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Welcome

Welcome to Edgecombe Community College. We are delighted that you are interested in our college and look forward to helping you achieve your educational goals. Our diverse range of courses, programs, and support services will help you be successful.

The 2017-2018 academic year marks our 50th year of service to the residents of Edgecombe County and surrounding communities. Our first graduating class in 1969 had fewer than 30 members. In May 2017, more than 450 students received associate degrees, diplomas, and certificates during commencement exercises. An additional 42 individuals received Adult High School Equivalency and Adult High School diplomas.

Today, our student body comprises about 2,200 credential-seeking individuals as well as thousands more who enroll in continuing education classes. We pledge to make every effort to make your ECC experiences positive, meaningful, and appropriate to your objectives.

Whether you want to improve job skills, transfer to a four-year institution, or complete a program in two years or less and enter the workforce, Edgecombe Community College provides the edge to help students succeed.

Our goal is to offer education and training that is both relevant and life enhancing. In 2016, the new Biotechnology and Medical Simulation Center opened on the Rocky Mount campus. This facility provides an edge in health care education because of its unique simulated hospital environment.

In today's job market, employers want proof that graduates are work ready. ECC gives job applicants an edge through the Career Readiness Certificate, a job skills assessment system that is utilized by employers nationwide. All students are required to take the assessment.

The college also provides an edge to students through outstanding support services in tutoring, counseling, academic advising, and financial aid, as well as committed faculty and staff who work hard to help students succeed.

I am very proud to serve this college, and I hope that you will be proud to call Edgecombe Community College your educational home. We look forward to serving you.

Deborah L. Lamm, Ed.D.
President
Edgecombe Community College

Visit the Edgecombe Community College website.

Tarboro Campus                   Rocky Mount Campus
2009 West Wilson Street         225 Tarboro Street
Tarboro, NC 27886               Rocky Mount, NC 27801
Telephone: (252) 823-5166       Telephone: (252) 823-5166
Fax: (252) 823-6817              Fax: (252) 985-2212
General Information

About Edgecombe Community College

Edgecombe Community College (ECC) is located in the eastern part of North Carolina in Edgecombe County, approximately 75 miles east of Raleigh. The county is rural with a majority of the land used for farming. During the past three decades, farm employment has declined due to mechanization, and employment in the high tech manufacturing sector and service sector has increased.

Edgecombe Technical Institute began as an extension unit of Wilson County Technical Institute. In 1967, the college came under complete Edgecombe County administration, thus dissolving the relationship with Wilson County Technical Institute. The final step to full institutional independence came in the spring of 1971 when the General Assembly made all technical institutes of North Carolina independent of any local boards of education and granted government by a 12-member Board of Trustees. The Legislature has since designated a 13th nonvoting member to the Board of Trustees, the SGA President. In 1987, the name of the college was officially changed to Edgecombe Community College. In 1997, the college changed from the quarter system to the semester system as mandated by the North Carolina Community College System. ECC is one of the 58 colleges that make up the North Carolina Community College System. The System was approved by the General Assembly of North Carolina in 1963 and is provided for in the General Statutes of North Carolina, Chapter 115-A. General supervision of the system falls under the State Board of Community Colleges. The NCCCS celebrated its 50th Anniversary in 2013.

The college's main campus is located on 120 acres 2.5 miles south of Tarboro and comprises 11 buildings. ECC also operates a campus in the Edgecombe County portion of Rocky Mount. This campus covers one city block and comprises three buildings. The college's newest structure, the Biotechnology and Medical Simulation Center, opened on the Rocky Mount campus in January 2016. The state-of-the-art, 45,000-square-foot building features a simulated hospital environment that is raising the standard of healthcare education throughout the region.

Through a wide selection of programs and courses, ECC seeks to improve both the quality of life and the economic outlook of its students and area residents. With classes in subjects from English Literature to Statistical Process Control, ECC is equipping its students with practical skills that enable them to excel in their careers, homes, and communities. All ECC graduates are given an opportunity to complete Career Readiness Certificate (CRC) testing, a nationally recognized job skills assessment system. With ECC's flexible scheduling, the success that comes with higher education is easier to achieve. Classes for traditional and non-traditional students are available during the day, evening, and weekend to accommodate individual needs.

Vision Statement

Edgecombe Community College will be the "preferred choice" for quality education and training.

Mission Statement

Edgecombe Community College is a comprehensive two-year institution dedicated to fulfilling the educational, training, and cultural needs of the communities it serves.

College Goals
GOAL I  To provide a comprehensive range of educational opportunities, quality training, and educational access to all eligible adults in the College's service area.

- Provide a broad range of Associate Degree, Diploma, and Certificate programs.
- Provide a broad range of Continuing Education programs.
- Provide Learning Resource Center services and distance learning opportunities that enable students to meet their educational goals.
- Provide support services to assist students in meeting their educational needs and goals.
- Improve cooperative relationships with public and private schools, colleges, and universities.
- Stimulate and support economic growth in the Service Area through education, training, and retraining of its citizens.

GOAL II  To provide workforce development opportunities and cutting edge technology training.

- Grow workforce preparedness by fostering new collaborative partnerships.
- Assist economic development efforts by partnering in the recruitment of new industry.
- Provide nationally recognized educational certifications to students and the community.
- Model and advance the principles of sustainability.

GOAL III  To ensure quality throughout the College.

- Evaluate and ensure quality instructional services.
- Employ, retain, and support highly qualified personnel with diverse backgrounds.
- Provide quality facilities, equipment, resources, services, and environment.
- Ensure, through a planned process, the College has clearly identified priorities, strategies for achieving goals and sustaining progress, and a means for evaluating their effectiveness.
- Provide effective leadership and sound management practices.
- Allocate funding equitably to meet these goals.

GOAL IV  To promote global and cultural awareness in our community.

- Provide community service activities and programs.
- Encourage study abroad programs and foreign exchange opportunities.
- Recruit and support students with diverse backgrounds.
- Raise community awareness of global issues including social equity by providing new learning opportunities and resources.
- Inspire the community, staff, and students to be responsible environmental stewards.

Academic Calendar

The current academic calendar for Edgecombe Community College may be viewed online by visiting the ECC Events Calendar on the college website.

Degree, Diploma, and Certificate Programs

ECC offers a wide variety of college credit curriculum programs. Courses in many areas are available day, night, on weekends, and through distance education.

Degree Programs
The college awards four degrees: Associate in Arts, Associate in General Education, Associate in Science, and Associate in Applied Science. The Associate in Arts and Associate in Science degrees are designed for those students who wish to transfer to a four-year college or university after completing their first two years at ECC. Associate in Applied Science degree programs prepare students for entry level jobs in paraprofessional fields as technicians; however, students may transfer some credits to selected colleges and universities for further study. Students take general education courses in addition to courses of an occupational nature. The Associate in General Education degree program is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities. Degree programs require 64-76 semester hours of credit. Each graduate must demonstrate competence in communication skills, mathematical reasoning skills, technological skills, cultural and global awareness, critical thinking, and sustainability skills.

Diploma Programs

Diploma programs are designed to provide training that will enable graduates to enter a skilled occupation at the entry level and to progress rapidly to the skilled or craftsman level. Diploma programs require a minimum of thirty-six (36) semester hours of credit and include courses in communication skills and social sciences.

Certificate Programs

Certificates are awarded to students who successfully complete an identified twelve to eighteen (12-18) semester hours of credit in a curriculum program.

Financial Assistance Opportunities

ECC offers a variety of financial aid opportunities, especially for students who without aid would be unable to begin or to continue their college education. Typically three-fourths of ECC students receive financial aid each year. Types of financial aid include grants, scholarships, loans, and on-campus work study jobs. Financial aid is available to students who demonstrate need and who are enrolled in degree or diploma granting programs as well as certificate programs. Applicants must submit the Free Application for Federal Student Aid (FAFSA) to be considered for funds from most of the programs. Some programs require additional forms. Students needing financial assistance should contact the Financial Aid Office as soon as possible for information and applications at (252) 823-5166.

Evening / Weekend Courses and Services

ECC offers evening classes Monday through Thursday throughout the year as well as daytime classes on Saturdays and Sundays. Courses in college transfer and technical areas are available. Each class usually meets one or two nights a week during a 16-week semester. Students may attend on a part-time basis. Additionally, courses are offered in continuing education and basic skills at both on-campus and off-campus locations.

The Evening Directors assist students in coping with college and meeting other needs. The Student Services Department is open, and placement assessment is administered during evening hours. Interested persons should contact Student Services for an appointment. The Financial Aid Office staff is also available by appointment to assist curriculum students with financial aid concerns.

The library is open Monday through Thursday in the evenings for the convenience of students. The bookstore also has special evening hours, which are announced on the campus message boards. Snacks and drinks are available in the Student Lounge and other campus buildings on the evenings that classes are in session.
For further information about evening and weekend programs, students should contact the Evening Director on either campus at (252) 823-5166.
Accreditation and Memberships

Edgecombe Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, diplomas, and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Edgecombe Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

In addition, the Cosmetology, Manicuring Technology, and Esthetics Technology programs are approved and governed by the North Carolina Board of Cosmetic Arts. The Barbering program is approved by the North Carolina Barbering Board.

The Early Childhood Associate Degree Program is accredited by the National Association for the Education of Young Children

The Associate in Applied Science degree in Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM - <http://www.cahiim.com>).

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

The Nursing programs - Associate in Applied Science and Practical Nursing - are approved by the North Carolina State Board of Nursing. The Nursing Assistant/Nursing Aide I and Medication Aide programs are approved and in compliance with the Division of Health Service Regulation.

The Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (Co ARC).

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in association with the Accreditation Review Committee on Education in Surgical Technology.

Institutional memberships include the American Association of Community Colleges, the American Council on Education, the Association of Community College Trustees, the Council of Higher Education Accreditation, the North Carolina Association of Community College Trustees, the Rural Community College Alliance, the Southern Association of Colleges and Schools, and the Southern Association of Community, Junior, and Technical Colleges.

Collaborative and Contractual Agreements

Business and Technologies Collaborative Agreement

ECC collaborates with one college to offer business and technology degree program opportunities to students. Students may apply for admission to these programs and transfer successfully completed arts and sciences general education courses from ECC. They complete most of the major courses in this business and technology program at the college offering the program. ECC participates in a collaborative program in the following area:

- Healthcare Management Technology Collaborative Agreement with Halifax Community College
Health Sciences Collaborative Agreements

ECC collaborates with other colleges to offer health science program opportunities to students. Students may apply for admission to any of these programs and transfer successfully completed arts and sciences general education courses from ECC. They complete most of the major courses in these Health Sciences programs at the colleges offering the programs. ECC participates in collaborative programs in the following areas:

- Biotechnology Collaborative Agreement with Pitt Community College
- Computed Tomography and Magnetic Resonance Imaging Technology for Radiographers Consortium Agreement with Johnston Community College and Vance-Granville Community College
- Dental Assisting Collaborative Agreement with Martin Community College
- Dental Hygiene Collaborative Agreement with Halifax Community College
- Magnetic Resonance Imaging Technology Consortium Agreement with Johnston Community College and Vance-Granville Community College

Students who are interested in one or more of these Health Sciences programs should contact the program chair or the Student Services Department.

Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement between the University of North Carolina System and many of the North Carolina independent colleges and universities and the North Carolina Community College System creates opportunities for transfer of course credits between the college and constituent institutions of the UNC System and certain independent colleges and universities.

Edgecombe Community College and Area Universities Articulation Agreements

East Carolina University, North Carolina Central University, North Carolina State University, North Carolina Wesleyan, St. Augustine University, the University of North Carolina at Greensboro, and the University of North Carolina at Wilmington participate in articulation agreements with ECC.

Career and College Promise Program for High School Students

Qualified North Carolina juniors and seniors can begin their two or four year college work, tuition free, while they are in high school. This will allow them to get a head start on their workplace and college work. Through a partnership with the N. C. Department of Public Instruction, the N.C. Community College System, the University of North Carolina System, and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college at NO cost to them or their families.

Career and College Promise provides three pathways to help eligible students:

1. **College Transfer Pathways (CTP)** - Earn tuition-free college credits toward a four-year degree through Edgecombe Community College. This requires the completion of at least 30 semester hours credit of approved college transfer courses including English and mathematics. *This pathway is designed for students enrolled in traditional or charter schools.*

2. **Career and Technical Education Pathways (CTE)** - Earn tuition-free college credits at Edgecombe Community College toward an entry-level job, diploma, or certificate in a technical field. These courses are
aligned with a high school career cluster. This pathway is designed for students enrolled in traditional or charter schools.

3. **Cooperative Innovative High Schools (CIHSP)** - Students can earn tuition-free college credits as a high school freshman by attending Edgecombe Early College. Students are given opportunities to complete an associate degree or earn up to two years of college credit within five years. Students must apply in February of their 8th grade year. This pathway is designed for students enrolled in Edgecombe Early College High School only.

See admissions section for further details and requirements for each pathway.

**Edgecombe Early College High School**

Edgecombe Early College High School (EECHS) is an innovative, collaborative program between ECC and Edgecombe County Public Schools. Housed on ECC’s Tarboro campus, the program enables students to earn a high school diploma and a community college associate degree or two years of college credit in five years. EECHS serves students in grades 9-13 and is designed for students who desire a more rigorous curriculum or for those who simply do not fit in at a traditional high school. Students interested in EECHS must undergo an application and interview process. For more information, interested individuals should call Early College Liaison/High School Coordinator at 252-823-5166 ext. 205 EECHS Principal, at (252) 823-5166 ext. 297.

**Equal Opportunity Policy**

Edgecombe Community College is an equal opportunity institution. The college is fully committed to the principles and practices of equal employment and educational opportunity for all people. The college declares that it does not practice or condone discrimination in any form against applicants, students, or employees on the grounds of race, color, national or ethnic origin, religion, gender, age, handicap, or political affiliation.

**Religious Observance Policy**

Edgecombe Community College (ECC) shall authorize a minimum of two (2) excused absences each academic year (or one per semester) for religious observances required by the faith of a student. ECC requires that the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance absence to all appropriate instructors. The student shall work with his/her instructors and be given the opportunity to make up any tests or other work missed due to an excused absence for religious observance.

**Hours**

Administrative offices are open from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday. The Student Services Department is open from 8:00 a.m. to 6:00 p.m. Monday through Wednesday; 8:00 a.m. to 5:00 p.m. Thursday; and 8:00 a.m. to 4:00 p.m. Friday. During the fall and spring semesters, the college is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday. During the summer semester, the college is open from 8:00 a.m. to 10:00 p.m. Monday through Thursday and is closed on Fridays.

**Catalog Information**

This catalog is intended for informational purposes only. It supersedes all previous catalogs. Changes in policy, fees, and other charges, course structure and content, graduation requirements, and other such matters may occur after the publication of the catalog.
Efforts will be made to keep changes to a minimum, but the information contained in the catalog is not binding and is subject to change without notice. A current addendum to the catalog containing any revisions since last printing may be obtained in the Student Services Department on either campus or may be viewed online at the college website.

Performance Measures

In February 1999, the North Carolina Board of Community College adopted twelve (12) performance measures for accountability. The performance measures focus primarily on student success and serve as the college's major public accountability tool. In the 2007 Session, the General Assembly approved modification to the North Carolina Performance Measures and Standards as adopted by the State Board of Community Colleges on March 16, 2007. As a result, the number of performance measures was reduced to eight (8). In 2011, the performance measures were reviewed and revised again to both reduce their number to seven (7), and to include baselines and goals for each standard. In March, 2015, the Performance Measures Committee reviewed the measures and established a three (3) year review process. The State Board of Community Colleges reviews the accountability measures and performance standards annually to ensure that they are appropriate for use in recognition of successful institutional performance.

The seven (7) required standards include Basic Skills Student Progress, Student Success Rates in College-Level English Courses, Student Success Rates in College-Level Math Courses, First Year Progression, Curriculum Completion Rate, Licensure and Certification Passing Rate, and College Transfer Performance.

Results for the 2015-2016 academic year are summarized below. Additional information pertaining to college performance can be obtained from the Office of Institutional Research.

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<tr>
<th>PERFORMANCE MEASURE</th>
<th>BASELINE</th>
<th>GOAL</th>
<th>ECC RESULTS 2015-2016</th>
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<tr>
<td>Basic Skills Student Progress</td>
<td>34.5%</td>
<td>68.3%</td>
<td>64.0%</td>
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<tr>
<td>Student Success Rates in College-Level English Courses</td>
<td>23.8%</td>
<td>55.9%</td>
<td>42.9%</td>
</tr>
<tr>
<td>Student Success Rates in College-Level Math Courses</td>
<td>10.1%</td>
<td>32.5%</td>
<td>16.1%</td>
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<tr>
<td>First Year Progress</td>
<td>54.1%</td>
<td>75.0%</td>
<td>63.8%</td>
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<tr>
<td>Curriculum Completion Rate</td>
<td>35.9%</td>
<td>51.9%</td>
<td>36.5%</td>
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<tr>
<td>Licensure and Certification Passing Rate</td>
<td>69.9%</td>
<td>90.9%</td>
<td>70.3%</td>
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<tr>
<td>College Transfer Performance</td>
<td>65.1%</td>
<td>87.6%</td>
<td>90.6%</td>
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Admissions

ECC operates under the Open Door Policy of the North Carolina Community College System. Any person, whether a high school graduate or non-graduate, who is eighteen (18) years old or older and is able to profit from further formal education may be served by the institution. The Open Door Policy does not mean that there are no restrictions on admission to specified programs. Please see program descriptions for admissions policy and procedure. Students are encouraged to enroll in programs which serve their needs and objectives in life, consistent with their backgrounds,
aptitudes, and expressed interests. The restrictions on admission are flexible enough to allow all students opportunities to improve their educational status. Opportunities for preparatory or remedial studies are provided in the Adult Enrichment (Basic Skills) Center for students who lack specific academic skills necessary for admission to chosen programs.

The college offers occupational programs and adult education to all persons eighteen (18) years and older who are not enrolled in high school and who are able to profit from instruction. The college offers four degree programs: the Associate in Applied Science (A.A.S.), the Associate in Arts degree (A.A.), the Associate in General Education (A.G.E.), and the Associate in Science degree (A.S.). ECC offers the adult high school diploma, the high equivalency test GED, and preparation in the Adult Enrichment (Basic Skills) Center.

Should students desire a course of study but not have the appropriate educational background, developmental studies are available to prepare them for admission to a desired program.

**Enrollment Process Step by Step**

Persons wishing to enroll at the college should complete the entire enrollment process. This process consists of the following steps:

1. Students should complete the NC Residency Determination Process at https://ncresidency.cfnc.org
2. Students should submit an ECC application to the Student Services Department.
3. Students seeking a degree, diploma, or certificate are responsible for having an official high school transcript or General Education Development (GED) transcript showing date of graduation or completion submitted to the college. Home-schooled students must submit a copy of the Home-School's approved registration from the state in which they are registered. Students seeking a degree, diploma, or certificate who have college credits are responsible for having an official college transcript sent to the college. College credits will only be accepted and awarded from regionally accredited colleges or universities. Four-year college graduates who are able to provide official transcripts from the regionally accredited four-year college or university from which they graduated are not required to provide a high school transcript.
4. Students should complete the placement tests, when requested.
   - Students enrolling in a curriculum program must take the placement test battery before enrollment. The purpose of the test battery is to provide additional information in planning students' programs. No students are denied admission to the college based on placement test scores.
   - Upon receipt of the application, students are scheduled for placement tests. The purpose of the test battery is to provide additional information in planning students' programs. No students are denied admission to the college based on placement test scores.
   - A score of 500 or above on the SAT verbal exempts students from taking the English and reading placement assessments and allows students to enter ENG 111.
   - A score of 500 or above on the SAT math exempts students from the math placement assessment and allows students to enter college-level math courses.
   - Scores and corresponding course placement schedules are available in Student Services. Placement test scores become invalid after five years if applicants do not enroll in the appropriate courses.
4. Curriculum students are placed in English/reading, and mathematics courses based on the results of the placement tests. This placement enables students to enroll in subjects commensurate with their achievement level as indicated by the placement test scores. Certain course prerequisites may make it necessary for students to enroll in developmental courses, which are identified by a numerical "0" prefix.
5. Students have the opportunity to have a personal interview with a counselor in Student Services. Students have an opportunity to ask questions about the college and its programs, and counselors have an opportunity to evaluate students' aptitudes and capabilities to pursue particular programs of study.
6. Applicants may be asked to complete a separate, more detailed residency status application if deemed necessary by college officials. Military personnel and dependents must complete a separate form.

7. All students must attend New Student Orientation, which is offered on both campuses at various times before the beginning of each semester. Students have the opportunity to learn about the College, register for classes, and meet curriculum advisors.

8. Students seeking financial assistance should apply for financial aid.

Provisional Enrollment

Applicants Age 16 to 18 with Special Needs

All North Carolina technical colleges or community colleges maintain an open door admissions policy to the institutions to all applicants who are high school graduates or who are at least eighteen (18) years of age, with selective placement in the different curricula or other programs of the institutions. Such selective placement is determined by the officials of each institution, based upon the admissions requirements, which may be approved by the State Board of Community Colleges for each curriculum and/or program offered.

Applicants who are minors between the ages of sixteen (16) and eighteen (18) years may be considered as persons with special needs and admitted to appropriate courses or programs, provided that the following criteria are met:

1. The minor applicant left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.

2. The application of each minor is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of the minor applicant; the petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.

3. Such admission does not preempt institution facilities and staff to such an extent as to render the institution unable to admit all applicants who have graduated from high school or who are eighteen (18) years of age or older.

The State Board of Community Colleges and the Community College System encourage young people to complete high school before seeking admission to community colleges.

Late Enrollment

If applicants apply too late to follow the published enrollment requirements, the Vice President of Student Services may grant provisional enrollment status with the understanding that all enrollment requirements will be satisfied by the beginning of the next semester.
High School Students

Career and College Promise Program

College Transfer Pathway

1. The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges, including transfer courses in English, mathematics, and ACA 122 College Transfer Success.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior;
   b. Have a weighted GPA of 3.0 on high school courses; and
   c. Demonstrate college readiness on an assessment or placement test. (See attachment A).

   A student must demonstrate college readiness in English, reading, and mathematics to be eligible for enrollment in a College Transfer Pathway.

3. A high school junior or senior who does not demonstrate college readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
   a. Have a cumulative weighted GPA of 3.5;
   b. Have completed two years of high school English with a grade of 'C' or higher;
   c. Have completed high school Algebra II or Math III (or a higher level math class) with a grade of 'C' of higher;
   d. Obtain the written approval of the high school principal or his/her designee; and,
   e. Obtain the written approval of the community college president or his/her designee.

   Students who meet all the requirements listed above may:
   - Enroll in English and/or mathematics courses in a College Transfer Pathway as provisional students without placement or other testing.
   - Provisional students who successfully complete ENG 111 with a 'C' or higher can enroll in ENG 112.
   - Provisional students in the Associate in Science Pathway who successfully complete MAT 171 with a 'C' or higher can enroll in MAT 172.
   - Register only for college mathematics (MAT) and college English (ENG) courses within the chosen pathway.
   - Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional.
   - In order to no longer be considered provisional, the student must successfully complete the first mathematics and English course in the pathway with a grade of 'C' or higher.

4. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 GPA in college coursework after completing two courses.
   c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

5. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in
Science, or Associate in General Education - Nursing may not be awarded prior to high school graduation verification.

8. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education Pathway program of study.

**Career Technical Education Pathway (Juniors and Seniors)**

1. The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior;
   b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
   c. Have received career pathway information outlining program requirements for completion of the certificate or diploma.

3. High school counselors should consider students' PLAN scores in making pathway recommendations.

4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

5. To maintain eligibility for continued enrollment, a student must
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

6. A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.

7. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

8. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both of a College Transfer Pathway program of study and a Career Technical Education Pathway program of study.

9. A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course pre-requisite requirements which must be met. When this is the case, the student should demonstrate college readiness via an approved assessment or placement test (See Attachment A) prior to enrolling in the course. Students are encouraged to complete college readiness assessments prior to entry to the program. CCP students may not enroll in developmental courses.

10. A student who completes the CTE certificate or diploma may continue in the same AAS as long as they are still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCP and their student code will remain CTE.

11. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

**Cooperative Innovative High School Programs**

1. Cooperative Innovative High School Programs are located on college campuses, enroll 100 or fewer students per grade level, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years are defined as Cooperative Innovative High School Programs.
2. Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50. The AA/AS,AGE-N, AAS may not be awarded prior to high school graduation verification. A student may be awarded a certificate or diploma prior to high school graduation.

3. The State Board of Community Colleges may waive the requirement that a Cooperative Innovative High School Program is located on the community college campus.

Special Credit Students

Any persons eighteen (18) years of age or older who do not plan to earn a degree, diploma, or certificate but wish to enroll in a college credit course (not a continuing education class) are admitted as special credit students. Special credit students may register for courses if course prerequisites are met and if space exists in the classes. Regular students' registration takes precedence over special credit students' registration.

For enrollment at ECC, special credit students need only complete an application form, which is available in the Admissions Office or online; however, upon a later decision to pursue a degree, diploma, or certificate at the college, special credit students are asked to submit proof of high school graduation and to meet certain placement criteria. Special credit students are required to make a satisfactory score on the college placement test prior to enrolling in English, mathematics, or other restricted college-level courses. Students who have not been tested are allowed to register only for developmental English/reading, math, and other non-restricted courses. College placement testing is not required for students who are auditing courses, but these students must meet prerequisites. The Vice President of Student Services may approve other exceptions to this policy. Special credit students are not eligible to receive financial aid or veterans' benefits. Special credit students can take no more than twelve (12) semester hours of credit without declaring a major.

