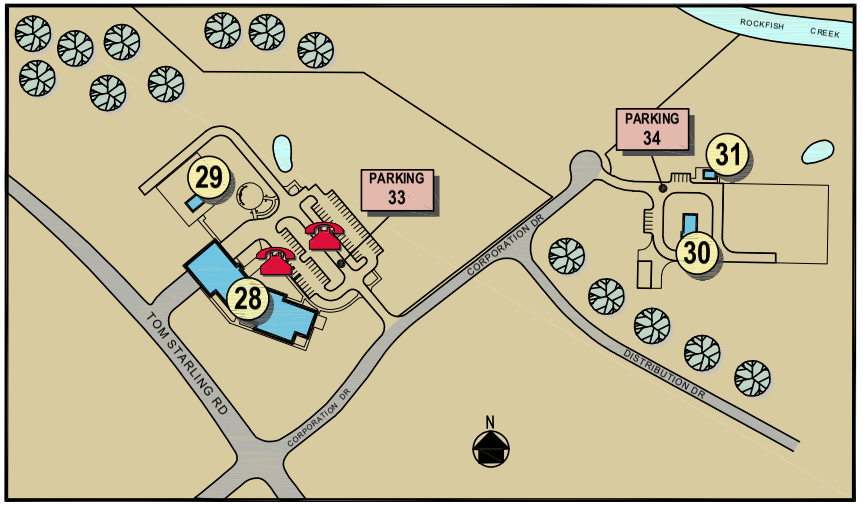








TRANSPORTATION COMPLEX



FIRE & RESCUE TRAINING CAMPUS

19 **SPRING LAKE CAMPUS (SLC)**
ADDRESS: 171 Lake Tree Blvd.
⇒ *Admissions & Registrar - Rm. 101*
⇒ *William S. Wellons, Sr. Memorial Auditorium - Rm. 121*

20 **LAW ENFORCEMENT & EMERGENCY MANAGEMENT TRAINING CENTER (LEEM)**
ADDRESS: 108 McKenzie Rd., Spring Lake

21 **COLLISION REPAIR & REFINISHING TECHNOLOGY CENTER (COLLISION-U)**
ADDRESS: 2821 Procurement Dr.

22 **HORTICULTURE EDUCATIONAL CENTER (HEC)**
ADDRESS: 670 N Eastern Blvd.
⇒ *Multi-Purpose Room - Rm. 104*

23 **TRANSPORTATION COMPLEX (TCB1)**
ADDRESS: 3203 Bragg Blvd

24 **TRANSPORTATION COMPLEX (TCB2)**
ADDRESS: 3211 Bragg Blvd

25 **TRANSPORTATION COMPLEX (TCB3)**
ADDRESS: 3211 Bragg Blvd

26 **TRANSPORTATION COMPLEX (TCB4)**
ADDRESS: 3215 Bragg Blvd

27 **TRANSPORTATION COMPLEX (TCB5)**
ADDRESS: 3215 Bragg Blvd

28 **FIRE & RESCUE TRAINING CAMPUS (FRTC)**
ADDRESS: 775 Tom Starling Road, Fayetteville
⇒ *Conference Rm. - 122*
⇒ *Security Office - Rm. 124*

29 **FIRE & RESCUE TRAINING TOWER (FRTT)**
ADDRESS: 775 Tom Starling Road, Fayetteville

30 **FIRE & RESCUE BURN BUILDING (FRBB)**
ADDRESS: 4705 Corporation Dr., Fayetteville

31 **FIRE & RESCUE RESTROOM BUILDING (FRRB)**
ADDRESS: 4705 Corporation Dr, Fayetteville

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FTCC Mission Statement

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

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