International Student Admission Policy

Edgecombe Community College has approval by the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement for attendance by international students. Application for admission should be made at least six months prior to the semester in which the applicant plans to enroll. International students are treated as non-residents of the state of North Carolina with respect to tuition and fees. The College is unable to provide financial aid to international students; therefore, all international students must have sufficient funds to cover all living expenses, tuition, and fees while attending the college. Student housing is not provided by the College. International students are expected to make their own arrangements for housing. ECC does not accept international students in transfer.

The following items are required for admission:

1. Application for Admission and Residence Status Application - These forms are provided by the College and should be completed and returned at least six months prior to the date of proposed admission to initiate the admission process.

2. Academic Records - A certified copy of the original educational records, to include all previous academic experiences, is required. If the original copy of this record is written in a foreign language, a certified English translation is required.

3. The Test of English as a Foreign Language (TOEFL) - TOEFL scores are required of all applicants, except those from countries where English is the only official language, as evidence of adequate proficiency in English. The minimum acceptable TOEFL score is 550.

4. Placement Testing and Interview - Applicants must complete placement testing and personal interviews before they can be accepted for admission.

5. Financial Statement - A signed financial resource statement is required of all applicants. This should be a detailed statement of the applicant's financial situation, including the amount of money available per year, source of income, and any other pertinent information. The availability of funds sufficient to meet expenses
for the first academic year must be certified. The inclusion of any false information constitutes grounds for
dismissal from the college.

6. Student Medical Form - A student medical form, completed and signed by a physician, must be submitted on
the form provided by the College. The student must have completed the hepatitis B series.

7. Responsibility Statement - Each applicant must furnish a certified statement from a United States citizen
stating that the citizen agrees to accept responsibility for sponsoring and assisting the applicant as may
become necessary for the applicant to pursue his or her educational objective.

8. Upon receipt of all above items, the applicant's file will be presented to the Enrollment Management
Committee for the admissions decision. The applicant will be informed by mail of the committee's decision,
Form I-20 A-B, "Certificate of Eligibility, will be prepared on request from applicants who have been
formally accepted for admission to the College.

Readmissions

Academic Forgiveness Policy

The Academic Forgiveness Policy applies to students who have failing grades at ECC at least five (5) years old and
have not been enrolled for two (2) consecutive years at the college.

Upon readmission, when students complete twelve (12) hours of academic work with a two-point-zero grade point
average (2.0 GPA) or better, their previous grades of "F" are forgiven in the computation of the overall grade point
average. Financial aid may be reinstated at the successful completion of twelve (12) hours of academic work. ECC's
Academic Forgiveness Policy does not apply to financial aid eligibility.

Catalog of Record

The catalog that is current when students enroll in the college is the catalog of record. Students who are in continuous
attendance (except summer term) may graduate under the provisions of the catalog of record in effect on their date of
entry into their current curriculum major program of study, or they have the option of choosing the requirements of a
subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on
their last entry date into their current curriculum major program of study or a subsequent issue. A student who changes
their curriculum major program of study must come under the provisions of the catalog in effect at the time of the
change or a subsequent issue.

Drops, Suspension, Expulsions

Students who have been suspended or expelled from the college may request clarification at the time of withdrawal
regarding when they may re-enter.

Students who have been dropped from class may re-enroll the next semester. Students who are readmitted after an
absence of at least two (2) consecutive semesters must meet the requirements of the catalog in use at the time they
apply for readmission to the college.
Registration

Academic Advising and Registration

Roles and Responsibilities of Academic Advisors

Academic advising is a cooperative effort between the advisor, other program and related faculty, and the Student Support Services counselor. Designed to assist the college's students in succeeding academically, academic advising recognizes the importance of student decision-making and sees others as support for the students' personal goals and responsibilities.

Retention and support of students are critical during the first year of students' enrollment at the institution and need to be continued throughout students' educational programs. Students' instructors and advisors have specific responsibilities for the provision of the services related to counseling and advising.

The advisors' role in the student-centered advisement model at the college is to work cooperatively with the Student Support Services counselor and the Student Success Center to provide ongoing assistance to students. The advisor receives appropriate training in the college delivery model to be able to facilitate students in their progress toward reaching their educational goals.

The advisor has responsibilities in three major areas: academic support, registration, and graduation.

Academic Support

Advisors perform the following functions:

1. Help students clarify their program choices and provide information to students.
2. May provide personal contact that includes the advisor name and role. This contact may be made by letter, note, phone call, or email to students after an application has been received. Additional mid-term contact regarding course registration/scheduling is expected.
3. Are accessible.
4. Meet with students twice the first semester (once within the first three weeks and again prior to registration) and at least once each semester thereafter.
5. Assist new students in registration and coordinate the registration of continuing students.
6. Work collaboratively with Developmental Studies advisors to ensure that students are placed into appropriate developmental courses.

Priority Registration and Registration

Once students have been admitted and have received their placement test scores, they are assigned advisors based on their selected field of study or developmental needs. New students are registered in Student Services with Counselors. After the first semester, students are advised by their assigned advisor. Students requiring developmental coursework are advised to see developmental advisors for assistance with developmental course registration.

Students should be encouraged to plan in advance for the registration process. Students are required to setup appointments to meet their advisors during the advertised advising weeks. There is an advising hold placed on each returning student that will be removed by the advisor once they have advised the student. Advisors are readily available to plan student's academic progress during the advertised advising weeks or during the final registration period. The advising can be done in person, over the phone or through email. However, students may be advised by going to the Students Success Center at other times.
Students will then register themselves beginning in the advertised priority registration weeks. Students are strongly encouraged to register during priority registration for two reasons. First, if there is a high demand for a particular class, it is much easier to open a second section during priority registration. Second, classes are much less likely to be full, so the chances that students will get exactly the schedule they want are greatly improved. Students who register early have until the end of the current semester to pay their fees. If they do not pay by the end of the semester, they are deregistered and have to begin the process again after registration ends.

If students are on financial aid, their records in Colleague should indicate the award. If the award is not found in the records and students claim to be receiving aid, they need to return to the Financial Aid Office in order to get the award posted.

**Deregistration**

Once students register with advisors, their spot is held until they pay their fees, have been awarded financial aid, or until the next deregistration occurs. Deregistration is a process performed by the Registrar that removes from courses all registered students who have not paid their tuition and fees or made arrangements with financial aid to pay tuition and fees. This removal occurs at the following times each semester: the end of registration (the day before the new semester begins), and at the end of each day during the drop/add period. Students must pay their fees before the next deregistration is scheduled, or they have to start the registration process over again and may not get the courses they had originally signed up for. Failure to pay is not a problem for students on financial aid since their tuition and fees are automatically deducted from their award.

**Graduation**

Advisors perform the following functions:

1. Assist students in reviewing their records of credits completed toward their certificate, diploma, or degree, and graduation. Provide students with student employment services information at that time.
2. Work with Student Services to have a system of providing an exit interview for all students near program completion to discuss jobs/career choices, goals, or additional training as desired.
3. Direct students to schedule the Career Readiness Certificate exam (CRC).

**Self-Service**

Self-Service is a one-stop shop for student planning, financial aid, grades, tax information, and billing statements. Students must use Self-Service to get their grades after each semester. All students are issued a Self-Service account when they register for their very first class. Students can access Self-Service by clicking on the Student Portal tab found on the College's homepage. If you have technical questions about Self-Service, create a support ticket.

The following are tabs students can access through Self-Service:

**Student Planning** enables students to search and plan for courses, register for classes, communicate with advisors and more.

**Financial Aid** enables students to check financial aid progress, link to forms, and to a financial aid advisor.

**Grades** enables students to view their grades for previous semesters and midterm grades for the current semester.

**Tax Information** enables students to access important tax information online.

**Student Finance** enables students to access billing statements, which contain their class schedule.
All students must meet with or contact their academic advisor prior to registering through Self-Service.

Students receiving financial aid should not register for a course not needed in their program of study. Students who do so will be subject to withdrawal and/or repayment of tuition.

Costs

Tuition and Fees

Students who enroll in curriculum classes are subject to tuition and fees which are due and payable at the time of registration. Student tuition and fees included in this catalog are determined each year by the North Carolina Board of Community Colleges and the General Assembly. Rates and fees are subject to change at the beginning of each new fiscal year.

Curriculum Tuition

Residency Status for Tuition

North Carolina residents are eligible for a lower tuition rate than non-residents. The controlling North Carolina statute (G.S. 116-143.1) states that "to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his or her length of residence in the State."

Regulations concerning classifying students by residence for tuition purposes are set forth in detail in *A Manual to Assist the Public of Higher Educational Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. The manual is available on request in the office of the Vice President of Student Services.

All new students applying for admission must respond on their respective applications to certain questions which are related to residence classification. The Dean of Enrollment Management is responsible for evaluating these responses and initially classifying students accordingly. For questions concerning residence status and appeals of initial residence classifications, students are advised to consult the Vice President of Student Services.

Military personnel stationed and living in North Carolina and their dependents are eligible for in-state tuition after proper documentation is received.

In-State Tuition

Students who are classified as in-state residents must have established a legal residence in North Carolina for 12 consecutive months before the date of enrollment. Tuition is $76.00 per credit hour for in-state students. The maximum tuition for in-state students for a semester is $1216.00.

Out-of-State Tuition

Tuition is $268.00 per credit hour for out-of-state students. The maximum tuition for out-of-state students for a semester is $4288.00.
Curriculum Fees

Student Activity

The Student Activity fee is $1.00 per semester hour of credit. The maximum Student Activity fee per semester is $16.00 for up to 16 or more credit hours for in-state and out-of-state students.

Computer Use and Technology

The Computer Use and Technology fee is $1.00 per semester hour of credit. The maximum Computer Use and Technology fee per semester is $12.00 for up to 12 or more credit hours for in-state and out-of-state students.

Campus Access, Parking, and Security

The Campus Access, Parking, and Security fee is $2.00 per semester hour of credit. The maximum Campus Access, Parking, and Security fee per semester is $12.00 for up to 12 or more credit hours for in-state and out-of-state students.

Books and Supplies

The cost of books and supplies varies according to the course of study.

Student Success Fee

The Student Success fee is $5.00 per semester. This fee is used for graduation and student-related costs such as diplomas, diploma covers, student cap and gown, ceremony costs, pre- and post-ceremony receptions, rehearsal, and other related costs.

Student Accident Insurance

ECC assumes no responsibility for student injuries or losses. An opportunity is provided at the time of registration for all students to obtain accident insurance. Though not required, the college strongly recommends that students who enroll in occupational programs or who plan to take physical education activity courses purchase accident insurance. This coverage is available at a cost of $6.00 per year.

Allied Health Fee

The Allied Health fee is $30.00 per semester.

Malpractice Insurance

All students enrolling in programs where they will work with the public are required to have malpractice insurance. These programs include, but are not limited to, Barbering, Cosmetology, Esthetics, and all health science programs containing clinical courses. Such insurance may be purchased through the college's Business Office. Malpractice Insurance is $8.50 per semester.
Vaccines, Checks, and Screens

All persons who enroll in any ECC program in which they could be exposed to blood borne pathogens are recommended to receive the Hepatitis B vaccination series at their own expense prior to participating in clinical or similar training. Health science students will also be required to have a criminal background check and drug screen prior to clinical rotations.

All costs associated with criminal background checks and drug screens are the responsibility of the student. ECC recognizes and is fully supportive of the clinical agencies that choose to require criminal background checks and/or drug screens on students.

ECC has contracted with Castle Branch, Inc. to perform background checks and drug screens at a reduced rate for students. Results of the tests are available to the student and to the Human Resources Director of the clinical agency at Certifiedbackground.com. Once students receive a letter of acceptance to a health science program, they should follow the instructions provided to obtain required checks and screens. Most clinical agencies will not accept hand-delivered background check and drug screening results.

Tuition Refunds

Students who enroll in curriculum classes are subject to tuition and fees which are due and payable at the time of registration. Student tuition and fees included in this handbook is determined each year by the North Carolina Board of Community Colleges and the General Assembly. Fees are subject to change due to any legislative increases that may occur. Edgecombe Community College is operating under the current refund policy in effect at the time of this publication.

A refund is made under the following circumstances:

1. A 100 percent refund of tuition and fees is made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund of tuition and fees if the class in which the student is officially registered is canceled due to insufficient enrollment.

2. A 75 percent refund of tuition shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.

3. For classes beginning at times other than the first week (eight calendar days) of the semester, a 100 percent refund of tuition and fees is made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund of tuition is made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

4. A full refund of tuition and fees is granted to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina, thus making it impossible for them to complete their course requirements. 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.

5. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this rule.

Financial Aid

The philosophy at ECC is that any individual who wishes to attend the institution should not be deprived of this privilege because of a lack of financial resources. Although the primary responsibility for financing an education remains with students and their families, the college participates in programs designed to supplement the family contribution when there is documented student financial need. Students who have completed the financial aid
application procedure are considered for all types of financial aid without regard to their sex, race, color, disability, or national origin. In all financial aid awards, students have the right to accept or decline any aid they have been offered.

Federal and State Funds Available

Federal Pell Grant Program

Federal Pell Grants are awards which assist undergraduates in paying for their education after they complete high school or earn a GED. The Federal Pell Grant program is the largest federal student aid program. For many students, these grants provide a foundation to which other federal grants and non-federal assistance may be added. Unlike loans, grants do not have to be paid back unless students do not complete the term of enrollment.

The amount of students' Federal Pell Grant awards is calculated according to a federal formula which takes into consideration the family's financial circumstances, the student cost of education, and the amount of funds actually available for the program. In order to apply for a Federal Pell Grant, students should complete the FAFSA. The Department of Education's Central Processing System processes the application and sends a Student Aid Report (SAR) directly to students or instructs them on how to access the SAR online. The college receives an electronic confirmation of the SAR and the students' eligibility for federal aid. FAFSAs should be completed before or at the same time as the application for admission.

According to new federal regulations, a student may only receive Pell Grants for a total of 12 equivalent full-time semesters, or until the student receives a bachelor's degree - whichever comes first. Students are therefore advised to monitor their use of Pell Grant funding if they plan to pursue a four-year degree.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Students who receive the Federal Pell Grant may also be eligible for the Federal Supplemental Educational Opportunity Grant. This federal grant program does not require repayment unless students do not complete the terms and conditions of the award. The amount of the grant is based on student financial need, and the minimum award is $200.00 per semester. To be considered for FSEOG, students should apply as soon after January 1 as possible. FSEOG is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contribution (EFC). Limited assistance is available from the program to eligible students.

*Funding is subject to change each July 1, pending legislative ruling

Federal Work-Study (FWS) Program

The Federal Work-Study Program provides jobs for eligible students to earn money to help pay college expense while attending classes at least part-time. Students participating in the program are employed in the library, laboratories, administrative and faculty offices, and various departments of the college. Funds for these student jobs are provided by the federal government through its college work-study program. On average, students work approximately 10 to 15 hours per week, earning $7.00 per hour. Students' primary focus should be academic achievement; therefore, they should consider carefully whether their academic responsibilities permit them to assume the obligations of part-time work. If students accept campus employment, they are expected to fulfill the requirements of the job. Students are required to submit an application for employment through the Financial Aid Office.

*Funding is subject to change each July 1, pending legislative ruling
Federal Direct Loan Program

A program of student loan assistance (money that has to be repaid with interest) to eligible borrowers. Students may borrow up to $3,500 per year for the first year of undergraduate work. Students with sophomore standing may borrow up to $4,500 per year. Repayment begins six months after borrowers terminate at least half-time student status. The federal government pays the variable percent interest on the subsidized loan while students are in school; the interest is paid by the borrower or capitalized on the unsubsidized loan. The interest rate is fixed at 6.8 percent for loans first disbursed on or after July 1, 2013.

Vocational Rehabilitation

Many states offer educational assistance to students who have a significant disability. North Carolina students should contact the Vocational Rehabilitation Division of the Department of Health and Human Services; Raleigh, N.C. Students from other states should contact their local Vocational Rehabilitation counselor.

Other Sources of Assistance

Workforce Investment Act (WIA) System

ECC offers training under the WIA system. The program is especially designed for individuals who require skills training for employment. All individuals enrolled in the WIA program must qualify under program guidelines.

Services provided by the WIA program may include financial assistance with tuition, fees, books, equipment, and supplies, as well as personal services such as counseling, job development, job coaching, and follow-up assistance. Participants are required to follow strict program guidelines and regulations.

Applicants should contact the WIA office located at:
101 Tarboro Street, Rocky Mount, NC 27801
Phone: (252) 977-3292 or (800) 852-5130

North Carolina Community College Grant (NCCCG) Program

For students to be eligible for need-based aid under this program, they must meet the following criteria: (1) be admitted to an eligible program of study, (2) have applied for federal aid, (3) meet academic requirements to maintain federal aid eligibility, and (4) meet other criteria as may be required by the program. This award may be given in addition to the Federal Pell Grant if students are eligible. Students must be enrolled in at least 6 hours to be eligible.

North Carolina Targeted Assistance Program

This program provides funding for students enrolled in or intending to enroll in high demand/low enrollment programs. Students are required to file the FAFSA. Aid is given to students who demonstrate need and meet eligibility requirements.

ECC Emergency Loan Program

This program provides short-term loans to students who need assistance with the cost of tuition/fees. Loans must be repaid prior to the end of the term in which they were received. Students are encouraged to complete the FAFSA first.
Scholarships

ECC Foundation Scholarships

The college offers numerous private scholarships each year, totaling more than $100,000 awarded annually. Requirements for scholarships vary; however, the primary criteria include financial need, scholastic ability, and specified program of study, residency status, and participation in community activities. To apply for scholarships, students must obtain application forms from the college's Financial Aid Office. Application forms indicating the scholarships for which students are eligible must be returned to that office by the announced deadline. Incomplete applications are not considered. Most scholarships are awarded during the fall months, and the first award payments are made during the fall semester. Students should see the Financial Aid Office for the deadlines. Listed below are the scholarships available to eligible applicants as of publication of this catalog.

NC Veterans Scholarship

The Department of Veterans' Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans or of certain veterans who were listed in a POW/MIA status. Eligible students should write to the N.C. Department of Veterans' Affairs, Raleigh, N.C., for information or contact the Veteran's Affairs counselor for more details.

Veterans' Affairs

ECC provides training under Public Law 358, G.I. Bill effective June 1966; Public Law 634, the children of deceased or disabled veterans; Public Law 894, disabled veterans; and Public Law 98-525. If you or your spouse is a veteran, veterans' educational benefits may be available. Information is available by calling 1-888-442-4551 or contact the Veteran's Affairs counselor at the college.

North Carolina Education Lottery Scholarship

For students to be eligible for need-based aid under this program, they must meet the following criteria: (1) be admitted to an eligible program of study, (2) have applied for federal aid, (3) meet academic requirements to maintain federal aid eligibility, (4) meet other criteria as required by the program (5) be a NC resident and be enrolled at least 6 credit hours. This award may be given in addition to the Federal Pell Grant, if students are eligible.

North Carolina Nurse Scholarship Program (NESLP)

This scholarship program was created to work in combination with existing financial aid resources to encourage enrollment and retention of qualified nurse education students. Funds for NESLP are allocated by the N.C. General Assembly among colleges and universities which offer nurse education programs. NESLP awards are available for licensed practical nurse (LPN) and registered nurse (RN) education. Applicants must complete the FAFSA as soon after January 1 as possible to be considered for NESLP.

Private Scholarships

The college offers numerous private scholarships each year, totaling more than $100,000 awarded annually. Requirements for scholarships vary; however, the primary criteria include financial need, scholastic ability, and
specified program of study, residency status, and participation in community activities. To apply for scholarships, students must obtain application forms from the college's Financial Aid Office. Application forms indicating the scholarships for which students are eligible must be returned to that office by the announced deadline. Incomplete applications are not considered. Most scholarships are awarded during the fall months, and the first award payments are made during the fall semester. Students should see the Financial Aid Office for the deadlines. Listed below are the scholarships available to eligible applicants as of publication of this catalog.

**Named Endowed Scholarships**

**ACT 1 Endowed Scholarship.** Established in 1996 to honor the John and Elretha Bryant family from Tarboro, this scholarship is awarded to students in Business Administration, Business Computer Programming, and Microcomputer Systems Technology.

**Mike Alford Memorial Endowed Scholarship.** This scholarship was established in 2002 to honor local resident and author, Mike Alford, whose personal challenges with cancer and an amputation serve as an encouragement to students in an Allied Health Program.

**ALLTEL Communications Endowed Scholarship.** Established in 1996 when the company was known as 360 Communications, this scholarship is awarded to students in Business Administration.

**Berry L. Anderson, Sr. Memorial Endowed Scholarship.** Established in 1988 by the Anderson family, this scholarship is awarded to students in any curriculum. Mr. Anderson was a founder of ECC and served on the Board of Trustees for 19 years.

**T. Wes Bailey Memorial Endowed Scholarship.** Established in 2012 by Jean Bailey in memory of her late husband, this scholarship emphasizes the importance of excellence in manufacturing to students in a manufacturing curriculum.

**Guy E. and Alice A. Barnes Memorial Endowed Scholarship.** This scholarship was established in 1997 to honor Mr. Barnes and his 25 years of service on the Board of Trustees at ECC. He was also a founder of the college and served the community in many civic, political, and religious endeavors. The scholarship is awarded to students in any curriculum.

**Robert E. Barnhill, Sr. Memorial Endowed Scholarship.** Established in 2000, this scholarship honors a founding member of ECC and a great community leader. Mr. Barnhill was instrumental in establishing the structure and bylaws of ECC. He developed one of the largest privately owned businesses in North Carolina, Barnhill Contracting Company. This scholarship is awarded to students in any curriculum.

**Baker Mabrey Bass Jr. Memorial Endowed Scholarship.** This scholarship was established in 2002 by the Edgecombe-Tar River Foundation and Mabry's brother, Bill Bass, to honor Mr. Bass' 40 years as editor of the local paper, *The Daily Southerner*. This scholarship is awarded to students in any curriculum.

**Kim Bell, RHIA, Health Information Technology Endowed Scholarship.** Established in 2010 to aid a student in the Health Information Technology Program.

**Francis E. Blackwell Memorial Endowed Scholarship.** Established in 2000 to honor a local businessman and ECC trustee, this scholarship is awarded to students in Business Administration or Allied Health.

**Joel Bourne/Edgecombe County Veterans Memorial Endowed Scholarship.** Established in 2002 by Joel Bourne, two scholarships are awarded: one to a student who is a veteran and one to a non-veteran. Both students may be in any curriculum.

**JoAnn Brown Endowed Scholarship.** This scholarship was established in 1997 by Mrs. Brown's husband, the Honorable Frank R. Brown, and ECC at the time of her retirement. After teaching in the Tarboro public schools for 16 years, Mrs. Brown served as executive director of the Edgecombe Community College Foundation from 1986 until 2000. This scholarship is awarded to students in any curriculum.
A. R. Burnette Family Memorial Endowed Scholarship. Established in 1995 by Mr. Archie R. Burnette, Jr., this scholarship honors his parents, Mr. and Mrs. A.R. Burnette, and his sister, Doris. This family was outstanding in farming, civic affairs, and education in Edgecombe County. This scholarship is awarded to students in any curriculum.

Johnnena Poulos Cannon Memorial Endowed Scholarship. This scholarship was established in 2004 by family, friends, and co-workers to honor the memory of a much loved and devoted instructor at ECC. The scholarship is awarded to students in a math-related curriculum or college transfer students with the intent of majoring in math.

John Cherry Memorial Endowed Scholarship. This scholarship was established in 2004 by the Tarboro Association of Saltwater Sportsmen to honor the memory of John Cherry, son of Police Chief and Mrs. Robert Cherry. The scholarship is awarded to students in any curriculum.

Robert "Bob" Cole Memorial Endowed Scholarship. Established in 2003 to honor the memory of ECC math/science instructor Bob Cole, the scholarship is awarded to students in Radiography, Respiratory Care, Magnetic Resonance Imaging Technology, Medical Transcription, or College Transfer with intent to major in Biology.

Glen and Patricia Daughtridge Endowed Scholarship. Established in 2014 to financially assist an ECC student, in any program, in his or her educational endeavors.

Stanley L. Daughtridge Memorial Endowed Scholarship. This scholarship was established by Mrs. Stanley L. Daughtridge in 1997, to honor her husband. It is awarded to students in any curriculum.

Emily "Mimi" Havens Edmondson Memorial Endowed Scholarship. This scholarship was established by family in 1999 to honor her memory. A native of Tarboro, "Mimi" gave unselfishly of her time and energy in helping others. The scholarship is awarded to students in Respiratory Therapy.

Ronald G. Ellis, Jr. Endowed Scholarship. Established in 2008 by Earl Roberson, this scholarship is awarded to a student in any curriculum. This scholarship honors Mr. Ellis’ many years of unselfish service to others.

Erich Family Endowed Scholarship. This scholarship was established in 2014 by family and friends to honor the Erich family matriarch, Norma M. Erich. Norma spent 50 years in the public and private school sector. A student in any curriculum may receive this award.

Jason Iam Erich Memorial Endowed Scholarship. Established in 2009 by parents Norma and Fred Erich and friends, this scholarship helps students in any curriculum.

Cindy Fiore Memorial Endowed Scholarship. Established in 1993 by family and friends to honor the life of a very special student and nurse, this scholarship is awarded to a second-level nursing student.

Fleetwood Endowed Scholarship. Established in 2015, this scholarship is awarded to a student in Early Childhood Education or a College Transfer/Education pathway.

Dr. Thomas S. Fleming Memorial Endowed Scholarship. Established in 1999 by Dr. Fleming's wife, Louise Fleming, this scholarship is awarded to students in any curriculum. Dr. Fleming joined the ECC Board of Trustees in 1971, and served as its chairman from 1978 until his death in 2007.

Judge George M. Fountain Memorial Endowed Scholarship. This scholarship was established in 1998 by Judge Fountain's wife, Nellie Lanier Fountain. Judge Fountain was the first Superior Court judge to serve in all 100 counties of North Carolina and became known as one of the best judges to serve this state. The scholarship is awarded to students in the Criminal Justice Program.

Nina W. Fountain Memorial Endowed Scholarship. This scholarship was established in 2000 to honor the long service and dedication of Mrs. Nina W. Fountain to the college. Mrs. Fountain served as President of the ECC Foundation Board of Directors from its establishment in 1982 until 2004. This scholarship is awarded to students in any curriculum.
Dr. Hartwell H. Fuller, Jr. Memorial Endowed Scholarship. Established in 1998, this scholarship honors Dr. Fuller, a lifelong educator. In 1994, he was named President of ECC, where he served until his retirement in 2004. This scholarship is awarded to students in any curriculum.

Dr. Hartwell H. Fuller, Jr. Endowed Merit Scholarship. Established in 2011, these scholarships are awarded by merit to two Edgecombe County public high school scholars. These students, one entering an allied health program and one entering the college transfer program, receive the full cost of an associate’s degree, including tuition, books, and a laptop computer.

Annie Louise Gaynor Memorial Endowed Scholarship. This scholarship was established by family in 1989, to honor Miss Gaynor who became known as the "Red Cross Nurse" because of her service to the Rocky Mount Chapter from 1933 until her death. The scholarship is awarded to the Nursing Program.

Vivian B. Godwin Memorial Endowed Scholarship. This scholarship was established by her family in 1996 to honor Mrs. Godwin, one of the first employees at ECC. This scholarship is awarded to students in the Cosmetology Program.

Ernest and Helen Goff Memorial Endowed Scholarship. This scholarship was established in 2012 by sons Julian and Milton Goff, to honor their parents and help financially struggling students in any program.

Jack Havens Memorial Endowed Scholarship. Established in 1991, this scholarship is awarded to students in any curriculum. Mr. Havens was a founding father of ECC and served as the first chairman of the ECC Board of Trustees.

Dan E. Herring Endowed Scholarship. This scholarship, established in 2015, is given to a student in any curriculum, from the Conetoe Family Life Center in Edgecombe County.

John R. and Yantsus S. Jenkins Memorial Endowed Scholarship. This scholarship was established in 2015, for a student from Edgecombe or Nash County, who is in the Electrical Systems Technology, Automotive Technology, Industrial Systems, or Facilities Maintenance Worker Program.

Dr. Geraldine Jordan Memorial Endowed Scholarship. Established by Dr. Jordan in 1997, this scholarship is awarded to a student in the Nursing Program. Dr. Jordan chaired the Nash, Edgecombe, Wilson, and Halifax Associate Degree Nursing Program from 1975 to 1983.

Carolyn Weeks Kalamajka Memorial Endowed Scholarship. This scholarship was established in 1996 by family, friends, and coworkers to honor Mrs. Kalamajka, an ECC nursing program graduate in 1977. She was an employee of Nash General Hospital for almost 19 years. The scholarship is awarded to students in the Nursing Program.

Major Linwood Thomas Lewis, Sr. Memorial Endowed Scholarship. This scholarship was established in 2000 by Major Lewis’ wife, Judy Silveri. He was a well-recognized and much-admired member of the Tarboro Police Department. The scholarship is awarded to students in Criminal Justice or other law enforcement programs.

Gladys C. Harrison Matthewson Memorial Endowed Scholarship. This scholarship was established in 2002 by Mrs. Matthewson's daughter and the Union Baptist Church. Mrs. Matthewson, born in 1896 in Princeville, valued education and taught in the Edgecombe County Negro School System until 1930. This scholarship is awarded to students in the Early Childhood Program.

Lacy and Grace G. McBryde Endowed Scholarship. Established in 1997 to encourage students to pursue their educational goals, this scholarship is awarded to students in the College Transfer or Nursing Program.

Charles B. McIntyre Memorial Endowed Scholarship. Established in 1995 by family and friends, this scholarship is awarded to students in any curriculum. Mr. McIntyre served as president of ECC for 23 years. He was instrumental in securing funds for the ECC Rocky Mount campus, as well as growing the number of programs to over 30 offered by the college in 1994.

Norman T. Parker, Jr. Endowed Scholarship. Established in 2002 by Mr. Parker's daughter and son-in-law, this scholarship is awarded to students in any curriculum.
Berry Pittman, Jr. Memorial Endowed Scholarship. Established in 2010 by the Pittman family to honor the memory of Berry Pittman, Jr., a third generation farmer in Edgecombe County, who dedicated his life to the family farm. This scholarship is awarded to a student in Collision Repair & Refinishing Technology.

General Henry Hugh Shelton Endowed Scholarship. Established in 1999, this scholarship is awarded to students in any curriculum. A native of Speed, General Shelton became the 14th Chairman of the Joint Chiefs of Staff in 1997.

Charles Sherrick, Sr. Memorial Endowed Scholarship. This scholarship was established by Mrs. Sherrick in 2011 to help a student in the Facility Maintenance Worker, Automotive, or Electrical Program.

Shook-Williamson Endowed Scholarship. Established in 2016, first consideration is for a student in the Historic Preservation Program. Consideration may also be given to a student in Early Childhood or College Transfer/Elementary Education.

Tony and Judy Silveri Endowed Scholarship. Established in 2014 by Mr. and Mrs. Silveri, this scholarship is to help area students, in any curriculum, reach their educational goals.

Vivian Patterson Smith Memorial Endowed Scholarship. This scholarship was established in 2000 for disabled students.

Carl W. Stephens, Jr. Memorial Endowed Scholarship. This scholarship was established in 1995 at the untimely death of the hard-working 28-year old radiography student, Carl Stephens, Jr. This endowment funds an annual scholarship for a deserving student in the Radiography Program.

Mary Thigpen Strickland Memorial Endowed Scholarship. This nursing scholarship was established in 2005 to honor Mrs. Strickland, a trained nurse, who excelled in kindness and patience.

Tarboro Lions Club Endowed Scholarship. Established in 1987, this scholarship was formed to demonstrate the Lions Club's appreciation for public participation in the Club's fund raising projects. This scholarship is awarded to students in any curriculum, but students who are blind or/and visually impaired or children of the blind or visually impaired are given first consideration.

Tarboro Student Aid Association Endowed Scholarship. Established in 1998, this scholarship is awarded to students in any curriculum. This association was established in the 1940s by civic and fraternal clubs and organizations to provide loans to graduates of Tarboro High School who planned to attend college. When this group dissolved in 1998, members established this endowed scholarship at ECC.

Fred Lewis Tolson Memorial Endowed Scholarship. Established in 2014 by his wife, Amy Dunn Tolson, to honor this well-known Edgecombe County born architect, this scholarship is for a student in Electrical Systems Technology.

Janice Brafford Tolson Endowed Scholarship. Established in 2016, by Joe Tolson to honor his wife, Janice, who worked at ECC for 23 years, this scholarship is awarded to a student in Respiratory Therapy.

Vidan Edgecombe Hospital Endowed Scholarship. This scholarship was established in 2000 to support the pursuit of training in an Allied Health Program.

Eddie Walker Memorial Endowed Scholarship. Established in 1990 to honor a former Business Administration instructor at ECC, this scholarship is awarded to students in the Business Administration Program.

Veryl Wood Memorial Endowed Scholarship. This nursing scholarship was established in 1992 to honor this exceptional nurse.

Sylvia "Red" Baker York Memorial Scholarship. This scholarship was established by family and friends in 1999 to honor Mrs. York, a Tarboro native who spent most of her professional career in Raleigh, and became the senior loan officer with Crestar Mortgage. The scholarship is awarded to students in any curriculum.
Named Community Scholarships

**Buchan Club Scholarship.** This scholarship was established in 2016, by the Buchan Club, a group of retirees from Lowes Company, Inc. This group provides scholarships to deserving community college students in selected schools in North Carolina. Any curriculum is considered.

**Comerica Wealth Management Scholarships.** The proceeds from Educational Trust Scholarship Programs are generously donated to the college to help students, in any program, reach their educational goals.

**Edgecombe Garden Club Scholarship.** This scholarship was established in 2003 to support education in Edgecombe County. The scholarship is awarded to students in any curriculum.

**Edgecombe-Nash Retired School Personnel.** This scholarship is awarded to a second-year College Transfer student with intent to major in Elementary or Secondary Education.

**JnR Gallagher Scholarship.** Established in 2014, this scholarship supports students in the Radiology Program. Mrs. Raquel Gallagher graduated in radiology at ECC and wanted to encourage other radiology students to work hard and not get discouraged.

**Gravely Scholarships.** One of the oldest private scholarship funds in the twin county area, this scholarship, in any curriculum, provides funding for students at ECC, Nash Community College, and Wesleyan College.

**Golf Scholarships.** Each year the Edgecombe Community College Foundation conducts a golf tournament to raise much needed scholarship dollars. These scholarships are awarded to students in any curriculum.

**Mary Ferebee Howard Memorial Scholarship.** Established in 2013, this Nursing scholarship honors Tarboro native Mary Howard, who is known for her service in the Red Cross in WWII, her book of adventures, and her service as a school teacher in the area.

**Kieya Shantay Hyman Memorial Scholarship.** This Aesthetics scholarship was established in 2014, when Kieya lost her battle with breast cancer at age 26. Miss Hyman was a huge supporter of higher education.

**Charles Johnson Memorial Scholarship.** This Criminal Justice scholarship, was established in 2015 by friends and co-workers who had the pleasure of knowing and working with this dedicated and personable Tarboro police officer of 24 years.

**Junior Guild of Rocky Mount Scholarship.** Established in 1995, this service club scholarship is awarded to a woman in any curriculum.

**Kiwanis Club of Rocky Mount.** Established in 1992, this scholarship is awarded to students in any curriculum. A focus on education by this club results in an annual scholarship to ECC.

**Murdock Webbing Scholarship.** Established in 2003 to recognize the importance of education and training in obtaining good jobs and supporting families, this scholarship is awarded to students in any curriculum.

**Pilot Club of Tarboro.** This nursing scholarship was established in 1997, and is awarded to a first or second year nursing student.

**Alicia Dupree Revis Surgical Technology Scholarship.** This scholarship was established in 2010 to support a Surgical Technology student at ECC.

**Nancy C. Robbins, RN, Memorial Scholarship.** Established in 2015 by her children, this Nursing scholarship honors Nancy Robbins, who graduated from the nursing program at ECC, and became a remarkable nurse who deeply touched the lives of many.
Rocky Mount Business and Professional Women's Organization Scholarship. This scholarship is awarded to women who are 25 years old or older and are going back to school to enter a new field or better their careers.

Rocky Mount Garden Club Scholarship. This hardworking club honors education by awarding a scholarship to students in any curriculum.

Rocky Mount Rotary Club Scholarship. In the spring of 2016, this club created and executed the Tackle the Tar, a 5k obstacle course to raise funds for scholarships in area colleges. This scholarship may be awarded to students in any curriculum.

State Employees Credit Union Scholarships. Established in 2005, these scholarships encourage excellence by supporting student achievement in any curriculum.

Larry N. Stroud Academic Scholarship. This scholarship is an academic scholarship which recognizes excellence by a student in the Information Technology Program.

Sunshine Hair Design Scholarship. This scholarship was established in 2004 by business owner Renee Owens. Ms. Owens completed her cosmetology training at ECC and wishes to support other cosmetology students by this annual scholarship.

Superior Essex Energy Scholarship. This scholarship, established in 2016, is to provide funding for a student in the Division of Business, Industry, and Technologies. This supportive international company, located in Tarboro, recognizes the importance of specialized training in the successful employment of students.

Tarboro Kiwanis Club Scholarship. The Kiwanis Club is an international service organization of men and women who share the common goal of community and world improvement. Established in 1990, this scholarship is awarded to students in any curriculum.

Telco Credit Union Scholarship. Telco Credit Union recognizes the importance of education and rewards a member of that bank, who is a student at ECC, in any curriculum.

Vidant Edgecombe Hospital Auxiliary Scholarship. This volunteer organization provides not only many needed services for patients at Vidant Edgecombe Hospital, but also a scholarship each year for a deserving nursing student. The first scholarship was awarded in 2002.

Joe Webb Memorial Scholarship. Established in 2002 to honor a 30 year instructor at ECC, this scholarship will aid a student in any curriculum.

Wells Fargo Bank Scholarship. Established in 1970, this scholarship provides financial assistance to students in any curriculum.

Woodmen of the World Scholarship. Established in 1994, this scholarship is awarded to a student in the Nursing Program.

Eligibility Requirements

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of financial resources. To be considered for financial aid, applicants must meet the following criteria:

1. Be enrolled or accepted for enrollment in an eligible program of study at ECC on at least a half-time basis (In some cases, students may receive financial aid for less than half-time enrollment.)
2. Be citizens or eligible non-citizens of the United States with a valid Social Security number
3. Demonstrate financial need
4. Have a high school diploma or GED certificate
5. Be making satisfactory progress in the course of study being pursued
If students qualify for financial aid, they receive an award letter. The award letter is not a guarantee of funds; therefore, it is important that students understand the terms and conditions of the award. They should review the award carefully.

Application Procedure

Currently Enrolled Students

Financial aid awards are made for one academic year at a time; therefore, it is necessary for students to reapply for federal aid each year. In order to remain eligible for aid, they must meet the following criteria:

1. Submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1.
2. Maintain Satisfactory Academic Progress (SAP). Students are required to complete at least 67 percent of all attempted hours of course work and must maintain a cumulative grade point average (GPA) of 2.0 - a "C" average.

Deadlines for Submitting the Free Application for Federal Student Aid (FAFSA)

Students should submit their FAFSA early. For priority consideration, submit the application by March 15th of each year. Awards offered to students meeting the priority deadline and determined eligible, may receive the North Carolina Student Incentive Grant and/or the Federal Supplemental Educational Opportunity Grant or both in addition to the federal Pell Grant.

Notification of Award Decisions

Students are notified of award decisions for the academic year typically in the summer (usually June). Awards for students beginning in semesters other than fall are generally made a few weeks prior to the start of that semester.

Payment Schedules

Students who have received financial aid award letters and have funds remaining after tuition and fees, books and supplies, and other charges have been deducted will receive a refund check. Payment schedules will be posted in student bulletin areas each semester as they are determined.

Satisfactory Academic Progress (SAP) Policy Statement

Federal regulations require students to maintain Satisfactory Academic Progress (SAP) towards the completion of eligible degree, diploma or certificate programs. This policy applies to Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), and Federal Direct Student Loans (Subsidized, and Unsubsidized). In addition, the SAP policy applies to the North Carolina State Grant program as well.

SAP is reviewed at the end of each semester to determine financial aid eligibility for the next semester of enrollment. All hours previously attempted are considered in determining SAP; therefore a student's complete academic history is reviewed even if the student did not previously receive financial aid. Students who have never received financial aid may be placed on financial aid warning based on having a Cumulative GPA below a 2.0, or having completed less than 67% of the hours previously attempted. Students who have attempted more than 150% of the hours required to complete their current active, academic program go into a Suspension status.
Transfer students are required to submit official transcripts from ALL previously attended colleges, regardless of whether or not they have received financial aid. Official transcripts must be submitted to the Edgecombe Community College Office of Admissions. Unofficial transcripts will not be accepted.

**SAP Definitions**

Satisfactory: Student is eligible for financial aid if all other financial aid eligibility criteria are met.

Warning: Student remains eligible for financial aid; however, the student must meet the SAP requirements at the conclusion of the next term of enrollment. Failure to do so will result in the student being placed in a suspension status.

Probation: Student was suspended from financial aid, has submitted an appeal, and the appeal has been approved. The student is conditionally eligible for another semester of financial aid. Any specific conditions in addition to the student making SAP at the end of the probationary semester are noted in the probationary communication to the student. Failure to meet probationary requirements will result in the student being placed on Financial Aid Suspension once again.

Suspension: Student is not eligible to receive federal student aid or state grant assistance. The student must fund his education without the benefit of federal student aid or state grant assistance.

**SAP Requirements**

Students are encouraged to meet with an Academic Advisor to ensure they are meeting program requirements.

1. **Qualitative Standard - Cumulative Grade Point Average**
   A student must maintain a minimum cumulative grade point average (CGPA) of a 2.0. Grades for repeated courses are included in the GPA calculation for SAP. Grades received in remedial courses are included in the cumulative GPA calculation.

2. **Quantitative Standard - Pace of Progression**
   Students must complete a minimum of 67% of the hours they attempt at ECC as outlined in the chart below. Grades of F, I, U, W, WF, AU, NS, IP, and R do not count toward the minimum credit completion requirement. Students who fail or withdraw from a class may repeat the class and receive financial aid, if, they are considered to be making SAP. Students who pass a course (A, B, C, D) and wish to take it again may do so one time and receive financial aid to help pay for the class. If students take a previously "passed" class for the third time, they will be denied financial aid for that specific class. Remedial courses are counted in the pace of progression at ECC. It is important to minimize the number of times a student repeats a course so as not to be suspended for falling below a 67% pace of progression.

   Below are examples of the minimum pace of progression necessary to maintain SAP:

   **Cumulative credit hours taken at ECC Greater than 67% Pace of Progression**
   
   | 3 credit hours | 2 or more credit hours |
   | 6 credit hours | 4 or more credit hours |
   | 12 credit hours | 8 or more credit hours |
   | 24 credit hours | 16 or more credit hours |
   | 48 credit hours | 32 or more credit hours |
   | 72 credit hours | 48 or more credit hours |
   | 90 credit hours | 60 or more credit hours |
3. Maximum Time Frame for Completion of a Degree, Diploma, or Certificate (150% Rule)

The maximum time frame for completion of an academic program is measured by the total number of credit hours a student has attempted at ECC plus all transferred hours accepted from other schools. Credit hours attempted at ECC, but not completed, are always counted per Federal Regulations; all credit hours are included regardless of whether or not financial aid was received during the time the credits were taken. Hours for repeated courses are always counted. The maximum number of credit hours cannot exceed 150% of the credit hours required for the academic program that the student is pursuing. This is referred to as the 150% rule. Once 150% of the credit hours are reached the students are suspended. A student should work with an academic advisor to ensure that he is on track to complete a program. A student should avoid repeating courses if at all possible. Changing academic programs may require a student to take additional hours and exceed the 150% threshold; however, a student can appeal to the Financial Aid Office to make an allowance for the additional hours required to complete the new academic program.

Second Degrees, Diplomas, or Certificates

A student enrolled in a second (not concurrent) academic program is limited to receiving financial aid for the specific courses required to complete the second academic program as determined by an ECC Academic Advisor and documented by an official ECC Advisement Plan. Prior to meeting with an Academic Advisor students must submit ALL official academic transcripts from ALL previously attended institutions. Official transcripts from ALL previously attended postsecondary institutions (not high schools) must be submitted to the Office of Admission. A student seeking a second academic credential will be placed on "Restricted Hours", which requires meeting with an academic advisor and submitting a new program form to the financial aid office. Students who have already acquired a Bachelor's degree may be eligible for loans but will not qualify for North Carolina State Funding, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant (SEOG) per Federal Regulation. A student with a previous Bachelor's Degree may receive financial aid at ECC for classes that are not repeats of the general education credits earned while completing the Bachelor's Degree. Once students have been approved and they are receiving financial assistance related to the completion of the second degree they may not change degree plans in order to receive additional financial assistance. Students who do not follow the second degree plan will become ineligible for continued assistance unless there are mitigating circumstances. Students are allowed to complete two academic programs and receive federal student assistance.

Treatment of Remedial (Developmental) Courses

As previously referenced, remedial or developmental credit hours (classes numbered below 100) are counted towards a student's 67% pace of progression. The courses also count relative to the 150% rule.

Retaking Coursework

The regulatory definition for full-time enrollment status (for undergraduates) has been revised to allow a student to retake any previously passed course one time only. For this purpose, passed means any grade higher than an "F". This retaken class may be counted towards a student's enrollment status and the student may be awarded federal student aid for the enrollment status based on inclusion of the class. A student may be paid more than twice for repeatedly failing the same course (the SAP policy still applies to such cases). However, if a student passed a class once he can be paid again for retaking the class once. Regardless of the grade achieved the student may not be paid for retaking the class a third time.
Consortium Agreements and SAP

If a student has an approved consortium agreement between ECC and another institution in which ECC is the host institution, credits earned at the other institution do not count as if they were taken at ECC. A student who is approved for a consortium agreement is required to have an OFFICIAL academic transcript sent to the other institution immediately following the end of the semester.

Application of SAP Requirements

Below are the criteria used by ECC to determine SAP status:

<table>
<thead>
<tr>
<th>This Semester</th>
<th>Cumulative GPA at End of Semester</th>
<th>Next Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>2.0 or greater AND 67% or greater</td>
<td>Good</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>2.0 or greater BUT Less than 67%</td>
<td>Warning</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Less than a 2.0 BUT 67% or greater</td>
<td>Warning</td>
</tr>
<tr>
<td>Warning</td>
<td>2.0 or greater BUT Less than 67%</td>
<td>Suspended</td>
</tr>
<tr>
<td>Warning</td>
<td>Less than a 2.0 BUT 67% or greater</td>
<td>Suspended</td>
</tr>
<tr>
<td>Probation</td>
<td>Less than a 2.0 BUT 67% or greater</td>
<td>Suspended</td>
</tr>
</tbody>
</table>

- Students who drop or withdraw from all courses for a semester, or receive any combination of F's, W's, WF's, I's, U's and R's are automatically placed on financial aid WARNING and may be required to return all or a portion of the financial aid they received.
- Students who have reached the maximum number of credit hours allowed to complete an academic program (150% rule) are also placed in a suspension status. The maximum number of credit hours (150% rule) is evaluated on previous enrollment, even if the students did not receive financial aid for all hours attempted. Once 150% of the allowable credit hours are reached, the student becomes ineligible for additional financial assistance.
- SAP is reviewed at the end of each semester to determine financial aid eligibility for the next semester of enrollment.

Regaining Eligibility After Being Suspended

Students who are suspended from financial aid may appeal their status. Students who do not appeal, but wish to continue at ECC do so at their own expense. Students must bring their cumulative GPA above 2.0 and/or complete successfully the number of hours required to achieve a minimum of 67% in order to re-gain financial aid eligibility. Students who have exceeded the maximum number of credit hours (the 150% rule) must complete the degree without receiving additional financial assistance unless circumstances warrant an increase in the number of hours allowed.
SAP Appeals

SAP appeal forms are available in the Office of Student Financial Aid, submitted with email as an attachment, and can be downloaded from the Financial Aid Homepage. Appeals are evaluated by the Financial Aid Office and notification of the decision is sent within 10 working days of the receipt of the appeal. The SAP appeal decision is sent electronically to the student's ECC email address or in writing to the address on file with ECC. The decision made by the financial aid office is final.

Students are expected to monitor their own SAP and consult with the Office of Student Financial Aid when there are questions or concerns. The office provides written or electronic notice to students when students are on financial aid warning or when they are suspended. It is imperative that students keep their mailing and email addresses updated with ECC and check their ECC student email on a regular basis.

SAP Website

The Office of Student Financial Aid Satisfactory Academic Progress policy on the Financial Aid Homepage is typically the most up-to-date policy information available. SAP policy, procedures, and appeal forms will be printed out for students upon request.

Veterans' Affairs

Role of Office of Veterans' Affairs

The Office of Veterans' Affairs serves to help assimilate veterans into the campus community and its environment. The office provides a myriad of services all designed to assist veterans in the pursuit of their educational objectives.

Assistance begins by helping veterans select a program of study which is suitable to their aptitudes, interests, and abilities. Once a program has been selected and veterans have been accepted by the college, they are assisted in completing their paperwork in order to be certified by the Department of Veterans' Affairs. Prior to certification, official transcripts from high school and all post-secondary training attempted must be submitted and evaluated in order that credit for previous training may be granted where appropriate.

Students must submit a certified copy of their DD-214 (Report of Discharge) or DD2384 (NOBE) and a 22-1990 (Application for Benefits). After completing the original application and providing supporting documents, veterans must be certified by this office. This certification must show complete identifying information, file number, course name, previous credit allowed, enrollment period, expected graduation date, and additional information as needed.

Veterans who are experiencing academic difficulties in degree/diploma programs are advised to request tutorial assistance, which is provided free of charge. Veterans whose average falls below a two-point-zero (2.0) or "C" average GPA are placed on probation and are so advised in a probation letter. Veterans who fail to make satisfactory progress are terminated (ECC termination letter) and so advised by the college and the Veterans Administration.

The ECC Office of Veterans' Affairs makes referrals to local and state organizations such as the Employment Security Commission, VA County Service Officer, Vocational Rehabilitation, the Department of Social Services, and the Health Department, when possible, to accommodate special needs of veterans.
Veterans' Counseling

The college programs are approved for the training of veterans. Veterans and eligible veterans' dependents who wish to pursue their education under the G.I. Bill must be counseled at the college by the Veterans' Counselor.

Satisfactory Progress Policy for Veterans

The Veterans Administration regulations require that veterans maintain satisfactory progress in order to continue receiving their educational benefits. A detailed description of the college's policy concerning satisfactory progress follows:

1. All students are required to have a minimum of two-point-zero (2.0) averages for graduation.
2. When veterans fail to maintain a two-point-zero (2.0) grade point average (GPA), they are placed on academic probation for the following semester of enrollment.
3. At the end of a two-semester probationary period, veterans who do not have a two-point-zero (2.0) cumulative grade point average (CGPA), counting all subjects undertaken from the original enrollment, or who have withdrawn during their probationary period, have their benefits terminated for unsatisfactory progress. Veterans who have their benefits terminated for unsatisfactory progress must raise their average to the minimum required for graduation before being recertified for educational benefits.

Veterans' Educational Assistance

1. Survivors and Dependents Educational Assistance Program (Chapter 35 of Title 38) entitles dependents of a veteran who died of a service-connected disability or who has a total disability arising from a service-connected disability to receive benefits from the Veterans Administration.
2. The Post-Vietnam Era Veterans' Act under Chapter 32, Title 38, provides educational assistance for veterans who saved money to be matched. The program is for veterans who entered the military service on or after January 1, 1977.
3. The Selected Reserve Educational Program, Chapter 1606, provides educational assistance for service in the Selected Reserve.
4. Chapter 30, also known as the Montgomery G.I. Bill, covers those persons who entered active duty after June 30, 1985. GED preparation is not covered under Chapter 30.

Students initiate proceedings by contacting their local Veterans' Affairs office. The Student Services Department is the clearinghouse on campus for veterans' affairs.

Academic Regulations

General Information

Student Classification

1. Full-Time Students - Students enrolled who are registered for twelve (12) or more credit hours.
2. Part-Time Students - Students who are taking fewer than twelve (12) credit hours.
3. Special Credit Students - Students who are not seeking a degree or diploma. Students may take no more than twelve (12) semester hours credit without declaring a major.
4. First (1st) Year Students - Students who have successfully completed fewer than thirty-two (32) semester credit hours.
5. Second (2nd) Year Students - Students who have successfully completed thirty-two (32) or more semester credit hours.

**Student Course Load Policy**

Full-time curriculum students must take a minimum of twelve (12) credit hours. Normally students take fifteen (15) to eighteen (18) hours. Students registering for more than twenty (20) credit hours must have a cumulative grade point average of two-point-zero (2.0) or above and permission of the divisional academic dean.

Students who are employed more than fifteen (15) hours a week should reduce their class load accordingly. Beginning students who have full-time employment are urged to limit class loads to nine (9) to twelve (12) credit hours until they have demonstrated ability to carry a heavier schedule.

**Criteria for Official Enrollment**

In order to be officially enrolled, students must have registered, paid their tuition and fees, and attended classes on or before the ten percent (10%) point of the semester. For online classes, there must be evidence of active participation in courses by the ten percent (10%) point or students may be withdrawn from courses.

**Course Numbering**

Courses are numbered in accordance with the following system:

1. Developmental studies courses are indicated by a three-letter prefix, and numbers range from 001-099. Developmental studies courses do not earn academic credit.
2. A.A., A.G.E., A.S., and A.A.S. degree courses are indicated by a three-letter prefix, and numbers range from 110-199 and 210-299.
3. Diploma courses are indicated by a three-letter prefix and numbered 100-109 and 200-209.
4. Continuing education courses beyond high school are indicated by a four-letter prefix and numbered 2000-4000.

**Course Audits**

Students who wish to audit courses must register through regular registration procedures. Audit students do not receive credit but are encouraged to attend classes regularly, participate in class discussions, and take all examinations.

Audit courses may not be changed to credit courses after the drop/add period, nor may credit courses be changed to audit courses. Audit work may not be used toward the diploma or degree requirements.

In the event of limited classroom space, the first priority for a classroom seat must go to students enrolled for credit. The fees for audit courses are the same as those for courses taken for credit.

**Course Substitutions**

Under special circumstances, course substitutions may be made in a program. Any course substitution must have the written approval of the advisor, department chairperson of the program involved, division dean, and the Vice President of Instruction. In the event a course has been deleted from a particular program, a course substitution may be used to meet the requirement.
Course Pre-requisites

Pre-requisites are requirements that must be met before students can enroll in a specific course. The pre-requisite may be a class that is required before registering for the next level, or it may refer to placement test scores that are required before registering.

Students must comply with Edgecombe Community College requirements that courses may not be taken until all pre-requisites have been met. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The appropriate advisor, department/division head, and dean of the division in which the course is offered must approve such exceptions in writing. Upon the written recommendation of these individuals, the Vice President of Instruction will render a decision on the exception request.

Exceptions to course pre-requisites may include the following:

- Developmental pre-requisites may be fulfilled by appropriate placement test scores; placement test scores may be waived based on an SAT or an ACT score;
- Visiting students who have written documentation from their college/university to enroll in a specified course that has a pre-requisite;
- Students with an associate or higher level degree who enroll in beginning college-level courses (e.g. ENG 111; PSY 150);
- Students who have life experiences that are deemed equivalent to or supersede the pre-requisite; a formal review of course level outcomes would occur and be maintained in the student's records;
- Students who successfully transfer in a course that has a pre-requisite would not have to take the pre-requisite;
- Successful completion (C or better) of a higher-level course in the same content as the requisite may be used to meet the pre-requisite requirement;
- Credit by exam may be used to meet pre-requisite requirements.

Course Co-requisites

Co-requisite courses are courses that must be taken at the same time or prior to the beginning of a course. Examples include BIO 094 - Concepts of Human Biology and DRE 099 - Integrated Reading and Writing III. Another type of co-requisite includes lecture and lab courses such as COS 111 - Cosmetology Concepts I and COS 112 - Salon I. All lecture and lab courses must be taken together during the same term. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The advisor, department/division head(s), and dean of the division in which the course is offered must approve such exceptions in writing. Upon written recommendation of these individuals, the Vice President of Instruction will render a decision on the exception request.

Course Failures/Prerequisites

If students fail a prerequisite course, they must repeat and successfully complete the prerequisite before beginning the next course. This course repetition could result in students being enrolled for a longer period than is normally required to complete the requirements for graduation.

Repetition of Courses

A student who fails a course may repeat that course until the student receives a passing grade. Students who receive a passing grade of "D" or better on a curriculum course may repeat the course once to seek a better grade. If a grade of "C" is required for progression in a student's program of study, then a student may repeat the course until a grade of "C"
is obtained, however, financial aid will not pay for more than one repeat of a course after a passing grade of "D" is obtained.

No course may be counted more than once in calculating the total number of hours toward graduation. For any course repeated, the highest grade earned is used in calculating the major grade point average hours toward graduation. The lowest grade comes out of the grade point average but remains on the official transcript.

Veterans who wish to repeat a course for which a passing grade has been earned do not receive educational benefits for repeating a course unless a "C" is required for progression in the program.

**Schedule Changes and Drop/Adds**

Students are expected to carefully plan their schedules in advance with the assistance of their advisors. All changes in schedules (drop/adds or section changes) must be adjusted during the drop/add period the first five (5) school days of the fall and spring semesters and the first three (3) school days of the summer semester. Students can be assisted with changes in scheduling through the Student Success Center.

The following additional guidelines apply:

1. Students may withdraw from a class up until the seventy-five percent (75%) point of the semester without penalty.
2. No student will be allowed to withdraw from any class after the seventy-five percent (75%) point or after the course has ended.
3. Students are not allowed to change a course initially taken for credit to audit status after the drop/add period.
4. Students who stop attending a course at any point in the semester but do not officially drop may receive an "F" in that course.
5. All veterans should contact the advisor for Veteran Affairs in Student Services prior to dropping any course.
6. A standard semester is sixteen (16) weeks.

**Dean's List and President's List**

Full-time students who earn a grade point average (GPA) of three-point-five (3.5) without receiving a grade lower than "C" are placed on the Dean's List. Fulltime students who earn a grade point average (GPA) of four-point-zero (4.0) maintaining an "A" average are placed on the President's List. Developmental courses are not counted either as hours towards full-time enrollment or in the calculation of the grade point average. Students who receive an "I" are not eligible for the Dean's or President's List.

**Degree, Diploma, and Certificate Requirements**

The following minimum requirements have been established for the Associate in Arts, Associate in Science, and Associate in Applied Science degrees; the vocational diploma; and certificates.

1. Students must complete all course requirements as outlined in their curricula. Graduates must have earned at least a two-point-zero (2.0) grade point average (GPA) in courses presented for graduation.
2. Students must earn a minimum of twenty-five percent (25%) of credit hour requirements at ECC.
3. Students must be recommended by the chair of the department in which they complete their major work.
4. Students must complete the Career Readiness Certification assessments.
5. Students must fulfill all financial obligations to the college and return all borrowed library books and materials.
6. Students participating in graduation activities must wear the appropriate cap and gown attire.
Commencement Exercises

A commencement exercise to award degrees, diplomas, and certificates is held at the end of the spring semester. The specific date for commencement is listed in the college calendar. All students receiving degrees, diplomas, and certificates are expected to attend commencement exercises.

Marshals

Being named commencement marshals is an honor for rising sophomores who have maintained the highest scholastic averages during their freshman year. The Vice President of Student Services designates the chief marshal.

Distance Learning

Distance Learning at Edgecombe Community College (ECC) includes those classes that individuals can take anytime and anywhere for which classroom attendance is not required. The classes include curriculum college-credit courses, Continuing Education non-credit courses, and the online GED/Adult High School Diploma program. The distance learning classes are best suited for mature, self-motivated students who have good study skills and do not need to be reminded to study and complete their assignments. Student support services, such as the library, student services, and financial aid, are available without being on campus. Changing lives with quality instruction and a genuine concern from instructors is an integral part of Distance Learning at ECC.

Available Courses/Programs

Curriculum Courses

Three types of distance learning curriculum courses are offered at the college: online courses, hybrid courses, and web-enhanced courses.

Online

Online courses can be taken anytime and anywhere, provided individuals have access to the Internet. Classroom attendance is not required. The online curriculum classes compare to traditional classroom courses in that they earn the same credit, have the same quality and standards, are fully accredited, and have the same course objectives.

Hybrid

Hybrid courses combine the traditional classroom and the Internet. By ECC's definition, a hybrid course meets at least 51% online and no more than 49% face-to-face. Therefore, depending on the instructor, students must meet on campus at certain times during the semester. Lessons are completed online. As with online classes, hybrid courses earn the same credit and have the same quality and standards as face-to-face courses. Likewise, support services are available online for hybrid students.

Web-Enhanced

Web-enhanced courses combine the traditional classroom and the Internet similar to hybrid courses. By ECC's definition, a web-enhanced course meets at least 51% face-to-face and no more than 49% online. Therefore, depending
on the instructor, students will meet the majority of the class on campus during the semester with the remainder being completed online. As with online or hybrid classes, web-enhanced courses earn the same credit and have the same quality and standards as face-to-face courses. Likewise, support services are available online for students taking web-enhanced courses.

A schedule of curriculum course offerings including online, hybrid, and web-enhanced can be found by clicking on "Find Classes" on the Academics menu on the ECC home page.

**Online Degree Programs**

Edgecombe Community College has three (7) totally online degree programs: Associate in Arts, Associate in Science, Accounting, Business Administration, Early Childhood, Geospatial Technology, and Health Information Technology. Students never have to come on campus to receive a degree in these programs; the courses are all online.

**ED2GO**

The Ed2Go non-credit online courses are informative, fun, convenient, and highly interactive. These courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas (chat rooms), and supplementary links. All courses run for six weeks with a two-week grace period at the end.

These courses begin every month and can be completed from the home or office during the day or evening. Twenty-four (24) contact hours in length, they generate 2.4 Continuing Education Units (CEUs). These courses require Internet access, email, and a Web browser, such as Internet Explorer or Mozilla Firefox. The courses are approved for teacher renewal. Upon successful completion of a course, students receive an official certificate issued by the Division of Corporate and Community Development. For further information, interested persons should call (252) 823-5166, ext. 357.

**GED/Adult High School Online**

Students can prepare for the GED exam or the Adult High School Diploma at home, using the Internet. Both programs are free of charge and are fully accredited.

An on-campus orientation is strongly suggested for the online Adult High School Diploma program. Prospective GED students need to visit the Learning Lab on the Tarboro or Rocky Mount campus to take a placement test and to take the actual GED Test.

Windows 98, NT, ME, 2000, XP are required.

For more information on the GED/Adult High School Diploma Online program, interested persons should call (252) 823-5166, ext. 229.

**Characteristics of Successful Distance Learning Students**

Extensive research has shown that there are certain qualities distance learning students should have in order to be successful in this type of instruction. These qualities include, but are not limited to, the following:

1. Are mature, self-directed, and goal-oriented.
2. Are disciplined and organized.
3. Are dependable and responsible.
4. Know how to work independently and keep up with assignments.
5. Have the necessary college reading and writing skill levels.
6. Are able to think critically and solve problems.
7. Have completed the necessary prerequisites for the course.
8. Know basic word processing.
9. Have the required computer hardware and necessary software.
10. Are familiar with sending and receiving email.

Distance learning students should be willing to participate in a course orientation session, when applicable; begin course activities within the first week of the course; on a routine basis set aside an adequate amount of time for study, and contact the course instructor promptly with questions about aspects of the course.

**Computer Requirements**

Students must have easy access to a Microsoft Windows computer connected to the Internet, a Web browser such as Netscape Navigator/Communicator, Firefox, Safari, or Internet Explorer 6.0 or later, an email address, and the Microsoft Word processing software. Some online classes may also require Microsoft PowerPoint.

**Software Used by the College**

Moodle is the software used by the college for all curriculum online and hybrid courses. Access Moodle to review an online orientation.

**Moodle Login Information**

1. Go to ECC's website
2. On the right side of the window, click "STUDENT PORTAL"
3. In the menu that drops down, click "Moodle"
4. Use the following information to set a username and password and then use those to log in:

**Username:**

Your Moodle user login name is your first initial, last name, and first four digits of your date of birth.

Example - John Smith Born May 18, 1988, the username would be: jsmith0518.

**Password:**

The password for Moodle, Self Service, and MyEdge email accounts is the same. Please use the following instructions to create your password for Moodle, Self Service, and MyEdge email accounts.

1. Go to Self Service.
   - Verify you can access login with your UserID (which is the same as your UserID you have for your MyEdge email account). The UserID is your first initial last name month & day you were born. Example: Joe Smith born on August 2 would be jsmith0802. Your default password is the last 6 digits of your social security number. Example: If your SSN is 123-45-6789, your password would be 456789.
   - Once logged in, you will be forced to change this password. First, enter your UserID and your password (last 6 digits of your SSN). You will be prompted to enter a new password. The new password must be between 6 and 9 characters and contain both letters and numbers. Submit & logout. Please log back into Self Service to make sure your new password is working. Note: If you ever want to change your password, go to the EdgeID link below.
2. Once your Self Service login is working (with the new password), you must go to the following link to activate and enroll your ID and password: https://edgeid.edgecombe.edu. The activation must be done by everyone (even those who already had a Self Service/Webadvisor account).
   - To activate your UserID/Password, click on "Enroll".
   - Enter your UserID and password (you just created in Self Service).
   - You will be prompted to answer 3 security questions. Enter your answers. Answers to security questions are case sensitive.
   - Click on "Enroll"
3. Check immediately your Self Service and MyEdge email accounts to be certain your new password has been accepted.

Moodle Support/Report Problems

For technical support and to report problems, please contact Mr. Arnold Worsley, Moodle Administrator: (252) 823-5166, ext. 281.

Tutorial Support

Edgecombe Community College also offers online tutorial support through Smarthinking, a leading provider of online tutoring and academic support. The free software offers live tutoring anytime, from anywhere, 24/7. Students are provided a link to Smarthinking in their Moodle course.

Work-Based Learning

Work-Based Learning (WBL) is designed to give students enrolled in selected programs in the college an opportunity to elect to work on a job relevant to their major while earning credit toward their degree. This combination of classroom instruction with practical, related work experience provides numerous benefits to participating students.

WBL students may work one (1) or two (2) semesters in part-time or full-time jobs with employers selected and/or approved by the college depending on their program of study. Academic credit is given for the learning gained during the WBL work period. Students are contacted or visited periodically by their WBL or program instructor/coordinator and receive on-the-job supervision from their employer. If interested, contact your program advisor or the WBL Coordinator at (252) 823-5166, ext. 164.

Eligibility

All students enrolled in programs that require or offer the elective option of Work-based Learning (WBL) for academic credit and who have completed a minimum of nine (9) credit hours within the appropriate program of study may be eligible to enter the Work-based Learning program. Students must meet the following conditions:

1. Possess the skills to be a credible employee.
2. Be at least seventeen (17) years of age, subject to the rules and regulations of the NC Department of Labor Youth Employment Laws, and the US Department of Labor Fair Labor Standards Act.
3. Have a minimum academic standing of two-point-zero grade point average (2.0 GPA).
4. Be approved by the WBL coordinator and their faculty advisor.
5. Be in an eligible program of study.
6. Have a WBL work site (volunteer or paid) that relates to their major.
7. Not be supervised by a family member.
8. Take no more than four (4) WBL courses in a selected major.
**Curriculum Program Restrictions**

Students must be enrolled in a curriculum program to participate in a work-based learning activity. Curriculum students cannot be "tuition exempted." Students in the following academic programs may not participate in WBL:

1. Career & College Promise Students
2. Special Credit Students
3. Associate in General Education Students
4. Gifted and Mature Students (under 16 years of age)
5. Programs in a Correctional Setting (23 NCAC 02E.0403)(c)

**Application Procedure**

Interested students should obtain an application from their faculty advisor or the Work-Based Learning Office. The application should be approved and signed by their faculty advisor then turned into the WBL office. If students are accepted into the WBL program, the WBL coordinator or faculty advisor makes suggestions for locating employment. It is the student's responsibility to locate employment and it is the job of the WBL coordinator to approve the employment site. In some cases, students may already be employed appropriately and may bring this employment to the attention of the faculty advisor and/or the WBL coordinator.

Students interested in Work-Based Learning are encouraged to contact the WBL office before the start of the semester. Information is also available through faculty advisors and/or the Student Services Department.

**Orientation**

All students enrolled in Work-Based Learning classes are required to attend a mandatory orientation session. During orientation, students will be given instructions and explanations regarding the student workbook, rules, and regulations of the Work-Based Learning Program. Work-Based Learning workbooks should be purchased from the bookstore before attending orientation. Students are required to complete and return the remaining pages of the workbook throughout the semester at times that are designated at orientation. The completed workbook is due at the end of the semester for grading.

**Academic Credit**

One (1) credit hour is awarded for the satisfactory completion of one-hundred-sixty (160) contact hours or ten (10) hours worked per week during a sixteen (16) week period. Two (2) credit hours are awarded for the satisfactory completion of three-hundred-twenty (320) contact hours or twenty (20) hours worked per week during a sixteen (16) week period. Students must also take a one (1) contact hour corequisite seminar course in addition to their one (1) or two (2) SHC work experience course. Depending upon the curriculum, WBL students may earn up to six (6) semester hours of Work-Based Learning credit toward their degree or diploma requirements.

A major portion of the final grade is based on the employer evaluation of students' work performance and the degree to which measurable learning objectives are accomplished each WBL period, as well as students' ability to meet deadlines in a timely manner. Each approved curriculum offering Work-Based Learning as an elective designates the total credit hours that may be applied toward graduation.
Explanation of Class Placement

Each level of Work-Based Learning has three (3) choices for classes, including a one (1) credit hour course or a two (2) credit hour course, and a one (1) credit hour corequisite seminar course. Courses must be taken in order of levels. The levels and corresponding course information are as follows:

Level 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBL 111</td>
<td>1</td>
<td>160</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WBL 112</td>
<td>2</td>
<td>320</td>
</tr>
</tbody>
</table>

- No Prerequisites Required
- Corequisite of WBL 115 Required

Level 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Hours per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBL 121</td>
<td>1</td>
<td>160</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WBL 122</td>
<td>2</td>
<td>320</td>
</tr>
</tbody>
</table>

- Prerequisite of WBL 111 or WBL 112 Required
- Corequisite of WBL 125 Required

Grades

Scholastic Standards and Grading System

Effective Fall 2014, ECC has a 10 point grading scale, as listed below. However, individual programs may have an alternate grading scale per approval by the ECC Curriculum Review Committee. Programs with alternate grading scales will publish those scales in their program materials, as well as in their course syllabi. At the end of each semester, quality points are assigned in accordance with the following formula:
**Numerical Quality Points**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Explanation</th>
<th>Quality Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td></td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>CE</td>
<td></td>
<td>Credit for Exam (A-C)</td>
<td>2-4</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>T(A-C)</td>
<td></td>
<td>Transfer Credit (Grade)</td>
<td>2-4</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrew</td>
<td>0</td>
</tr>
</tbody>
</table>

Grades for developmental level courses are as follows:

- **P** Mastered 80% or More of Required Coursework
  - **R** Did Not Pass
  - **W** Withdrew

Quality points, which are the numerical equivalents of the letter grades, are used to determine students' rank in class and academic honors. A minimum grade point average (GPA) of two-point-zero (2.0) is necessary to meet the grade requirements for graduation in all programs. *(Revised 7/6/17)*

Grade point averages are determined by dividing the total number of quality points by the number of credit hours attempted. An asterisk beside a grade on the permanent student record means that the course does not count in the grade point average.

**Grades**

**Academic Standing**

To be in good academic standing, beginning students must have earned a grade point average of two-point-zero (2.0 GPA) by the end of the first semester and must maintain a cumulative grade point average (CGPA) of two-point-zero (2.0 CGPA) thereafter. All students are required to have a major GPA of two-point-zero (2.0) for graduation. Students enrolled in a college transfer program (AA, AS) must have a grade of "C" or better in the courses for which they wish to transfer credit.
**Academic Progress**

The policy governing academic progress at Edgecombe Community College is intended to assist the student in successfully completing a chosen program of study within a given period of time. Procedures are designed to identify students experiencing academic difficulties and to ensure enrollment in an interventional plan. A minimum cumulative grade point average of two-point-zero (2.0 CGPA) is required for all curriculum programs leading to graduation. Certain programs may require a higher GPA for graduation.

**Academic Warning**

Students who have failed to achieve a cumulative grade point average of two-point-zero (2.0 CGPA) or above for any semester will be placed on academic warning for the following semester. Students on academic warning may register for a maximum of twelve (12) credit hours, unless otherwise approved by their advisor or counselor.

Students will be notified of their status and the advisor/counselor will prescribe an Intervention Plan that may include study skills, time management, counseling, or other appropriate workshops. Students will remain on academic warning until they re-establish a two-point-zero (2.0 CGPA) cumulative grade point average.

**Academic Probation**

Students whose cumulative grade point average falls below 1.0 will be placed on academic probation. Students on academic probation may register for a maximum of six (6) credit hours, until they achieve a 2.0 cumulative grade point. Students on academic probation may not register for classes unless approved by their advisor or counselor. Academic advisors will encourage students to repeat courses in which they received a failing grade. The lower grade will be dropped from the calculation of the cumulative grade point average (CGPA) and the higher grade will be used to calculate the CGPA.

Students will be notified of their status and the advisor or counselor will prescribe an Intervention Plan that may include study skills, time management, counseling, or other appropriate workshops.

**Advanced Placement**

Students may qualify for advanced placement at the college through any of the following means:

1. Successfully completing certain advanced placement tests at the high school level.
2. Passing a departmental proficiency examination.
3. Attaining at least a minimum score on certain College Level Examination Program (CLEP) subject tests.

**Advanced Placement Program (AP) Offered at High Schools**

Students can earn credit or advanced placement for college course work while they are still in high school. The Advanced Placement program (AP) offers thirty-five (35) college-level courses and thirty-five (35) exams in twenty (20) subject areas.

The college grants academic credit or advanced placement to incoming students with qualifying AP grades on the exams. Although the AP course information should be on students' high school transcripts, it is the responsibility of students to present supporting documentation to the college's Admissions Office for possible course credit.
Departmental Proficiency Examinations

By following the procedures listed below, students may request to take proficiency examinations for credit for courses during the first five (5) school days of a semester.

1. Students should consult with and receive permission from the program/department chair to take the examination and must give evidence of adequate preparation.
2. Credit by proficiency exam is not available for all courses.
3. Students must complete the registration process.
4. Regular tuition rates apply to all credit hours earned by proficiency examinations. Students pay the tuition at the Business Office and present a validated receipt to the instructor responsible for the challenged course. The instructor may then arrange a date and time for the examination, which may be written, oral, or both.
5. To successfully challenge a course, students must obtain a minimum score of seventy (70) or "C" on the exam. Grades received on proficiency exams are recorded on students' permanent records. Students who do not successfully pass a proficiency examination for a course have to continue in the course in order to receive credit. If students do not wish to continue in the course, they should complete the official withdrawal form in the Student Services Department. Students who do not officially withdraw from the course receive an "F" on their permanent record, and the grade is included in their grade point average.
6. Proficiency exams are given only for courses offered on the schedule that particular semester.
7. Students who fail a course are not eligible to earn credit by proficiency examinations.
8. Credit by proficiency exam taken at another institution may be accepted for credit at Edgecombe Community College (ECC). Credit by proficiency exam taken at ECC may not be accepted at certain four-year institutions.
9. Students receiving veterans' benefits need to see the counselor in the Veterans' Office prior to taking any proficiency exam.

College Level Examination Program

The College Level Examination Program (CLEP) is a national testing program of the College Entrance Examination Board through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. Area colleges and public libraries administer the CLEP General and Subject exams. Information about test sites is available in the Library. There is a charge for each exam, and pre-registration is required. The college awards credit for the subject area exams only. A grade of "T" (Transfer) and credit hours for the course are awarded. No quality points are awarded, and the grade is not included in the grade point average.

United States Armed Forces Institute (USAFI)

USAFI courses and tests were administered to military personnel prior to June 30, 1974. The college awards credit where applicable to students' programs of study following the guidelines of the Office on Educational Credit and Credentials (OECC) of the American Council on Education. A grade of T is awarded, and credit hours for the course(s) are awarded. No quality points are awarded, and the grade is not included in the grade point average. Official records of service personnel and veterans completing USAFI courses and tests prior to June 30, 1974, may be obtained at no cost from DANTES Contractor Representative (Transcripts), Educational Testing Service, Box 2879, Princeton, N.J. 08541.

Grade Changes

A grade may be changed only through mutual agreement of the Vice President of Instruction and the faculty member who gave the grade. Students have the right to appeal grades through due process.
Incomplete Grades

A grade of "I" may be awarded only when students have not completed the requirements of a course. If a grade of "I" is not removed within the following semester, the "I" grade is automatically changed by the Registrar to a grade of "F."

At the time a grade of "I" is awarded, the instructor completes a "Notice of Requirements for Removal of an 'Incomplete'" form. That form includes the following information:

1. Specific requirements for the completion of the course.
2. The student's grade standing at the time the "I" grade is awarded.
3. The time period allowed by the instructor for the completion of the course.

It is the student's responsibility to contact the instructor concerning the removal of an "I" grade.

The form for the removal of incompletes is approved by the appropriate instructor and the Vice President of Instruction. No additional tuition is paid when the "I" grade is replaced with a permanent grade.

In-Progress Grades

A grade of "IP" may be awarded when students have not substantially completed the requirements for a developmental course although they were enrolled the entire semester. In such cases, students must enroll in the course again to complete the requirements for the course.

Tuition and student activities fees must be paid by students in order for them to re-enroll in classes for which they received the grade of "IP."

Transfer of Credits

Into the College

The college allows transfer credit for students from other recognized and accredited post-secondary institutions, provided that certain conditions are met:

1. The course is required for graduation at the college.
2. The course was passed with a "C" or better.*
3. The course closely parallels the content of that which it replaces at the college.

*Credits that transfer to the college with a "T" grade are not included in students' overall grade point averages.

The college will only accept two (2) courses designated as "Writing Intensive" by the transferring college to meet Edgecombe Community College's writing intensive graduation requirement. The acceptance of the course is subject to the evaluation by the department head of the student's degree program. While accepting up to two (2) courses designated as "Writing Intensive," ECC students must take at least one (1) writing intensive course at ECC.

The college may grant credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services when consistent with students' program requirements. The college does not allow credit for experiential learning.

Transfer credit is awarded only upon approval by the department head. Applications for transfer credit are handled on an individual basis. Once an evaluation is completed, the Registrar sends a copy to the advisor and to the student, and one is kept in the academic file in Student Services. Advisors can view transfer credits on students in the Colleague file.
Between Programs at the College

Credit for subjects earned with a grade of "D" or better at the college is accepted in cases when students transfer from one curriculum to another within the college. Courses transferred must be comparable in content and contact hours to the courses for which credit is given. Transfer of credits from one curriculum to another is granted under the following conditions:

1. The course(s) is/are required for graduation in both programs.
2. Those credit hours designated "elective" in the major curriculum may be transferred from one curriculum area to another; this policy applies only to the number of credit hours designated as elective hours in those curriculum areas into which students transfer.
3. When students re-enter a curriculum in which they have been previously enrolled, all previous grades earned (including "F"s) in that curriculum are included in the cumulative grade point average at the time of re-entry.
4. Continuing education courses are not transferable to curriculum programs.
5. Health Science programs have separate policies for transfer of courses between programs.

Between Divisions of the College

Transfer of Continuing Education Credits to Curriculum

Continuing education credits that lead to a credential or certification may be considered for course equivalency. Program/departmental and Vice President of Instruction approval must be received, and the student must be enrolled in the program for which he or she is seeking credit.

The amount of credit awarded in such cases is established by the faculty in the subject area in which the credit will be awarded. Such credit is awarded only in areas which coincide with the college's regular curriculum offerings and are appropriate to the student's educational goals. The decision concerning whether credit will be awarded is based on documentation which demonstrates academic comparability to credit earned by traditional means. Evaluation criteria include comparable content and credit hours with the corresponding curriculum course, grade earned, accreditation standards, instructor qualifications, and the number of years since the credits were earned. In cases where the documentation does not support the awarding of credit for previous non-credit courses or training, a student may be allowed to demonstrate proficiency in the course competencies through a proficiency/challenge examination.

To receive credit for credentials or certification of professional, occupational, or continuing education courses or programs, the student must submit documentation showing completion of equivalent course work to the Vice President of Instruction's office. The maximum credit awarded must not exceed twenty-five percent (25%) of the total amount of credit required for graduation from the curriculum program in which the student is enrolled. Such credit may not be transferable to another program within the college or transferable from Edgecombe Community College to other colleges or universities.

To Four-Year Colleges and Universities

Comprehensive Articulation Agreements with the University of North Carolina and Signatory Independent Colleges and Universities in North Carolina

In an effort to simplify and facilitate transfer of credit between community colleges and public and private colleges and universities in North Carolina, the State Board of Community Colleges has developed separate agreements with the
University of North Carolina System and signatory independent colleges and universities in North Carolina. The Comprehensive Articulation Agreement with the University of North Carolina System and the Independent Comprehensive Articulation Agreement with specific private colleges and universities in North Carolina, address the transfer of students from North Carolina community colleges to public and private colleges and universities in North Carolina.

The major provision of both comprehensive articulation agreements allows students who complete the A.A. or A.S. degree requirements at any community college to transfer to constituent institutions of the University of North Carolina and relevant private colleges and universities with junior status, considering them to have fulfilled the lower division, general education requirements of the receiving institution. Community college graduates who have earned sixty to sixty-one (60-61) semester hours of academic credit in approved college transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least sixty to sixty-one (60-61) semester hours of academic credit upon admission to relevant colleges and universities covered under these agreements. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions. For information about transfer to a specific college or university, students should visit the College Transfer page on the ECC website.

Competency Requirements

Educational Program Outcomes

Edgecombe Community College identifies and assesses six (6) general education core competencies: communication skills, mathematical reasoning skills, critical thinking skills, technological skills, global and cultural awareness, and sustainability. The college assesses these competencies annually by administrating common departmental exams, embedding common questions on finals, and/or using common rubrics in a cross-section of the general education core and program areas. The common departmental exams are provided, the competencies and assessment methods are documented in assessment outcomes.

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Upon degree completion at Edgecombe Community College, the student will...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Communication Skills</td>
<td>Communicate effectively with verbal and nonverbal messages appropriate to audience, purpose, subject, and format.</td>
</tr>
<tr>
<td>- Reading, Writing, Listening, &amp; Speaking</td>
<td></td>
</tr>
<tr>
<td>II. Mathematical Reasoning Skills</td>
<td>Comprehend and apply mathematical concepts and interpret numerical data.</td>
</tr>
<tr>
<td>III. Critical Thinking</td>
<td>Research, analyze, synthesize, and evaluate information to draw conclusions and respond to problems, scenarios, and arguments.</td>
</tr>
<tr>
<td>IV. Technological Skills</td>
<td>Use technology to facilitate learning.</td>
</tr>
<tr>
<td>V. Global &amp; Cultural Awareness</td>
<td>Demonstrate an understanding of global and cultural diversity, events, and issues.</td>
</tr>
<tr>
<td>VI. Sustainability</td>
<td>Demonstrate knowledge of an appreciation for the circular nature of life and the necessity to meet the needs of the present without compromising the ability of future generations to meet their needs.</td>
</tr>
</tbody>
</table>
Student learning outcomes are measurable and well-defined by faculty and staff members. Student learning outcomes are written statements that represent student learning goals at the institutional level, the department or program level, and the course level. Each course contains specific competencies which support the student learning outcomes as applied to the program level outcomes.

The college realizes that students are a vital asset and assisting them in reaching their personal and professional goals is an obligation the college takes seriously. The college is committed to integrating student learning outcomes throughout all areas of the college. The ultimate goal for Edgecombe Community College is to become an institution where student learning drives the planning, resource allocation, and effectiveness process.

**Attendance Policy**

Students are expected to attend all scheduled classes, laboratories, clinical, and shop sessions to meet the objectives of the courses for which they are registered. Attendance begins with the first day of class and all students should be on time for classes or instructional sessions. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence as soon as possible. Students have full responsibility for accounting to their instructors for absences.

All work missed during absences may be allowed to be made up at the discretion of the instructor. Failure to make up missed work will adversely affect the student's final grade for the course. To receive credit for a course, the student must attend 80 percent (80%) of class and 80 percent (80%) of lab, clinical, and/or shop hours. However, individual programs and/or departments may adhere to a more stringent attendance policy. The attendance policy for each course is communicated on the course syllabus. It is the student's responsibility to read and abide by the policies outlined in the syllabus for the course for which they are enrolled. When absences total more than 20 percent (20%) (or the more stringent percentage set by respective program and/or department) of the total contact hours for the course, a student may be withdrawn from the class by the faculty member.

This policy shall be subject to any uniform policy adopted and implemented by the State Board of Community Colleges (SBCC) pertaining to attendance throughout the Community College System. To the extent that any terms and conditions contained in this policy contradict and/or conflict with the terms and conditions of any such SBCC policy, the SBCC policy shall take precedence and supersede this policy.

**Withdrawal by Students from Courses or College**

A student who wishes to withdraw from an individual course or the College should complete a withdrawal form. A student is not officially withdrawn until he/she processes a withdrawal form with the Registrar's Office. The effective date of the withdrawal is the date the Registrar's Office receives the completed form. No student will be allowed to withdraw from any class after the seventy-five (75%) point or after the course has ended.

If a student completes the withdrawal process, the student will be given a grade of "W" for his/her class(es) prior to the seventy-five (75%) point.

**Withdrawal by Faculty or Administration from Courses**

A faculty member has the responsibility of withdrawing a student who has accumulated absences in excess of the number of times indicated in the faculty member's attendance policy in the course syllabus, demonstrated that he/she does not intend to pursue the learning objectives of the course, or exhibited conduct unbecoming to a school or class environment. Faculty members may withdraw a student at any time of the course. Any student withdrawn by a faculty member prior to the seventy-five (75%) point of the course will be issued a grade of "W." Any student withdrawn by a faculty member after the seventy-five (75%) point of the course will be issued a grade of "WP" or "WF." The faculty
member will issue a grade of "WP" if the student is passing the class at the point of being withdrawn from the class after the seventy-five (75%) point. A faculty member may issue a grade of "WF" if the student is failing the class at the point of being withdrawn from the class after the seventy-five (75%) point.

Prior to withdrawing a student for attendance reasons, the faculty member must attempt to make contact with the student to discuss the student's standing in the class and the pending withdrawal. The contact, or attempted contact, must be recorded on the withdrawal form.

When extenuating circumstances exist, the Vice President of Instruction must approve the waiver of the grade of "WF".

Students may be withdrawn for improper conduct by the President, the Vice President of Instruction, the Vice President of Student Services, or a designated representative.

**Attendance Appeal Process**

An appeal to the Attendance Committee must occur within three (3) class days of notification of withdrawal. To be considered for reinstatement in the class, students must appear before the Attendance Committee. The Attendance Committee consists of two (2) instructors. Students' right to appeal is limited to one appeal per course per semester. Students are allowed to attend the class from which they were withdrawn until the Attendance Committee has rendered its decision. The Attendance Committee must meet within three (3) class days after an appeal has been filed. The decision of the Attendance Committee is final. Please be advised, some curriculum programs may have more stringent requirements on attendance, and students should refer to curriculum handbooks for appropriate appeal process.

**Student Discipline, Rules, & Regulations**

**Student Conduct and Complaints**

**Student Conduct**

Edgecombe Community College (ECC) is dedicated to fulfilling the educational, training, and cultural needs of the community and its students. Attending ECC obligates the student to display the qualities of courtesy, respect, and integrity that characterize the behavior of adult learners. The College's policy prohibiting academic dishonesty and the Student Code of Conduct are guides for students in understanding their rights and responsibilities. Students who fail to display these qualities will be subject to disciplinary sanctions. Students suspected of violating the College's policy prohibiting academic dishonesty or Student Code of Conduct will be afforded due process as outlined below.

**Definitions**

"Academic Dean" means person(s) authorized by the Vice President of Instruction (including department chairs) to determine whether a student has committed academic dishonesty and/or render a decision regarding an academic grievance and impose sanctions. Decisions made by an Academic Dean are final pending appeal to the Campus Appeals Committee.

"Academic Dishonesty" includes, but not limited to, cheating, plagiarism, aiding and abetting others to cheat or plagiarize, or other forms of academic dishonesty.

"Academic Grievance" means an adverse decision relating to a student's course of study, course(s), grade about which a student submits a Student Complaint. An academic grievance does not include a faculty member's administrative withdrawal of a student who has accumulated unofficial absences in excess of the number of times indicated in the faculty member's attendance policy in the course syllabus (See Attendance Appeal Process.)
"Accused Student" means any student accused of academic dishonesty or violating the Student Code of Conduct.

"Campus Appeals Committee" means the committee that is authorized by the Vice President of Instruction to consider an appeal from an Academic Dean's determination as to whether a student has committed academic dishonesty or decision regarding an academic grievance and by the Vice President of Student Services to consider an appeal from a Dean in Student Services determination as to whether a student has violated the Student Code of Conduct or decision regarding a non-academic grievance and recommend a decision and sanctions to the appropriate Vice President for a final determination.

"Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

"College" or "ECC" means Edgecombe Community College. The College's policy prohibiting academic dishonesty and Student Code of Conduct apply to both of the College's campuses and students enrolled in a distance education course.

"College Community" includes any person who is a student, faculty member, College employee, or any guest.

"College Employee" includes any person employed by the College performing administrative or professional responsibilities.

"College Property" includes all land, buildings, facilities, and all other property in the possession of or owned, used, or controlled by the College.

"Complainant" means any person who submits an allegation that a student has committed academic dishonesty or violated the Student Code of Conduct or submits a Student Complaint.

"Dean in Student Services" means person(s) authorized by the Vice President of Student Services to determine whether a student has violated the Student Code of Conduct and/or render a decision regarding a non-academic grievance and impose sanctions. Decisions made by the Dean in Student Services are final pending appeal to the Campus Appeals Committee.

"Faculty" means any person hired by the College to conduct classroom or teaching activities or otherwise considered by the College to be a member of its faculty.

"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

"Policy" means the written regulations of the College as found in, but not limited to, the policy prohibiting academic dishonesty, Student Code of Conduct, Student Handbook, General Catalog, College web page, and College computer use policy.

"Student" includes all persons taking courses at the College, either full-time or part-time. Persons who withdraw after allegedly committing academic dishonesty or violating the Student Code of Conduct, or who are not officially enrolled for a particular term but have a continuing relationship with the College, or have been notified of their acceptance for admission are considered "students."

Student Academic Dishonesty

Academic dishonesty, including but not limited to cheating, plagiarism, aiding and abetting others to cheat or plagiarize, or other forms of academic dishonesty, is a serious offense and is expressly prohibited. Each student is
responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, diploma, or certificate. Any student found to have committed or to have attempted to commit any act of academic dishonesty is subject to the disciplinary sanctions outlined below. This policy applies to allegations of student's academic dishonesty even if the student withdraws from school while a disciplinary matter is pending.

The President of the College has appointed the Vice President of Instruction to be responsible for matters of academic dishonesty and academic grievances, the development of policies for the administration thereof, and imposition of sanctions on any student(s) found to have committed academic dishonesty or failed to comply with academic policies. The Vice President of Instruction may authorize an Academic Dean or department chair to investigate allegations of academic dishonesty and/or academic grievances and make a determination regarding the facts and applicable sanctions. Decisions related to academic dishonesty and/or academic grievances made by the Vice President of Instruction, or Vice President of Student Services in the event that the Vice President of Instruction delegates such responsibility for a specific incident to him or her, are final.

**Student Code of Conduct**

This Student Code of Conduct applies to conduct that occurs on College property, at College sponsored activities, and to off-campus conduct that adversely affects the College and/or the pursuit of its objectives as determined by the Vice President of Student Services. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, diploma, or certificate. The Student Code of Conduct applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Any student found to have committed or to have attempted to commit any of the following misconduct is subject to the disciplinary sanctions outlined below:

1. Falsification, forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification, or knowingly furnishing false information to the College or to a College employee.
2. Destruction, damage, unauthorized entry, possession, or misuse of private or College property.
3. Theft or attempted theft of property or damage, other than accidental, to property of the College, members of the College community, or campus visitors or other personal or public property.
4. Disruption or obstruction of teaching, administration, or any other function or activity of the College.
5. Denial of or interference with any person's lawful right of access to, use of, or exit from any College property or with any other lawful right of any person on the campus.
6. Verbal, physical, or psychological abuse, threats, intimidation, harassment, coercion, and/or other conduct, including but not limited to stalking or bullying, in person or by electronic means, which threatens bodily harm to self or another person or persons in the College community or endangers the health or safety of any person.
7. Hazing of any kind, including acts directed against an ECC student by another student, or by a group of students which intimidates or subjects another student to indignity or humiliation. The express or implied consent, apathy, or acquiescence of the victim will not be a defense.
8. Sexual harassment as defined by the College's Sexual Harassment Policy in the Student Handbook.
9. Sexual violence or attempted sexual violence including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent.
10. Engaging in any type of sexual activity on any College property.
11. Conduct that is disorderly, lewd, or indecent; breach of the peace; or aiding, abetting, or procuring another person to breach the peace on College property or at a College activity.
12. Conducting or participating in gang activity on the College's campuses or at any College sponsored event. This violation includes, but is not limited to, displaying of gang symbols and colors.
13. Violation of the College's Tobacco-Free Campus Policy found in the Student Handbook.
14. Possession, use, manufacturing, sale, or delivery of alcoholic beverages on College properties or violation of the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook.
15. Possession, use, manufacturing, sale, or delivery of marijuana, narcotics, or other controlled substances or dangerous drugs or illicit drugs in violation of local, state, or federal law or the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook.

16. Being under the influence of alcohol or drugs.

17. Possession or use of firearms, illegal knife, dangerous weapons, explosives, and/or dangerous chemicals while on campus in violation of the College's Alcoholic Beverage, Drug, and Weapons policy in the Student Handbook. The appropriate use of chemicals in class is exempt from this policy.

18. Malefeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the College community.

19. Failure to comply with the directions of College employees or law enforcement officers acting in the performance of their duties and/or to identify oneself to these persons when requested to do so.

20. Violation of any College policy, rule, or regulation.

21. Violations of any city, state or federal law.

22. Theft or other abuse of computer facilities and resources, including but not limited to:
   - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   - Unauthorized transfer of a file.
   - Use of another individual's identification and/or password.
   - Use of computing facilities and resources to interfere with the work of another student, faculty member or College employee.
   - Use of computing facilities and resources to send obscene or abusive messages.
   - Use of computing facilities and resources to interfere with normal operation of the College computing system.
   - Use of computing facilities and resources in violation of copyright laws.
   - Violation of the Acceptable Use Guidelines for College Computing Resources.

23. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

24. Failure to report behavior that threatens the public safety of the College community.

25. Abuse of the Due Process for Students and Student Appeals process, including but not limited to:
   - Failure to obey the notice from an Academic Dean or Dean in Student Services or the Campus Appeals Committee to appear for a meeting or hearing as part of the Due Process for Students and Student Appeals process.
   - Falsification, distortion, or misrepresentation of information to an Academic Dean, Dean in Student Services, Vice President, or before the Campus Appeals Committee as part of the Due Process for Students and Student Appeals process.
   - Disruption or interference with the orderly conduct of a Campus Appeals Committee proceeding.
   - Submission of an allegation that a student has violated the College's policy prohibiting academic dishonesty or Student Code of Conduct in bad faith.
   - Attempting to discourage an individual's proper participating in, or use of, the Due Process for Students and Student Appeals process.
   - Attempting to influence the impartiality of a member of a Campus Appeals Committee prior to, and/or during the course of, a proceeding.
   - Harassment (verbal or physical) and/or intimidation of a member of a Campus Appeals Committee prior to, during, and/or after a proceeding.
   - Failure to comply with the disciplinary sanction(s).
   - Influencing or attempting to influence another person to commit an abuse of the Due Process for Students and Student Appeals process.

26. Other violations determined by College authorities to warrant disciplinary action.

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct. The proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following any criminal proceedings at the discretion of the Vice President.
of Student Services and determinations made or disciplinary sanctions imposed without regard to the outcome of the criminal proceedings.

The President of the College has appointed the Vice President of Student Services to be responsible for the administration of the Student Code of Conduct and non-academic grievances, the development of policies for the administration thereof and imposition of sanctions on any student(s) found to have committed a violation of the Student Code of Conduct or failed to comply with any of the College's policies (other than academic policies). The Vice President of Student Services may authorize a Dean in Student Services to investigate allegations of violation(s) of the Student Code of Conduct and/or non-academic grievances and make a determination regarding the facts and applicable sanctions. Decisions related to the Student Code of Conduct and/or non-academic grievances made by the Vice President of Student Services, or Vice President of Instruction in the event that the Vice President of Student Services delegates such responsibility for a specific incident to him or her, are final.

**Student Academic Dishonesty and Code of Conduct Procedures**

Students are expected to be self-disciplined and display the qualities of courtesy, respect, and integrity at all times. Members of the college community may counsel a student about their need to exercise self-discipline and display these qualities at any time.

Faculty members are responsible for managing the classroom environment. Students who engage in misconduct that disrupts a class or college-sponsored activity may be directed by the faculty member to leave the class or activity for the remainder of the period. Such dismissal of a student from a class or activity should be reported as a complaint by the faculty member to the appropriate Dean in Student Services. Suspension from a class or activity for a longer period of time or administratively withdrawing a student for misconduct by a faculty member requires the approval of the Vice President of Student Services. The student may initiate a Formal Appeal by submitting a written appeal within ten class days of the date of the suspension or administrative withdrawal.

**Complaints**

Any member of the College community may file a complaint against a student alleging, in good faith, a violation of the College's policy difficulties in curriculum courses. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the college. Tutors provide assistance with study skills, test-taking skills, and class content. Students may request tutoring assistance for any curriculum course by contacting the Student Services Department. There is no fee for tutoring services. The Tutoring Program employs students and other qualified individuals as tutors. Students may apply to be tutors by contacting the Curriculum Learning Center. Online tutoring is available to all students 24 hours per day. Please contact the Curriculum Learning Center (CLC) for more prohibiting academic dishonesty and the Student Code of Conduct. Complaints alleging violations of the College's policy prohibiting academic dishonesty shall be in writing and directed to the appropriate Academic Dean. Complaints alleging violations of the Student Code of Conduct shall be in writing and directed to the appropriate Dean in Student Services on the campus on which the alleged violation occurred or where the student is registered or attends class. Complaints should be submitted as soon as possible after the event takes place or when it is reasonably discovered.

**Rights of the Accused Student**

The ECC Board of Trustees and the College are committed to providing all students with due process as provided in the Fourteenth Amendment to The Constitution of the United States of America.

Throughout the process of determining if a student committed academic dishonesty or violated the Student Code of Conduct, the Accused Student has the following rights:
to seek information from the appropriate Dean about the Investigation and Resolution Process (outlined below);

• to be informed of the charge(s) and alleged misconduct set forth in the complaint;

• to be afforded a reasonable opportunity to offer a relevant response/defense;

• to be informed of and respond to the relevant evidence upon which the complaint is based;

• to remain silent with no inference of responsibility drawn;

• to be considered not responsible until proven responsible by a preponderance of the evidence;

• to appeal the decision of the appropriate Dean as outlined in the Formal Appeal Procedure (outlined below); and

• to waive any of the above rights.

Investigation and Resolution Process

The College's process for resolving allegations that a student committed academic dishonesty or violated the Student Code of Conduct utilizes an investigatory model, not an adversarial model, with the primary goal of uncovering the truth. The standard of proof is a preponderance of the evidence. An investigation begins when a complaint is forwarded to and the case is opened by the appropriate Dean. During the investigation, an Accused Student should continue to attend class and required College functions unless otherwise instructed by the Academic Dean or Dean in Student Services investigating the complaint.

After the Dean receives a complaint, he/she will review the information to decide what process, if any, to initiate. The Dean may:

1. Determine that the facts of the complaint or report, even if true, would not constitute academic dishonesty or a violation of the Student Code of Conduct;

2. Resolve the situation through an informal resolution process including but not limited to mediation or a meeting between the Accused Student and a third party; or

3. Initiate an investigation by gathering facts and meeting with the Accused Student.

If the Dean initiates an investigation, he/she may meet with the Complainant(s) and any witnesses to gather additional information. The Dean will verbally notify the Accused Student of the complaint and his/her decision to investigate it and interview him/her to gather additional information.

Upon conclusion of the investigation, the Dean will render a decision, which will be communicated to the Accused Student in writing via the Student's College email address. If the Dean decides that the Accused Student committed academic dishonesty or violated the Student Code of Conduct, the notice of his/her decision will include a brief description of the findings, the relevant provision(s) of the academic dishonesty policy or Student Code of Conduct violated, a description of any disciplinary sanctions, and reference to the Formal Appeal process described below.

If the Dean does not render a decision satisfactory to the Accused Student, the Student may initiate a Formal Appeal by submitting a written appeal within ten class days of the Dean's decision to the Vice President of Instruction if it relates to academic dishonesty or the Vice President of Student Services if it relates to a violation of the Student Code of Conduct.

Disciplinary Sanctions

Sanctions are imposed when a student is found to have violated the College's policy prohibiting academic dishonesty, the Student Code of Conduct, or other academic or non-academic policies of the College. Sanctions are determined by the severity of the case and the disciplinary history of the student. A student will be given one of sanctions below. Sanctions may be imposed singly or in combination upon individuals, groups, or organizations.

Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation,
the student's disciplinary record may be expunged of disciplinary actions. Both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions by the College include, but are not limited to:

**Warning:** A warning is a written notice to the student or organization that the conduct in question violates College regulations. For organizations, a warning may include notification to the organization's president or adviser.

**Reduction in Grade or No Credit:** A reduction in a grade or no credit on an assignment, examination, or course in which an act of academic dishonesty occurred.

**Loss of Privileges:** The College may deem it appropriate to take away certain privileges from a student or organization for a specified period of time. This sanction may include, but is not limited to, limited access to or use of all or part of College property, participation in some or all College activities including educational or graduation exercises, removal from an elective or appointed office of a registered campus organization, removal of recognition, and ineligibility to represent the College.

**Imposition of Special Conditions:** The student(s) may be asked to perform certain tasks, or make restitution, whether monetary or by specific duties or assignments, or comply with a behavioral contract.

**Disciplinary Probation:** Disciplinary probation is levied for a specific time based on the seriousness of the violation and serves as a warning that any further violation of College regulations during the specific time may result in more serious consequences, including suspension or expulsion.

**Interim Suspension:** Interim suspension is a sanction levied by the Vice President of Student Services, or a designee, when she/he is satisfied that the continued presence of the student on the campus constitutes a threat to the security or emotional safety and well being of members of the College community or College property.

**Suspension:** Suspension is the separation of the student or organizations from the College for a definite period of time or until written specified conditions are met, after which the student is eligible to return or readmission. Conditions for return or readmission may be specified by the appropriate Vice President.

**Expulsion:** Expulsion is the permanent separation of the student or organization from the College. A student expelled from the College is not eligible for readmission.

**Revocation of Admission and/or Degree:** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

**Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the College's policy prohibiting academic dishonesty or the Student Code of Conduct, including the completion of all sanctions imposed, if any.

**Other sanctions which are deemed appropriate by the College.**

**Student Complaints - Academic and Non-Academic Grievances**

If a student has an academic or non-academic grievance, i.e., other than one related to the College's policy prohibiting academic dishonesty and the Student Code of Conduct, the student should attempt to resolve their concern with the member of the college community having direct responsibility for their concern. The student should discuss his/her
concern with the student, faculty member, or College employee(s) involved and try to reach a mutually agreeable solution as soon as possible after the event takes place or when it is reasonably discovered but no later than the first ten class days of the academic term immediately following the term in which the alleged event occurred.

If the student's concern relates to a course of study, course, grade, faculty member or College employee(s), the faculty member or College employee(s) should meet with the student to discuss the concern within ten class days. In the event a faculty member or College employee(s) is unable or declines to meet with the student, the student may meet with the appropriate department head.

Every reasonable attempt should be made to resolve informally any dispute between students and the college at the level at which the dispute arises. Recognizing that such matters cannot always be resolved informally, ECC provides a formal process through which students can appeal the application of certain college rules and regulations and the assignment of a grade. In all cases, it is the intent of the College to assure the fair and equitable treatment of all students in the college community.

If the student is not satisfied with the response provided by the student, faculty member, or College employee(s) involved, the student may submit a complaint, in writing, to the appropriate Dean. Upon receipt of the complaint, the Dean reviews the facts of the complaint and may conduct further inquiry. The Dean will notify the student of his/her decision in writing within ten class days after receipt of the student's complaint. If the Dean does not render a decision satisfactory to the student, the student may initiate a Formal Appeal by submitting a written appeal within ten class days of the Dean's decision to the Vice President of Instruction if it relates to an academic grievance or the Vice President of Student Services if it relates to a non-academic grievance.

**Formal Appeal Procedure for Student Academic Dishonesty, Student Code of Conduct, and Student Complaints**

1. The appropriate Vice President submits the Student's appeal to the Campus Appeals Committee Chair, within ten class days of his/her receipt, for consideration. If the Vice President receiving the Appeal is implicated in it, that Vice President will forward it to the other Vice President for submission to the Campus Appeals Committee and final decision.

2. The Campus Appeals Committee Chair schedules the hearing within ten class days from the date of his/her receipt of the Student's appeal from the Vice President. The hearing will be held not more than fifteen class days nor less than five class days after the Accused Student or Complainant has been notified of the hearing date unless the Chair extends the date for the hearing for good cause. If the appeal involves more than one Accused Student, the Chair may permit the hearing to be conducted jointly or separately in his/her sole discretion.

3. The Campus Appeals Committee Chair notifies the Accused Student or Complainant of the date, time, and place of the hearing. In addition, the Chair notifies the Accused Student or Complainant that he/she may submit any statements or documents that he/she wishes for the Chair to distribute to the members of the Campus Appeals Committee prior to the hearing, to arrange for witnesses to present pertinent information at the hearing, and may be accompanied at the hearing by an advisor. The Accused Student and/or Complainant may be assisted by any advisor they choose, at their own expense. The advisor must be a Student or College employee and may not be an attorney. The Accused Student and/or Complainant must notify the Campus Appeals Committee Chair of the name and contact information of any witnesses and advisor not less than two class days before the scheduled hearing.

4. The Campus Appeals Committee Chair may notify the Complainant, Dean, and other witnesses identified by the Accused Student, Complainant, or Committee of the date, time and place of the hearing and ask them to appear and/or provide relevant documents to be distributed to the Accused Student and/or Complainant and members of the Campus Appeals Committee prior to the hearing. The Committee will accommodate concerns for personal safety, well-being, and/or fears of confrontation of the Accused Student and/or Complainant or witnesses by using a visual screen, electronic communication, and/or written statement as determined appropriate in the sole discretion of the Chair.

5. The Campus Appeals Committee convenes the hearing.
• The hearing is conducted by the Committee in private and in an informal and expeditious manner.
• Only members of the Campus Appeals Committee, Accused Student and/or Complainant and their advisors, if any, and witnesses testifying before the Committee are permitted to attend the hearing. Admission of any other person to the hearing will be at the sole discretion of the Committee Chair. Only the Accused Student and/or Complainant and their advisors are permitted to attend the entire portion of the hearing (excluding the Committee's deliberations). If the Accused Student and/or Complainant does not appear at the hearing, the hearing will proceed, evidence considered, and decision made by the Committee.
• At the hearing, the Accused Student and/or Complainant and witnesses may testify. The Accused Student and/or Complainant's advisor is not permitted to speak or participate directly in the hearing. The Accused Student and/or Complainant and witnesses may be questioned only by members of the Campus Appeals Committee. The Accused Student and/or Complainant may suggest questions to be asked of witnesses to the Committee Chair and he/she will decide whether the questions are appropriate to be asked of the witness.
• The Dean will present the information he or she received during the investigation.
• The Committee Chair is empowered to rule on procedural matters and the relevance of witnesses and/or evidence.
• After the portion of the hearing concludes in which all pertinent information has been received and the Accused Student and/or Complainant and advisors have been dismissed, the Campus Appeals Committee will determine (by majority vote) whether the Accused Student committed academic dishonesty or violated the Student Code of Conduct or its decision regarding the Student complaint.
• A tape recording or other record of the hearing (excluding deliberations) is made and preserved for reference and review until the appeal is decided by the appropriate Vice President.

6. The Campus Appeals Committee Chair communicates the Committee's decision, in writing, to the appropriate Vice President. The Vice President reviews the decision of the Committee and sanction(s) and may accept, repeal, or amend the decision and/or sanction according to his/her best judgment. The Vice President will render a decision and notify the Accused Student or Complainant within ten class days of his or her receipt of the written decision by the Campus Appeals Committee. The decision of the Vice President is final and cannot be appealed.

Composition of the Campus Appeals Committee

1. A chairperson appointed by the college President
2. Two full-time faculty members nominated by the Vice President of Instruction
3. Two Student Services staff members nominated by the Vice President of Student Services
4. One student nominated by the campus Student Government Association
5. One Dean/Administrator nominated by the college President

The college President has the authority to accept or reject the nominated members and alternates to the Campus Appeals Committee. The Campus Appeals Committee serves for a period of one academic year. Two alternative faculty and Student Services staff members and one alternative student and Dean/Administrator will be nominated to serve on the committee in times when conflicts of interest are present.

At least one representative from each group (student, faculty, staff/administrator) must be present at the hearing.

Attendance Appeal Process

To be considered for reinstatement in the class, students must submit a Student Attendance Appeals Form (located on the college website on the Student Portal Forms page) to the Attendance Committee within three (3) class days of notification of withdrawal. The Attendance Committee consists of two (2) instructors. Students' right to appeal is limited to one appeal per course per semester. Students are allowed to attend the class from which they were withdrawn until the Attendance Committee has rendered its decision. The Attendance Committee must meet within three (3) class
days after an appeal has been filed. The decision of the Attendance Committee is final. Please be advised, some curriculum programs may have more stringent requirements on attendance, and students should refer to curriculum handbooks for appropriate appeal process.

**Rules and Regulations**

**Parking Regulations**

Students are expected to drive carefully and courteously and not exceed the fifteen-mile-per-hour (15 MPH) speed limit while on campus. Parking areas for students are designated. Students must not park in reserved spaces or loading zones. Violators' cars may be towed away. Parking stickers should be displayed on the rear window on the passenger side of students' cars. Free parking stickers are available from the receptionist on each campus.

**Visitors**

Visitors who have official business at the college are welcome. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is strictly prohibited. Visitors should stop by the receptionist area and pick up an ID badge to wear while on campus.

**Student Records**

Student records are maintained permanently for all students who enroll at ECC. Curriculum records are filed in the Student Services Department and are maintained by the admissions staff. Continuing Education records are located in the Continuing Education Department and are maintained by department staff. Student records may be sent to other institutions or authorized persons only when requested by students. A written request should be made to the registrar.

Each copy of a student transcript is released at the rate of one dollar ($1) per copy. A one dollar ($1) fee is charged for release of all copies of any other record in students' files.

Institutional instructors or professional personnel who wish to see student records in regard to professional education-student relations must obtain permission from the registrar, counselor, or Vice President of Student Services.

Student files may contain the following:

1. Application
2. Transcript of high school or post high school grades
3. Correspondence (except form letters)
4. Placement/Admission test results
5. Medical forms
6. Veterans' records
7. Statement of residency

**Family Rights and Privacy Policy of ECC**

Students at the college are informed annually of the institutional policy regarding their rights in relation to their educational records and the privacy of those records. The annual notice to students includes the following:

1. The types of educational records and the information contained therein.
2. The name and position of the official responsible for maintenance of educational records, the persons who have access to the records, and the purposes for which they have access.
3. The policy of the institution for reviewing and purging records.
4. Procedures for challenging the contents of educational records.
5. The cost of reproducing copies of records.
6. Categories of information designated by the institution as directory information and the condition for release of this information.
7. Other rights and requirements.

Student Inspection of Their Records

Students at the college have the right to inspect their individual educational records upon request to the Vice President of Student Services. The request is granted within forty-five (45) days. Students see the records in the presence of the Vice President of Student Services.

Students are defined as any persons who are or have been enrolled and have been in attendance in the institution, either in curriculum or continuing education courses.

Educational Records include records, files, documents, or any other material containing information directly related to students, such as grades, test scores, and attendance records. Not included are guidance records, medical and psychological reports, the financial records of the parents, and confidential recommendations if students have signed.

Identity Theft Protection

In response to the requirement adopted by the Federal Trade Commission, Edgecombe Community College has established an Identity Theft Prevention Program. This program dictates reasonable policies and procedures to protect students and college employees from damages associated with the compromise of sensitive personal information.

The Identity Theft Prevention Program is implemented and annually updated by the Program Administrator and the Red Flags Committee. They are responsible for program administration, ensuring proper training for staff, reviewing staff reports regarding the detection of red flags, and the steps for preventing and mitigating identity theft.

The Program Administrator is the Director of Computer Services. The Red Flags Committee consists of the Vice President of Instruction, the Vice President of Student Services, the Associate Vice President of Instruction, Controller, Director of Human Resources, and the Director of Financial Aid.

College employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or the college's failure to comply with its Identity Theft Prevention Program they become aware of them. While on college property, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons who violate this policy are subject to legal action determined appropriate by the ECC administration.

Security and Access Policies

ECC is open to students, employees, and visitors who have legitimate business to conduct during normal operating hours of 8:00 a.m. to 10:00 p.m. on Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. Any individual found to be interfering with the educational process or normal business operations or posing any threat whatsoever to students or employees is escorted off campus.

After normal business hours, community groups may gain access to the Tarboro campus by prior arrangement with the Director of Cultural Arts and to the Rocky Mount campus by arrangement with the office of the Director of the Rocky Mount campus.
Student I.D. Cards

At registration, student I.D.s with a picture are supplied by the Student Government Association. All students need an I.D. to use the library as well as to attend special SGA-sponsored events, to pick up grades, to receive discounts from selected area merchants, to register, and to pick up financial aid checks. The activity fee covers the cost of the I.D. card; however, there is a five dollar ($5) charge for a replacement card. The I.D. card must be worn at all times while on campus.

Campus Security Policies

In accordance with Title II, Public Law 101-542 and GS 74A, the ECC Board of Trustees has adopted the following policy:

ECC provides adequate security personnel and procedures to protect the safety of its students, faculty, and staff and to ensure the security of the college's assets. It is the responsibility of every college employee and student to report crimes whenever they become aware of them. While on college property, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons who violate this policy are subject to legal action determined appropriate by the ECC administration.

Alcoholic Beverage, Drug, and Weapons Policy

ECC prohibits the possession, transportation, use, or sale of any alcoholic beverage within the property boundaries of the college unless the function has received prior approval according to college policies and procedures. This policy applies to any student or employee of the college or visitor to ECC property.

The ECC Student Code of Conduct specifically prohibits the use, possession, sale, or transportation of any controlled substance as defined by the North Carolina General Statutes. Within these statutes is the stipulation that even though persons may be under the influence of legally prescribed medication, these persons are totally responsible for their behavior.

The ECC Employee Handbook contains a "Drug Free Workplace Policy" statement, an acknowledgement of which is signed by all faculty and staff at their employment. This document is kept in employees' personnel files.

All students, employees, and visitors are prohibited from using or carrying a dangerous weapon onto ECC property unless they are uniformed law officers. This prohibition applies to anything that can be construed or used as a weapon, such as firearms, knives, clubs, or stun guns. The ECC Student Code of Conduct specifically prohibits the use or possession of weapons and dangerous instruments on college properties as described in the North Carolina General Statutes. When violation of any of these policies and/or statutes is detected, the appropriate law enforcement agency is called.

Social Media Policy

Employees, students, and friends of the College are encouraged to follow the College on its official website as well as on various social media sites such as Facebook and Twitter.

When joining social media sites, employees and students should make sure that they read and follow the terms of use, privacy policies, etc. for each site.

Additionally, employees and students should consider the following regarding the use of social media sites:
• You should treat everything you post on the Internet as though it were available to the general public. While your postings may be restricted to those who have access to your page (commonly referred to as “friends”), you cannot control what those people do with your postings - i.e. reposting, forwarding through email, etc.
• Most social media sites require you to supply an email address when joining. When joining social media sites, you should join using your personal (not work) email account, or create separate accounts for personal and professional use. Most people will find that their use of social media sites will evolve to include numerous personal contacts making work related email inappropriate for this use. (Be aware that Facebook’s terms of use prohibit maintaining more than one account. It is strongly suggested you use a personal email account when joining Facebook.)
• Use common sense when posting information, comments, photos, etc. Everything you post reflects on you both as an individual, and in many cases as an associate of the College. Use the same amount of restraint as you would use if you were posting the information on a bulletin board in a public space.
• Use privacy settings to ensure that you do not compromise your personal information and/or safety. Do not post information online that you do not want made available to the general public.
• Use College computing resources for College related purposes. Employee access to social media sites during the workday should be reserved for business related purposes. Access for personal reasons should take place during personal time.
• Make sure your access to and use of social media sites does not violate existing College policies.
• Remember, College related social media sites may be subject to monitoring, archiving, and disclosure to third parties in accordance with North Carolina Public Records Law.

Crime Reports

A crime report is completed annually and made available to students on the ECC website. In addition to the website, employees may also obtain a copy of each annual report from the Director of Human Resources office.

As required by Section 485 (a) and (f) of the Higher Education Act, the Human Resources Director reports ECC crime statistics online to the National Campus Crime and Security Survey during the annual collection period of August 17 to October 17.

The public may access the results of the survey online.

Other Rules and Regulations

The Student Handbook lists other rules and regulations and grievance procedures. The college computer policy is posted on the college website.

Student Life and Development

Student Services Department

Purpose Statement

The Student Services Department is available to assist students in accomplishing their educational goals and fostering their academic, personal, and social development through opportunities for involvement.
Goals

1. To provide a comprehensive range of educational opportunities, quality training, and educational access to all adults in the college's service area.
2. To bring multicultural awareness to the community.
3. To ensure quality throughout the college.

General Information

Official Announcements

ECC publishes official college information in the ECC Catalog, in the Student Handbook, on the ECC message boards, and on the college website. The Student Handbook supplements the catalog. The catalog describes academic programs and degree requirements, continuing education programs, and special programs. It gives detailed information on college procedures, services, and regulations. The handbook is updated annually, and the catalog is updated every two years.

Course offerings for curriculum programs are listed in the semester schedule, which is posted on the college website. Current copies are also available in the Student Services Department. Official announcements, as well as notices of upcoming campus events, are posted on the college message boards located in critical areas on both campuses. Student information is also posted on bulletin boards in all buildings on both campuses.

Bookstore

Textbooks can be bought and resold at the college bookstore, a non-profit service of ECC. School supplies, sportswear, and gift items are also available. A bookstore is located on both campuses. Book lists for each semester may be found online at the college website.

Student Lounge

The student lounge area is a place to meet, eat, and relax during leisure moments. Computers, with Internet access, are also available in the student lounge. Information such as employment opportunities, social and recreational events, and student government activities may be posted in the lounge but must be approved in advance by the Student Services Department. Any complaints concerning vending machine service should be directed to the Business Office.

Children of students are not allowed to use the lounge or any other facility while their parents are in class. Children are strictly forbidden from attending class with their parents.

Students with Disabilities

The college recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, and learning disabled, as well as to students with other health impairments. Students who are in special need should contact the Student Services Department.

Documentation of a disability must be on file at the college before accommodations can be provided. Individuals who require reasonable accommodations for a disability should make this requirement known to the American Disabilities Act (ADA) counselor as soon as possible (preferably at least 30 days prior to the scheduled date for the program,
service, or activity) so that the college has time to make appropriate arrangements. Individuals accompanied by a personal assistant while on campus must provide the ADA counselor with documentation that includes sufficient reasons for the assistance.

**Student Services**

**Guidance and Counseling**

Guidance and counseling services are an integral part of the Student Services Department at Edgecombe Community College (ECC). Staff members of the department are individuals of varying backgrounds who are professionally trained and hold at least a master's degree in the counseling area. Counselors are available on each campus to help students become more self-knowing, self-reliant, and directive by offering the following services:

1. Appraising, organizing, and evaluating information such as transcripts, placement test scores, and interviews with students and instructors to determine proper placement and to assist students toward self-knowledge needed for decision making and planning.
2. Providing professional counseling services to students in clarifying basic values, attitudes, interests, and abilities; assisting in all phases of decision making; assisting in formulating vocational educational plans and progress; and providing appropriate resources for more intensive and deep-seated personal problems.
3. Providing information pertinent to the selection of courses, occupational prerequisites, transfer requirements, availability of resource agencies, and other areas of concern to students.
4. Providing community services through vocational and educational counseling and other student personnel services to youth and adults in the community.
5. Disseminating information by brochures, counselor visitations, conferences, or direct correspondence; encouraging school attendance; fostering understanding of requirements for admission and for special curricula; developing proper attitudes; and contributing to student decision making and planning.
6. Providing information on loans, scholarships, grants, part-time jobs, and other resources for students who need financial assistance.

**Counseling and Student Assistance Procedures**

The Student Services Department endeavors to make its services available to every student from pre-admission through graduation. The pre-admission interview is designed to help students make a decision in terms of what curriculum program or programs they are best suited to enter. The interview involves evaluation of the high school transcript, along with discussion of the students' needs, interests, and abilities.

Students may see a counselor on an individual basis to discuss personal, academic, vocational, educational, and financial needs. Student access to a counselor is determined by student-initiated or counselor-initiated appointment or by instructor or advisor referrals.

Specialized counseling for handicapped students is available in cooperation with Vocational Rehabilitation, the Department of Social Services, the Veterans' Administration, and other agencies. The degree of disability and the educational potential of the students determine the extent of training and placement.

Academic counseling is available to students who have deficiencies in reading, writing, listening, computing, and study skills.

Advisors maintain academic records for advisees. Faculty members also are available for consultation.
Referral Service

The college recognizes that most student problems can be successfully treated, provided they are recognized in their early stages and referral is made to an appropriate resource. The problem may be one of personal relationships, physical illness, mental or emotional illness, finances, marital or family discord, alcoholism, drug abuse, legal issues, or other concerns. When students' academic performance or attendance is unsatisfactory, and the students are unable or unwilling to correct the situation, either alone or with normal advisory assistance, there may be some cause outside the realm of their academic studies which is the basis of their problem. This policy assures that if such personal problems are the cause of unsatisfactory academic performance, students receive careful consideration and an offer of assistance to help resolve such problems in an effective and confidential manner.

Success and Study Skills

Study Skills (ACA 090) is a course designed to provide students with skills and techniques to enhance learning. Emphasis is placed upon mastering and applying the fundamental skills of learning. Topics covered include time management, notetaking, test taking, memory techniques, self-awareness, and personal goals. This course is also beneficial for students who have been out of school for a number of years or who lack good study skills or techniques. Any student who places into two or more developmental courses will need to take ACA 090.

Additionally, students are required to take a college success course. This course introduces the College's physical, academic, and social environment and promotes 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.

Substance Abuse Program

Students will be referred to local substance abuse treatment providers.

Career Services

Career Services assists students and graduates with the career exploration process. Students or graduates who wish to talk with a professional staff member about career plans may make an appointment. Professional staff is available to assist students in choosing a major, assessing skills and interests, exploring information about jobs, arranging interviews, analyzing resumes, developing interviewing skills, and determining job-hunting strategies.

Students are encouraged to begin the job search process at least six months before graduation and to contact the North Carolina Division of Workforce Solutions for assistance in their job search.

Health Services and Standards

Student health services are not provided on campus. Students should seek medical attention from an area healthcare facility or provider.

Students with communicable diseases may be prohibited from registering for classes when health records indicate that their attendance would be detrimental to their health and safety or to the health and safety of other persons with whom they may come in contact. After recovery, students may be registered for classes.
Students who have significant health conditions or limitations may be required to submit a report or medical examination prior to their initial registration and are encouraged to inform their instructors at the beginning of each semester.

When deemed appropriate by the Vice President of Student Services, faculty advisors, instructors, and/or counselors are notified of students identified as having significant health conditions.

Certain programs have technical standards that must be met for admission to the program. Technical standards are defined as physical, mental, social, and psychological requirements needed for educational training. Those standards are required in order that students not be a danger to themselves or others with whom they come in contact in the pursuit of their educational objectives.

The college seeks to assist students who have special health conditions or limitations in the attainment of their educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In the event of accident or illness, the Student Services Department or the Business Office should be notified immediately. First aid is provided by college personnel in accordance with their capabilities. First aid kits and automatic electronic defibrillators (AEDs) are located in the Student Services Department and the library on both campuses, the Cosmetology Building on the Rocky Mount campus, and the reception area in Buildings B, E, and H on the Tarboro campus.

Students who become ill, are injured, or develop health problems requiring professional attention are referred to the emergency room at the most convenient hospital or to a local physician in accordance with instructions given by students or their family. In an emergency situation that requires immediate attention, students may be taken directly to the hospital by the rescue squad.

Environmental health and safety on the campus are the responsibility of the Vice President of Administrative Services.

**Child Care Program**

The Child Care Financial Assistance Program at ECC was established by funding from the North Carolina Community College System and the Carl Perkins Grant. The program is intended to serve student parents who need assistance paying their child care costs in order to attend ECC. It is not the intention of this program to refer or direct students to child care services. Student parents enter into child care arrangements of their own free will. The college's role is to provide financial assistance to students.

Student parents must complete an "ECC Child Care Financial Assistance Program Application Form" available in Student Services. Applicants must have a Student Aid Report on file with the Financial Aid Office and must have completed all requirements for admission to ECC.

Applicants are notified by mail regarding their application status. Approval is based on eligibility and availability of funds. If aid is awarded, student recipients need to schedule an appointment with the Child Care Coordinator to review the award and sign the agreement forms.

**Orientation**

START@ ECC (Student Transition Advising and Registration Time), New Student Orientation, takes place the first day of early registration for fall, spring, and summer semesters and other days agreed upon by College officials. The first half of the orientation consists of an information session discussing topics such as advising, the registration process, drop/add rules, disability services, the tutoring program, student clubs, financial aid and foundation/scholarships, bookstore and parking passes, the library, security, and faculty and classroom expectations. Counselors are also introduced. The second half consists of registering for classes, visiting the Financial Aid Office,
completing the placement test, obtaining student IDs and parking passes (for students who register), and taking a campus tour.

New Student Orientation is required so students learn important college services and policies and can be successful at ECC. Online orientation is also available through the College's website.

**Academic Support**

All curriculum students are assigned to a faculty advisor who assists them in planning their educational program, registering, and adjusting to college life. Students should periodically check with their advisor concerning their educational progress.

Advisors perform the following functions:

1. Provide adequate time with all students to determine issues and resolve them.
2. Refer students to a Student Support Services counselor when it is appropriate (academic and personal problems, crisis situations, instructor/student issues).
3. Refer students to other student support services within the college when appropriate (Student Success Center, Career Counseling, Job Placement, Tutoring, Special Needs).
4. Are the first stop for students needing help outside the classroom.
5. Provide information about the college policies and procedures in the Student Handbook and College Catalog while stressing the responsibilities of students.
6. Follow up on assigned advisees identified through the Academic Support System.
7. Ensure that students who do not show up for class or who have poor class attendance are referred to the Student Services counselor.
8. Monitor progress of advisees who are on probation/suspension due to the college policy.
9. Provide a system, in cooperation with Student Services and the Student Success Center, to have contact with students who withdraw from their program.

**Tutoring**

The Tutoring Program assists students who are experiencing academic difficulties in curriculum courses. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the college. Tutors provide assistance with study skills, test-taking skills, and class content. Students may request tutoring assistance for any curriculum course by contacting the Student Services Department. There is no fee for tutoring services. The Tutoring Program employs students and other qualified individuals as tutors. Students may apply to be tutors by contacting the Curriculum Learning Center. Online tutoring is available to all students 24 hours per day. Please contact the Curriculum Learning Center (CLC) for more information.

**Graduation**

Advisors perform the following functions:

1. Assist students in reviewing their records of credits completed toward their certificate, diploma, or degree, and graduation. Provide students with student employment services information at that time.
2. Work with Student Services to have a system of providing an exit interview for all students near program completion to discuss jobs/career choices, goals, or additional training as desired.
3. Direct students to schedule the Career Readiness Certification exam (CRC).
Student Activities

ECC recognizes the importance of student activities for retention of students. The college provides programs developed in response to student requests and needs. A large portion of responsibility for campus affairs lies with the Student Government Association. The students plan and present many co-curricular campus activities. Activities vary from semester to semester depending upon student choice. More information about student activities is available in the Student Services Department.

Student Government Association

The purpose of the Student Government Association (SGA) is to promote in students a personal sense of pride in and responsibility to the college and to accept their democratic responsibility as American citizens.

The SGA is composed of a representative from each curriculum and an elected president and vice president. All students who pay the activity fee are eligible to attend SGA meetings. Participation is open to all students without regard to race, gender, age, creed, color, religion, national origin, or disability. The SGA acts as an intermediary between the student, college, faculty, and administration. Through the Association, each student has a voice in student affairs. The SGA is responsible for organizing, approving, and funding all SGA activities. The activity fee pays for student activities.

The Dean of Students appoints the advisor to the SGA; this advisor supervises all SGA activities and meetings. The duties of the SGA advisor are as follows:

1. Oversee the governing of the SGA in an advisory capacity (nonvoting).
2. Attend all SGA meetings and functions.
3. Accompany the SGA members to all meetings and conferences.
4. Serve as a liaison between the SGA and Business Office concerning the disbursement of funds.
5. Provide training in the development of leadership skills for SGA members.

Phi Theta Kappa

Phi Theta Kappa is an honor society whose purpose is to recognize and encourage scholarship among two-year college students. This honor society provides the opportunity for the development of leadership and service, for the exchange of ideas and ideals, and for stimulation of interest in academic excellence. To be a member of Phi Theta Kappa students must meet the following qualifications:

1. Be enrolled at ECC
2. Have completed 12 credit hours in an associate degree program
3. Have a cumulative grade point average of 3.5 or higher
4. Adhere to the ECC student code of conduct

Once these qualifications have been met, students are invited to be members and to participate in various service and scholarship activities. New members of Phi Theta Kappa are inducted into this honor society each year. Being a member of Phi Theta Kappa affords students numerous benefits and opportunities. Some of these benefits include the following:

1. Golden Key Pin
2. Membership Certificate
3. Phi Theta Kappa Transfer Directory
4. Phi Theta Kappa Seal on Diploma
5. "Member of Phi Theta Kappa" on Transcript
6. Golden Tassel for Graduation
7. Scholarship Information and Opportunities
8. Regional Conferences and Leadership Development Program
9. International Conventions
10. Honors Institutes (Opportunity to meet distinguished professionals)

Ambassador Program

ECC Student Ambassadors is an honorary group of students who represent the college at special events on campus and in the community. Students from diverse areas of the college who have a variety of career goals and experiences are selected. These students possess leadership potential, communication skills, and high academic standards. Each ambassador serves for one year with the option to renew for the second year with the selection committee's endorsement. For their service to the College, Ambassadors receive free tuition and fees for one semester, a professional blazer and polo shirt to wear at Ambassador functions, and an Edgecombe Community College Ambassador name badge. The Ambassadors participate in a leadership program throughout the year and discuss topics such as public speaking, time management, etiquette, resume writing, and interview skills. The Student Ambassadors serve as tour guides as well as hosts/hostesses at official Edgecombe Community College and Foundation events and activities, assist with recruitment of potential students, speak to groups on the behalf of the College, and assist during New Student Orientation, registration, and graduation.

Ambassadors are expected to perform these services in both day and evening hours and on both campuses. The program is advised by a counselor in the Student Services Department.

To become an ECC Student Ambassador, a student must meet the following requirements:

1. Must have and maintain a 3.25 grade point average.
2. Must have completed 15 hours of course work before the application deadline.
3. Must complete an Ambassador application and meet the deadline for applying.
4. Must submit two completed Faculty Nominations.
5. Must be interviewed and selected by a selection panel.
6. Must sign a contract accepting responsibilities of being an ECC Student Ambassador.
7. Must participate in an orientation and monthly meetings.

BUTTERFLIE

BUTTERFLIE (Building Unity through Teamwork, Empowerment, Respect, Friendship, and Leadership to Inspire Excellence), a program designed to mentor minority females, was implemented during the fall of 2006. The program focuses on issues such as motivating and assisting the minority females enrolled at the college. It also helps those involved develop skills in time management and leadership. This program focuses on touching the lives of females who are aspiring to succeed and excel. Another priority of the program is to inspire women and to demonstrate support of the students enrolled in the college.

Criminal Justice Club

The Edgecombe Community College Criminal Justice Club works to recognize and promote scholarship among students engaged in preparation for professions in the criminal justice system, and provide a forum for keeping abreast of new developments in criminal justice.

Edgecombe Radiography Student Organization (ERO)

Edgecombe Radiography Student Organization is an educational organization for full-time program radiography students. The objectives of ERO are to promote professional growth and leadership characteristics by participation in
community projects and professional activities, encouraging membership prior to graduation. Continuing education is required for professional certification and membership and participation at professional meetings is the best practice for obtaining continuing education credits. It also allows for a peer support group and the opportunity to experience local, state and national professional activities and seminars.

ERO raises funds to support professional and graduate activities, encouraging team work and enhancing leadership skills.

**EMPAC**

EMPAC (Empowering Males with a Purpose to Achieve and Celebrate) is a mentoring program that empowers minority males to assist one another with the development and enhancement of maturity skills needed to be role models at home, in school, and in the community. EMPAC hosts workshops and assists in community service projects. The goals of EMPAC are as follows:

1. Increase retention and graduation
2. Increase personal development
3. Raise social and civic awareness
4. Promote leadership development
5. Promote cultural awareness and diversity
6. Access resources to meet life's challenges

**Health Information Technology (HIT) Society for Students and Alumni**

The purpose of this society is to enhance and support the lifelong learning process of students and professionals in Health Information Management Association (HIMA) with a vision of quality and customer satisfaction.

The following goals guide the work of the society:

1. To establish a mentoring program for the sharing of educational and professional life experiences between alumni and HIT students.
2. To maintain an effective and timely communication exchange regarding the dynamic changes in the profession and impact of those changes on the HIT educational program through a variety of mediums. Those mediums include an online discussion forum, email, the HIT Society Newsletter, and HIT Web site development.
3. To provide financial support through the HIT Society Educational/Scholarship Program, which assists dedicated students desiring to enter the Health Information field and supports leading edge educational offerings.
4. To establish a viable medium for collecting and maintaining measurable data concerning ECC HIT graduates through continued contact.
5. To provide a local medium for coordinating education events through informal roundtable discussions and/or formal workshops/seminars based upon immediate identified needs.
6. To provide an ongoing mechanism for "consumers" of the ECC HIT program to have direct input in continuous improvement of the effectiveness of the program.

**Human Services Organization**

The ECC Organization for Human Services is an educational organization for students interested in human services issues. The objectives of this organization include creating a professional network for Human Services students and graduates; providing students with a peer support group; encouraging students to become active in human services prior
to graduation by volunteering in the community and coordinating education programs; allowing students to offer informative presentations and workshops to ECC and the public; and enabling students to be a part of a statewide, regional, and national human services organization.

**Phi Beta Lambda**

Phi Beta Lambda is the national organization for all students in post-secondary schools and colleges enrolled in programs designed to develop vocational and professional competencies and who accept the purpose of Phi Beta Lambda (PBL) and subscribe to its creed. The purpose of the organization is to: "...provide opportunities for post-secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda is an integral part of the instructional program and, in addition, promotes a sense of civic and personal responsibility."

PBL is open to all degree majors.

**Student Association of Medical Assisting**

The Student Association of Medical Assisting was developed to provide a professional representation of the college where medical assisting students can unite and actively participate to promote the advocacy for quality patient-centered healthcare. This club meets once a month except during holidays or when the college is closed. The Student Association of Medical Assisting gives students an opportunity for leadership in their program of study.

**Student Nurses Association**

The Student Nurses Association is an educational organization for students in the Nursing Program. The purpose of this association is to unite the nursing student body in service to the school and community; to work toward public understanding, acceptance, and support of the nursing students of ECC; to foster the highest standards of professionalism among the nursing students; and to be a source of support and help to one another.

**Surgical Technology Student Association**

The membership of the Surgical Technology Student Association consists of students in the Surgical Technology program. The goals of the association include: to promote and encourage participation in community affairs and activities towards health care, to represent the surgical technology student to the consumer, institutions and other organizations, to facilitate the students' responsibilities for contributing to Surgical Technology education, and to provide an avenue to raise funds for projects and educational opportunities while enrolled in the program.

Corporate and Community Development is the division of instruction that addresses Continuing Education and Workforce Development. Continuing
Services

Library Services

Mission Statement

The mission of Edgecombe Community College Library is to collect, circulate, and provide access to print, audiovisual, and electronic resources to support the programs of the college and lifelong learning goals of its students, faculty, and staff, as well as the entire community. Materials in the collection are selected in cooperation with faculty and augmented with interlibrary loans of books and articles from both CCLINC libraries and other research libraries worldwide. Library staff provide the highest standard of professional and friendly service to all patrons, including both individual and classroom instruction in information literacy.

General Information

Both Tarboro and the Rocky Mount campuses have libraries. Each library houses a general collection of books and eBooks, including reference, subject area, and fiction titles. All books may be checked out except reference. The total number of books between the two campuses is approximately 37,000. Books in the general collection are selected to provide information on a wide variety of topics; however, the bulk of the collections on each campus focuses on curriculum topics relevant to that location. Both current and back issues of a number of journals, newspapers, and magazines are available on each campus for in-library use. Interlibrary loans are available for materials that are not located in the ECC collection.

The 5700-square foot Tarboro library has 20 computer workstations networked to a single printer. Wireless access is available on both campuses for students who bring their own laptops. A self-serve copier is available on both campuses. There is a ten cents per page print or copy charge and a twenty-five cents per page charge for color. The Rocky Mount library with 3800 square feet of space has 21 computer workstations networked in the same manner. Both libraries are equipped with computer desks that will accommodate wheelchairs. Additionally, ergonomic mice, large print keyboards, and Zoom-Text software are available on two computers on each campus. The aisles between bookshelves are wide enough to accommodate wheelchairs.

Both campus libraries have a variety of audiovisual equipment available for staff use and for students with staff supervision. Tape recorders and video cameras may be used for class presentations. DVD/VCR/TV combos are available on both campuses to facilitate customer use of audiovisuals. Audiovisual equipment and instructional DVDs are available for faculty use and may only be taken from the library by students for class presentations with faculty supervision. Small audiovisual viewing rooms are available on the Tarboro campus for patrons. A small audio books collection is housed on both campuses. Audiobooks are available for checkout.

From the library web page, patrons may access the card catalog, online journals, and online databases. The web page has tutorials to assist students in using library resources and general library information tutorials. Additionally, the web page includes hours of operation, information about library use and a staff roster. A variety of electronic reference materials are offered on both campuses and remotely via the LRC website. Electronic reference resources include NCLive, SIRS, Literary Resource Center, Gale Virtual Reference Library, Credo, CQ Press, NC Knows and Anatomy TV. All of these databases are available through the ECC Library website.

Hours of Operation

The Library is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday. The library closes at 4:00 p.m. on Friday. During summer hours, the library is closed all day on Friday. Library hours are subject to change during semester breaks and student holidays.
Telephone Contact Information

Students may call (252) 823-5166 and then use the following extensions to access the library staff:

- Extension 211 - Director of Library Services
- Extensions 244 or 323 for Interlibrary loan
- Extensions 211 or 341 for Reference questions
- Extensions 244 or 323 for Audio Visual services

Conduct in the Library

To facilitate study and research, a quiet atmosphere is maintained. The library staff will assist students in finding facilities for small group collaboration. Students should refrain from the use of cell phones, eating or drinking while in the library. Students should adhere to all school behavior policies while in the library. Students should review and adhere to the ECC Acceptable Use Policy before using the internet in the library. When students are waiting for computers, patrons who are not students will be asked to vacate computers. Students who are not using computers for school work will be asked to vacate computers for students who need to complete school assignments.

Library Cards

The official ECC identification badge is the library card. The official ECC badge should be displayed at all times while students are in the library.

Curriculum Learning Center

ECC offers academic support for students who are enrolled in curriculum courses and who are having difficulty with the English, reading, or math skills that are essential to successful completion of these courses. Both the Tarboro and Rocky Mount campuses provide a Learning Center staffed by professional English, math, and other specific subject area tutors. These centers provide assistance to those students who need periodic help in addition to in-class instruction and to those who need continuous help. Instructors must refer students to the Learning Center. Instructors may initiate the referral, or students may request one. There is no fee for this service.

Tutoring Program

The Tutoring Program assists students who are experiencing academic difficulties in curriculum courses. Tutors provide additional individualized instruction and support necessary to help students achieve academic success at the college. Tutors provide assistance with study skills, test-taking skills, and class content. Students may request tutoring assistance for any curriculum course by contacting the Curriculum Learning Center. There is no fee for tutoring services. The Tutoring Program employs students and other qualified individuals as tutors. Students may apply to be tutors by contacting the Student Services Department.

Office of Public Information

The Office of Public Information is responsible for the planning and coordination of college publications, community relations, marketing, and advertising. All institutional advertising and printing should be directed through this office.
Campus Communications

Confab is a weekly newsletter distributed to all college employees, trustees, Foundation board members, and other business and community leaders. The newsletter includes information on college activities and employees.

Edgecombe Community College Foundation

The purpose of the Edgecombe Community College Foundation is to facilitate the mission of Edgecombe Community College through scholarships for students and financial resources for the college and its faculty and staff. Through such action, the Foundation works to expand opportunities for accessible quality education to the people of Edgecombe and surrounding counties. The funds provided by the Foundation enable the college to serve far more students than public funds allow. All private gifts to the college should be directed to the Edgecombe Community College Foundation, a tax-exempt, 501 (c) (3) nonprofit corporation, operating exclusively for the benefit of the college and its students.

Donors should send correspondence to the following address:
Executive Director
Edgecombe Community College Foundation
2009 West Wilson Street
Tarboro, NC 27886
(252) 823-5166

Edgecombe Performance Series

ECC presents the annual Edgecombe Performance Series designed to appeal to all facets of the population of Edgecombe County and Eastern North Carolina. The series focuses on a diverse lineup of entertainment which may include jazz, blues, Latino, bluegrass, swing, country, gospel, reggae, or classical music. Offerings in the past have included B.B. King, Doc Watson, Buddy Guy, Rhonda Vincent, Robert Cray, Taylor Swift, and the North Carolina Symphony, to name a few.

Tickets to individual events are available, and patrons have the option to purchase reserved season tickets at a reduced rate per performance. Discounts are offered for senior citizens age sixty-five (65) and older, ECC faculty and staff, students age thirteen (13) through college-age, and children age twelve (12) and under. Tickets to all Series events may be purchased through the Keihin Auditorium Box Office or online at eTix.

Persons interested in more information about the Edgecombe Performance Series should contact the Cultural Arts Director at (252) 823-5166, ext. 187.

Corporate and Community Development

Continuing Education includes College and Career Readiness (Basic Skills), Hispanic/Latino Initiative, Human Resources Development (HRD), Occupational Extension, and Lifelong Learning. Workforce Development includes Fire, Emergency Medical Services and Rescue, and Law Enforcement; Business and Industry Services; NCWorks Career Centers; and the Small Business Center (SBC).

College and Career Readiness (Basic Skills)

The mission of the Basic Skills program at ECC is to provide educational opportunities for adults 16 years of age or older who are out of school. The program focuses on the needs of adults who do not have a high school diploma or who
need basic education skills to function effectively in society. The programs are Adult Basic Education (ABE I & II), Adult High School (AHS) Online, English as a Second Language (ESL), and High School Equivalency (HSE).

The Learning Labs are set up for individualized instruction. Students are welcome to come in and brush up on old skills or learn new ones. HSE, ABE, and the AHS Online programs are offered. Materials are available in books and on audio and video tapes, as well as through computer assisted instruction. Regardless of previous education, students begin at their current skill level and progress at their own pace. An instructor is always present to assist students in their studies. Students can attend at their own convenience during scheduled center hours. There is no tuition fee to attend the center, but students should have their own pencils and notebook paper. The Learning Labs are located on both campuses and are open during the following times: Monday through Thursday from 8:00 a.m. to 9:00 p.m., and Friday from 8:00 a.m. to 4:00 p.m. The schedule may change for the summer session. Additional information can be obtained from any Basic Skills Center instructor on the Rocky Mount or the Tarboro campus.

**Adult Basic Education (ABE I)**

ABE I (formerly Compensatory Education) is defined as those educational opportunities that allow adults with developmental disabilities to function at their fullest potential. The program focuses on basic and real-life skills, which are language, social studies, mathematics, consumer economics, community living, health, and vocational education. These skills are geared toward helping students become independent and self-directing in the home, on the job, and in the community.

**Adult Basic Education (ABE II)**

ABE is a competency-based curriculum designed to assist adults who wish to improve their basic skills in reading, writing, communication, and mathematics. The curriculum also focuses on the exploration of life skills such as critical thinking, self-esteem, and job performance. ABE II is a stepping stone needed for the advancement to additional studies in AHS or HSE. Students progress at their own rate of learning, based on their abilities and needs. Students are provided books based on their assessment level.

ABE II classes are offered on the Rocky Mount and the Tarboro campuses, as well as at some community sites. No registration fee is required, and materials are provided by the college. Materials are specifically prepared with the emphasis on adult needs and interests.

**Adult High School (AHS) Online**

The AHS program is offered online through NovaNet, which is approved by the Department of Public Instruction. The AHS program is designed for students who want the opportunity to complete the courses needed to earn an Adult High School Diploma. The AHS program of ECC is fully accredited as a high school, and graduates are granted the same rights and privileges as graduates of any high school in North Carolina.

Adults who are 18 years of age or older may enroll. Individuals who are 16 and 17 years of age may enroll with special permission from public school officials and parents or legal guardians. There are no fees or tuition for this program. Additional information can be obtained from the AHS Online Coordinator. Students completing the AHS program may participate in the ECC annual graduation ceremony. They may purchase caps and gowns through the Student Services Department.

Requirements for graduation are as follows:

- 4 units of English
- 4 units of Mathematics (including Algebra I)
- 3 units of Science
- 4 units of History
- 1 unit of Health/Physical Education*
- 6 Electives

Total of 22 units required

* Students who have not passed high school Physical Education cannot enroll in the AHS program.

**English as a Second Language (ESL) Program**

The ESL program consists of classes that assist adults with limited or no English proficiency. ESL classes are offered at beginning, intermediate, and advanced levels.

The course curriculum is designed to develop or improve skills in reading, writing, speaking, and listening. The English language is integrated with topics that prepare students for everyday life, citizenship, and the workforce.

Classes are offered on the Rocky Mount and the Tarboro campuses, as well as at other community sites within Edgecombe County. All books and instructional materials are provided by the Basic Skills department.

**High School Equivalency (HSE)**

The HSE program is designed for adults who have not completed high school. A series of five tests designed to measure general competence is required. Reading, mathematics, science, social studies, and writing skills are the five testing areas.

An individualized plan of study via face-to-face classes is created for each student. Upon successful completion of tests, students earn the equivalent of a high school diploma. To be admitted to the HSE program, individuals must meet the following requirements:

1. Students must be 18 years of age or older.
2. Students who are 16 and 17 years of age may enroll only with written permission from the appropriate high school official and the permission of their parent or legal guardian. To apply to the program, students must complete an application and appear before an admissions committee.

Books are supplied free by the program for use in class. Students who take the HSE test must pay a testing fee. Students also must submit a copy of their Social Security card and a picture ID prior to testing.

HDE classes are offered on the Rocky Mount campus, the Tarboro campus, and at other community sites. Students completing the HSE may participate in the ECC annual graduation ceremony. They may purchase caps and gowns through the Student Services Department.

**Hispanic / Latino Initiative**

The purpose of the Hispanic/Latino Initiative is to assist the Hispanic/Latino community in Edgecombe County with a smooth transition from their culture and language to the American culture and language. It is designed to provide resources and training at the college for individuals to improve their quality of life. The Hispanic/Latino community is offered the opportunity to obtain and/or improve their personal, communication, and workplace skills.

Under this program, the college offers a variety of Spanish classes on a continuing basis to assist citizens in learning how to communicate in another language. Several English as a Second Language (ESL) classes are offered on the campuses and in the community.
Additionally, the college offers a course, Workplace Spanish for School Employees, designed for teachers of Edgecombe County Public Schools to develop their Spanish speaking skills. As a result, teachers become more aware of the Hispanic/Latino culture.

The college collaborates with the City of Rocky Mount to assist with the Latino Festival that is held in downtown Rocky Mount.

For more information about the Hispanic/Latino Initiative, interested persons should contact the Hispanic/Latino Coordinator at 252-823-5166.

**Human Resources Development (HRD)**

HRD is a state-funded program administered by the North Carolina Community College System. HRD focuses on the development of basic workplace skills by providing skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. There is an HRD program in all 58 community colleges.

The HRD program is student-centered and focuses on the creation of developmental activities geared toward (1) the acquisition of work-related and family self-sufficiency skills, (2) the establishment of a variety of options for upgrading employment-related skills, and (3) the development of proactive outreach, instructional, and case management strategies to help students reach their goals.

Local colleges have the flexibility to customize the scope and duration of courses to meet the needs of their community and/or targeted populations. Thus, HRD programs offer short-term training classes, usually 4 to 10 hours, in addition to their traditional employability skills courses that are offered from 40 to 115 hours. Course offerings include topics such as, Interview/Resume/Application (IRA), Roadmap to Re-Entry, Basic Financial Literacy, SUPER Man, SUPER Woman, Job Smart, and On Target for Employment. HRD courses are free of charge to individuals who meet one of the following criteria: (1) are unemployed, (2) have received notice of layoff, (3) are working, but their income is 200 percent below the federal poverty level and (4) are working and eligible for the federal earned income tax credit (This factor is appealing to individuals who need training but cannot afford to pay the registration fee.).

For additional information concerning the HRD program and HRD classes, interested persons should contact the HRD Director.

**Lifelong Learning**

Lifelong Learning is a department that engages in innovative community-based programming that fosters cultural and intellectual teaching and learning with an emphasis on creative expression, social interaction, global understanding, and personal satisfaction.

Lifelong Learning creates classes for diverse populations/communities based upon need. These courses offer opportunities reflecting the needs of business, industry, professional and public service agencies, and community services.

Following are some diverse classes and programs offered at Edgecombe Community College. If you are interested in a class that you do not see listed, please contact us.

**ALIVE@25**

**ARTS**
Line Dancing
Shag Dancing
Storytelling

**CREATIVE**
Crochet for Beginners
Crochet - Advanced
Distress Furniture with Southern Strokes Design (by Jennifer Cooke)
DIY Wooden Pallets Furniture Design
Gunsmithing
Introduction to Scrapbooking
Splash into Painting
Spring Bows & Wreath Making
Upholstery Auto/Marine
Upholstery Repair

**CULINARY ARTS**
Basic Cake Decorating
Cooking School Series

**FITNESS**
Spring into Fitness (with Savannah Cummins)
Golf Basics (with Tommie Deal at Maccripine Country Club)

**HISTORIC PRESERVATION - GENEALOGY**
Introduction to Genealogy
Understanding Census Records - Advanced Genealogy
Identifying and Preserving Old Photos - Advanced Genealogy
Military Records - Advanced Genealogy
Researching Historic Property

**HISTORIC PRESERVATION - CONSTRUCTION and TRADES**
Wood Roofing Repair
Historic Carpentry Tools
Building with Reclaimed Material
Structural Pathology
Historic Landscape and Gardening
Build an Adirondack Chair
Windows and Exterior Doors
Porch Repair
Painting and Finishing
Barns, Smokehouses, and Dependencies
Architecture of Northeastern North Carolina
Designing and Replicating Historic Home Interiors
Annual Preservation Trades Fair

**HORTICULTURE/GARDENING**
Beekeeping: Managing a Colony of Bees

**MUSIC**
Beginning Guitar
Intermediate Guitar

**SAFETY**
Motorcycle Safety
TECHNOLOGY
Introduction to MS Word & PowerPoint
Introduction to MS Excel
Introduction to PowerPoint
Android for Newbies
iPhone for Newbies
Keyboarding
Simple Computers

For more information about Lifelong Learning, interested persons should contact the Continuing Education Program Administrator at 252-823-5166 ext. 357.

Occupational Extension Classes

Occupational Extension classes are designed for the specific purpose of training individuals for employment, upgrading the skills of persons presently employed, and retraining others for new employment. Classes are offered in all technical and occupational fields and vary in length according to the complexity of the skill and the need of the employee or employer. Most classes are developed and taught on request, are usually offered at a time and location convenient to the employee and employer, and are custom-designed.

Continuing Education Online Classes

Ed2Go classes are online continuing education classes that can be completed at home, in the office, in the college media center. These courses are offered every month, with the length of the courses being about eight weeks. Two lessons are issued each week for six weeks, and the average time required to complete a lesson is about two hours. Because the book is on line, there is no extra fee. There is a chat room with the instructor and other students around the world, as well as supplementary materials and assignments. The majority of the classes are occupational extension, while some are only for personal enrichment. These classes are considered 24 contact hours, which equals 2.4 CEUs. There is a specific category for teacher renewal classes. All Ed2Go classes are monitored electronically by the Lifelong Learning office. Interested persons should visit the college's website to view the variety of classes offered.

Recertification Classes

Courses can be custom-designed for the purpose of recertification. Teachers can take occupational extension classes if they relate to their field of work or take ED2Go classes online. A class that is ten contact hours is one CEU for teachers. When individuals complete a class, the Continuing Education office issues a certificate, which can be submitted to the NC Department of Public Instruction for teacher renewal credit.

The Special Programs office works with other state agencies that require annual recertification for professionals. Some of the agencies are the NC Real Estate Commission, NC Appraisal Board, NC Board of Cosmetic Art Examiners, NC State Board of Examiners for Electrical Contractors, NC Board of Nursing, and NC Department of Health/Human Services Division of Facility Services. These agencies consider one contact hour to be equal to one CEU. The Special Programs office submits names of those completing the courses to the appropriate agencies and also issues official certificates to the attendees.

For more information about Continuing Education, and Recertification Classes, contact the Continuing Education Program Assistant at (252) 823-5166 ext. 357.
Business and Industry Services

Business and Industry Services offers Customized Training Programs funded by the NCCCS for individual businesses meeting the criteria described below. Specific courses customized to individual business needs, public courses for individuals. WorkKeys(R) services and NC Career Readiness Certificates are also offered by Business and Industry Services.

Customized Training Programs

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Eligible businesses include: Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

To receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

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

Resources may support: training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college. The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

Customized Courses for Individual Businesses

Courses can be provided at times and locations that meet individual business needs. Examples include:

- Apprenticeship programs approved by the Department of Labor
- Kepner-Tregoe courses (a nationally recognized leader in problem solving): currently ECC offers Analytical Troubleshooting for industrial employees
- Leadership, supervisory, customer service & recruiting & selection skills
  - DDI, Development Dimensions International ®
  - DISC - a behavior based learning tool for understanding individuals & groups
- Practical Project Management - a 3 day seminar for professionals who are new to managing projects or experienced managers who wish to review and reinforce best practices in project management. It offers foundation tools & techniques as defined by the Project Management Institute.
- Continuous Improvement Skills and Methods,
  - ISO 9000 Auditing and Implementation courses
  - Lean Six Sigma Yellowbelt, Greenbelt, & Blackbelt
Specific Lean and Six Sigma Topics Including:

- 5S
- Process & Value Stream Mapping
- Error Proofing
- Lean Office
- Quick Changeover
- Theory of Constraints
- Design of Experiments
- Statistical Process Control

- Safety Skills, for example:
  - Confined Space
  - Forklift Training
  - HazCom
  - HazWoper 24, 40, Refresher
  - Lockout/Tagout
  - OSHA 10 hr. - General Industry
  - PPE

- Specific Technical Skills:
  - AutoCAD
  - Biotechnology
  - Computer Applications: Microsoft Word, Excel, PowerPoint, Project, Access, Front Page, QuickBooks, Publisher, and Windows; Introduction to Computers, Internet Basic, and More
  - Hydraulics & Pneumatics
  - Machining
  - Manufacturing Automation
  - MSSC Certified Production Technician
  - PLCs - Programmable Logic Controllers
  - Refrigeration

- Train the Trainer

Business and Industry Public Course Offerings

These courses enable students to upgrade professional skills; learn new technologies; or achieve professional certifications, licensures, renewals, or job skill upgrades. These courses are offered as a result of requests or identified needs and can be open to any appropriate individual.

- Introduction to Tire Manufacturing - a 33-hour course, successful completion is required for employment consideration at Bridgestone in Wilson, NC
- Introduction to Electronics Manufacturing - a 30-hour course, successful completion is required for employment consideration at Keihin CST in Tarboro, NC (call for details)

For more information on any Customized Training or Business and Industry Services offerings contact the Director of Customized Training and Workforce Development at (252) 823-5166, ext. 197.

WorkKeys® and North Carolina's Career Readiness Certificate (CRC)

The WorkKeys® system provides job profiles, skill assessments, and skills training in basic workplace skills. The Career Readiness Certificate (CRC) certifies core employability skills required across multiple industries and occupations. It:

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• Is a portable credential that promotes career development and skill attainment for the individual
• Confirms to employers that an individual possesses basic workplace skills in reading for information, applied math, and locating information and is capable of learning job specific skills
• Is an Economic and Workforce Development tool that transcends all populations and all occupations
• Is a Multi-Level Approach: Bronze, Silver and Gold Level Certificates
  o Bronze Level - core employability skills for approximately 30% of the jobs profiled by WorkKeys® in these skill areas
  o Silver Level - core employability skills for approximately 65% of the jobs profiled by WorkKeys® in these skill areas
  o Gold Level - core employability skills for approximately 90% of the jobs profiled by WorkKeys® in these skill areas
  o Platinum Level - core employability skills for approximately 99% of the jobs profiled by WorkKeys® in these skill areas
• Is earned by the individual by assessing with WorkKeys® in reading, applied math, and locating information (WorkKeys® is a comprehensive employability skills assessment tool used by thousands of companies in the United States and internationally)
• Is administered by local community colleges and NCWorks Career Centers.
• For more information about this testing service, you can visit the following website: www.crcnc.org. In addition to the general information, students and clients will find practice tests on this website.
• CRC fees are as follows:
  $30.00 - Complete battery - Reading for Information, Locating Information, and applied Math.
  $10.00 - Cost for individual assessment.
  $5.00 - Cost for reprint of scores.
  $10.00 - Cost for certificate.
• For more information about how to request your CRC scores, feel free to e-mail your request:
  owens@edgecombe.edu (TB Campus)
  grants@edgecombe.edu (TB Campus)
  greens@edgecombe.edu (RM Campus)

At Edgecombe Community College contact: Business and Industry Services (252) 823-5166, ext. 166, or go to:

Emergency Services / Public Safety

The Fire Service program provides full time and volunteer fire departments with the opportunity to gain knowledge, practical skills, and certification in modern firefighting, rescue, officer development, and fire department management skills. The Emergency Medical Services and Rescue program provides certification in a wide variety of emergency medical and rescue-related programs. The Law Enforcement program provides Sworn Credentialled Law Enforcement Officers, Detention Officers, and Communication Personnel with the opportunity to gain knowledge and skills based on new and existing technology. The First Responder program provides a wide variety of specialized training to individuals and organizations that are included in the Emergency Management and local government emergency plans and recognized as first responders during disaster and emergencies. This includes but not limited to: Emergency Medical Personnel, Firefighters, Hospital Staff, Law Enforcement, Public Health Personnel, Public Works/Utility Personnel, Skilled Support Personnel and other emergency management response, support, volunteer personnel at all levels.

Fire Service

The Fire Service program is designed to provide full time and volunteer fire departments with the opportunity to gain knowledge, practical skills, certification and re-certification in modern firefighting, rescue, medical first responder,
officer development, and fire department management skills. Programs are open to all fire departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various fire departments. Fire Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed fire service personnel only.

Classes include but are not limited to the following:

- Firefighter I & II Certification (Includes Skill Assessment & Written Test)
- Basic Fire Fighter Training (Non-Certified, no written test)
- Live Fire Burns (Both Structural, Simulator Trailer and LP Gas)
- Aerial Operations Series
- Driver Operator Series
- Rescue Technician
- National Incident Management System (IS 700, 100, 200, 300, 400, 800)
- Incident Command
- Rapid Intervention (RIT)
- Special Rescue Operations
- Wildland Fire Management & Safety
- Hazardous Materials Awareness and Operational Level
- Hazardous Materials/Terrorism /Weapons of Mass Destruction
- Land Search Rescue
- Basic Arson Awareness
- Clandestine Drug Lab Awareness
- Water Rescue / Swift Water
- First Responder / CPR / Basic First Aid
- NC Fire Incident Reporting System / Computer Basics
- Rescue Technician / Extrication
- Confined Space/Trench Rescue
- Spanish for Fire Service
- Emergency Vehicle Driver
- Pump Operator Series
- Water Shuttle
- Search Warrants

### Emergency Medical Services (EMS)

The EMS and Rescue program is designed to provide certification in a wide variety of emergency medical and rescue-related programs. It provides full time and volunteer Rescue Squads with the opportunity to gain knowledge, practical skills, and advanced skills based on pre-hospital emergency situations. Programs are open to all EMS departments in the Edgecombe County area. A broad range of specialty classes, based on both department needs and new training standards, is offered during the year on the college campus or at various departments. Many of these classes may be offered to interested citizens, however Emergency Medical Service classes that require physical exertion and use specialized departmental equipment are offered to credentialed EMS service personnel only.

Classes include but are not limited to:

- Emergency Medical Technician **
- Emergency Medical Technician-Intermediate **
- Emergency Medical Technician-Paramedic **
• Emergency Medical Responder **
• Basic Life Support (ITLS)
• Emergency Medical Technician Recertification**
• Advanced Life Support
• Pediatric Advanced Life Support
• Rescue Technician
• Cardio Pulmonary Resuscitation (CPR)
• Automatic Electronic Defibrillator (AED)
• Vehicle Extrication
• Anatomy and Physiology
• National Incident Management System (IS 700, 100, 200, 300, 400, 800)
• Incident Command
• Emergency Vehicle Driving
• Hazardous Materials/Terrorism /Weapons of Mass Destruction
• Clandestine Drug Lab Awareness
• Spanish for EMS
• Scope of Practice Assessment

A wide variety of EMS Refresher Programs based on need and departmental request.

*N.C. Office of Emergency Medical Services, Credentialed, Skills Assessment and Written Exam. This is a four year renewable certification with optional monthly continuing education updates through departmental in-service training or refresher course near the end of the credentialed period.

** Programs offered to the general public without departmental affiliation

Law Enforcement

The Law Enforcement program at ECC is designed to provide Sworn Law Enforcement Officers, Detention Officers, and Communication Personnel with the opportunity to gain knowledge and skills based on new and existing technology. Programs are open to all Law Enforcement Agencies in the State. A broad range of mandated and specialty classes, based on both department needs and new training standards, are offered during the year on the college campus or at various department locations.

Classes include but are not limited to:

• Legal Updates *
• Domestic Violence *
• Ethical Awareness *
• Blood Borne pathogens *
• Juvenile Minority Sensitivity *
• Basic Firearms Training *
• Advanced Firearms Training / Combat
• Officer Survival
• Detention Officer Certification
• Basic Arson Detection / Investigation
• Emergency Medical Technician-Basic
• First Responder / CPR / Basic First Aid
• Report Writing
• Defensive Tactics
• Basic Canine Patrol Dog Training (400Hrs)
• K-9 Handler Training (obedience, agility, tracking, woods & building)
A wide variety of Law Enforcement Initial and Refresher Programs are based on need and departmental requests. *State mandated, annual training may vary by agency.

Classes are offered to sworn, law enforcement officers only.

**Basic Law Enforcement Training, (BLET)**

Basic Law Enforcement Training is an accredited program of the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission. BLET is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. Successful graduates earn 18 credits toward an associate degree in criminal justice technology, receive a certificate, and are qualified to take the certification examination mandated by the North Carolina Justice Education and Training Standards Commission.

In addition to the BLET Certificate, successful graduates receive certifications in:

- Taser
- Pepper Spray
- Expandable Baton
- Shotgun

**First Responders**

The First Responder program at ECC is designed to provide full time and volunteer disaster and emergency response personnel with the opportunity to gain knowledge, practical skills in disaster, emergency response, rescue, and life safety skills. Programs are open to all individuals and organizations that are included in the Emergency Management and local government emergency plans and designated first responders during disaster and emergencies. This includes but not limited to: Emergency Medical Personnel, Firefighters, Hospital Staff, Law Enforcement, Public Health Personnel, Public Works/Utility Personnel, Public School / College Administration & Staff, Skilled Support Personnel and other emergency management response, support, volunteer personnel at all levels.

Classes include but are not limited to:

- National Incident Management System NIMS (IS 700, 100, 200, 300, 400, 800)
- First Responder / CPR / Basic First Aid / AED
- Hazardous Materials Awareness and Operational Level
- Hazardous Materials/Terrorism /Weapons of Mass Destruction
- Search & Rescue
- Legal Updates
• Blood Borne Pathogens
• Emergency Medical Technician-Basic
• Report Writing
• Special Rescue Operations
• Land Search Rescue
• Web EOC
• Multi Hazards in Schools
• Community Mass Care Management
• Other emerging programs from Federal, State and Local Government Agencies
• Mounted Search & Rescue
• AHA CPR, AED & First Aid

A wide variety of Initial and Refresher Programs are based on Federal, State, and Local Emergency Management requests.

For more information about Fire, EMS and Rescue, and Law Enforcement, contact the coordinator at (252) 823-5166, ext. 293.

Health Occupations

Edgecombe Community College currently offers various certificate training programs in healthcare. Courses include: Personal Home Care Aide State Training (PHCAST), Breastfeeding Basics, Nurse Aide I & II Refresher, and Community Health Coach. Nurse Aide I & II traditional and hybrid, Phlebotomy traditional and hybrid, Geriatric Aide, Medication Aide, and Medication Aide Instructor Training. Healthcare Provider CPR is included in each course with the exception of Medication Aide courses. The college is in partnership with community organizations and developing programs to reach county residents who have an interest in pursuing a health career. Visit the Edgecombe Community College website for registration and class schedules or contact the Health Occupations Coordinator at 252-823-5166 ext. 223 for course information or if you are an agency interested in offering a course for a group of students.

Small Business Center (SBC)

The ECC Small Business Center is part of a statewide network designed to support the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information.

The SBC provides free, confidential counseling services for new and existing businesses. Available on an as-needed basis, counselors serve as sounding boards for ideas and concerns individuals may have about their businesses. The professional staff also helps find solutions to challenging business questions. The center has contact with vital local business and community leaders and other member agencies across the state that will help with business ventures.

Confidential counseling services and access to resource libraries are free of charge. Some seminars and workshops require a minimal registration fee. The SBC offers a wide variety of seminars and workshops to help small businesses be successful. Topics include but are not limited to the following:

• Doing Business with the Military
• Employment Law Updates
• Financing a Business
• How to Start a Business
• How to Write a Business Plan
• Marketing for Success

The SBC has a library of professional resources waiting to be tapped. Printed materials including books, pamphlets, magazines, and trade journals, as well as a wide variety of tapes, videos, DVDs, and CD-ROMs, are available for use.
In addition to providing training, counseling, and other resources, the SBC puts individuals in touch with vital local business and community leaders. As a member of the North Carolina Business Alliance, the center connects individuals with other member agencies across the state to help jump-start ventures.

For more information, interested persons should contact the following address:
Small Business Center
2009 W. Wilson St.
Tarboro, NC 27886
(252) 823-5166, ext. 220

**NCWorks Career Centers**

The NCWorks Career Center in the Edgecombe County service area is governed by the local area Workforce Development Board, Turning Point WDB. It provides oversight to other centers in the region as well. Job seekers can receive career and labor market counseling to assist with career choices and job placement. The mission of the TPWDB is: Provide a workforce that answers the demands of a transforming knowledge and skills driven economy.

For more information about the NCWorks Career Center in Edgecombe County, please call 252-443-6175. The Center is located at 110 Fountain Park Drive, Suite 22-B, Battleboro, NC 27809. The mailing address is P.O. Box 7516, Rocky Mount, NC 27804.

**Enrollment and Class Schedules**

Adults 18 years old or older regardless of educational background who are not enrolled in public school may be admitted to Continuing Education courses. With the approval of the appropriate public school official, some students between 16 and 18 years of age may be considered for enrollment.

Classes are scheduled during the day, in the evening, and on weekends, on and off campus and at various locations and times throughout Edgecombe County. Courses are organized based on need, interest, and availability of suitable facilities. Continuing Education courses are also offered online.

**Registration**

Students should register in advance for Continuing Education courses to assure they have a seat. Some courses will require advance registration and payment. To register for a course or for more information, individuals should call the Continuing Education Office on the Tarboro campus at 252-823-5166 ext. 293 or on the Rocky Mount campus at 252-823-5166 ext. 356.

**Fees**

Tuition fees for occupational extension courses are set by the NCCCS State Board. Fees vary depending upon the number of course contact hours.

Tuition fees for self-supporting courses vary according to the number of students enrolled and the materials needed.

Textbook and supply charges are announced at the first class meeting. All students are responsible for textbook and supply charges. No student is officially enrolled until all fees and charges are paid.
Refund Policy

Refunds are based on the following circumstances:

1. A 100 percent refund is issued upon the request of students if they are pre-registered for an occupational extension class and officially withdraw from the class prior to the first day of class.
2. For classes that meet four times or less, a 75 percent refund is issued if persons withdraw on or before the first session of class and request the refund.
3. For classes that meet five or more times, a 75 percent refund is allowed if students officially withdraw on or before the 10 percent point. The 10 percent point varies from course to course.
4. For contact hour classes, ten calendar days from the first day of the class is the determination date.
5. There are no refunds for self-supporting courses once they have begun.
6. If the course is canceled or seats are not available in the class, the college makes a full refund.

Attendance and Certificates

1. Students are expected to attend classes regularly. Attendance records are maintained by the class teachers.
2. Official certificates are issued from the Continuing Education office for students who satisfactorily complete classes. Completion criteria vary from class to class.
3. For professional licensure, recertification, and re-licensure, attendance information is forwarded to the appropriate agency by mail or e-mail, if requested by the agency.

Grading Policy

The Continuing Education Division awards grades for every course taken, regardless of the length of the course. All grades are recorded on a permanent record, which is maintained by the college indefinitely.

Grade Significance

<table>
<thead>
<tr>
<th>Grade</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
<th>Dropped</th>
<th>Pass</th>
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</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Unsatisfactory</td>
<td>Dropped</td>
<td>Pass</td>
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<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Given to students who do not successfully complete course requirements or attend less than 75 percent of the classes</td>
<td>Given to students who register but do not attend class again before the 10 percent point of classes</td>
<td>Represents satisfactory completion of course requirements</td>
</tr>
<tr>
<td>DR</td>
<td>Dropped</td>
<td>Represents satisfactory completion of course requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Represents satisfactory completion of course requirements</td>
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<td>A</td>
<td>93 - 100</td>
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<td>F</td>
<td>0 - 69</td>
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<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
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</tbody>
</table>
Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) is designed to recognize and record individual and institutional participation in non-traditional studies and special activities. Recertification, licensure, and re-licensure courses require CEUs. CEUs are awarded for teacher certificate renewal courses in terms of one CEU for every ten course contact hours. Other groups such as real estate brokers, real estate appraisers, cosmetologists, manicurists, estheticians, and electrical contractors receive one CEU for every course contact hour. Policies for CEUs vary from agency to agency.

Curriculum Programs of Study

Purpose of Curriculum Instruction

In accord with the college’s stated mission, it is the purpose of curriculum instruction to prepare graduates for employment as skilled and productive members of the workforce and for continued academic success in their pursuit of further study.

Goals

- To provide an academic advising system that assists all students in setting and achieving appropriate academic goals.
- To require all students to demonstrate an appropriate level of reading, writing, and mathematics skill prior to taking college level courses.
- To require all graduates, as appropriate for each degree, diploma, or certificate program, to develop the following:
  - Communication Skills (reading, writing, listening, and speaking)
  - Mathematics Reasoning Skills
  - Technological Skills
  - Critical Thinking Skills
  - Global and Cultural Awareness
  - Sustainability
- To require all degree graduates, as appropriate to each degree program, to further demonstrate competencies in the following areas:
  - Humanities/Fine Arts
  - Sciences
  - Social Sciences
- To meet and/or exceed all North Carolina Community College System performance standards for curriculum programs.

Options for Program Completion

Students enrolled in curriculum courses at ECC can choose one of these options for program completion: the associate degree, the vocational diploma, or the certificate.

Associate Degree Programs

Associate degree programs prepare student to enter the workplace immediately upon graduation and/or to continue their education at a four (4) year institution. Full-time students can generally complete associate degree programs in
two (2) years. The college offers four degree programs: the Associate in Applied Science (A.A.S.), the Associate in Arts degree (A.A.), the Associate in General Education (A.G.E.), and the Associate in Science degree (A.S.).

A high school diploma or its equivalent is required for admission into associate degree programs. Students take placement assessments in math, reading, computers, biology, and English before beginning their studies and may need to take developmental courses in those subjects if their scores so indicate. Developmental courses do not count toward the number of course credits required for graduation.

**Diploma Programs**

Vocational programs are primarily for those who wish to enter a trade immediately after graduation and can generally be completed in three semesters on a full-time basis. In some curriculum areas, diploma programs are the equivalent of the first three (3) semesters of the associate degree program, and courses earned in completing the diploma count toward the associate degree. Students must have a high school diploma or its equivalent to be admitted to any of the diploma programs.

**Certificate Programs**

Certificate programs train men and women for immediate employment and can generally be completed in one (1) or two (2) semesters on a full-time or part-time basis. In some curriculum areas, the courses earned in completing the certificate program count toward the diploma and/or associate degree outlined in the catalog.

**Associate, Diploma, and Certificate Programs**

**Associate in Arts Degree, A.A. (A10100)**

The Associate in Arts 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 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

**General Education Courses - 45 SHC**

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

**English Composition**

Take 6 credits from:
ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Humanities/Fine Arts/Communications

Take 9 credits from:

Minimum 2 subjects

ART 111 - Art Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

COM 231 - Public Speaking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

ENG 231 - American Literature I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students
should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course

**ENG 232 - American Literature II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 112, ENG 113, or ENG 114  
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co-requisites  
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**Social/Behavioral Sciences**

Take 9 credits from:

Minimum 2 subjects

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces economic analysis of individual and business choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.
ECO 252 - Principles of Macroeconomics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 111 - World Civilizations I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 131 - American History I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 132 - American History II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

POL 120 - American Government

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.
PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 210 - Introduction to Sociology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Mathematics

Take 3 credits from:

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

MAT 152 - Statistical Methods I

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course.
**MAT 171 - Precalculus Algebra**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080

Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065

Set 3: MAT-121  
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**Natural Sciences**

Take 1 of 7 Groups

**Group 1**

Take 4 credits from:

**AST 111 - Descriptive Astronomy**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
Corequisite: AST 111A  
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 & ICAA as a general education course in Natural Science.

**AST 111A - Descriptive Astronomy Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: AST 111  
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
Group 2

Take 4 credits from:

**AST 151 - General Astronomy I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Natural Science.

**AST 151A - General Astronomy I Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: AST 151  
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

Group 3

Take 4 credits from:

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

Group 4

Take 4 credits from:

**BIO 111 - General Biology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
Group 5

Take 4 credits from:

CHM 151 - General Chemistry I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090, MAT 080, and RED-090 Set 2: ENG-095 and MAT 080 Set 3: DRE 098 and MAT 080 Set 4: DRE 099 and MAT 080
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

Group 6

Take 4 credits from:

GEL 111 - Introductory Geology

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Natural Science.

Group 7

Take 4 credits from:

PHY 110 - Conceptual Physics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Natural Science.

PHY 110A - Conceptual Physics Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
Additional General Education Courses

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

Take 14 credits from:

**AST 152 - General Astronomy II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: AST 151  
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 & ICAA as a general education course in Natural Science.

**AST 152A - General Astronomy II Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Prerequisite: AST 151  
Corequisite: AST 152  
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 112 - General Biology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 111, ENG-090, and RED-090 Set 2: BIO 111 and ENG-095 Set 3: BIO 111 and DRE 098 Set 4: BIO 111 and DRE 099  
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 140 - Environmental Biology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
Corequisite: BIO 140A  
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 & ICAA as a general education course in Natural Science.
**BIO 140A - Environmental Biology Lab**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: BIO 140  
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**CHM 131 - Introduction to Chemistry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090, MAT 070, and RED-090 Set 2: ENG-095 and MAT 070 Set 3: DRE 098 and MAT 070 Set 4: DRE 099 and MAT 070  
Corequisite: CHM 131A  
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 & ICAA as a general education course in Natural Science.

**CHM 131A - Introduction to Chemistry Lab**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: CHM 131  
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**CHM 132 - Organic & Biochemistry**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: CHM 131 and CHM 131A; or CHM 151  
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**CHM 152 - General Chemistry II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CHM 151  
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

CIS 115 - Intro to Prog & Logic

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070
Set 3: MAT-060* and MAT-080 Set 4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT 121 Set 8: MAT 171 Set 9: MAT-171 Set 10: MAT 172
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).

COM 140 - Intro to Intercultural Comm

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

DRA 111 - Theatre Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

DRA 112 - Literature of the Theatre

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.
DRA 126 - Storytelling

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, 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 & ICAA as a general education course in Humanities/Fine Arts.

DRA 211 - Theatre History I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

GEO 111 - World Regional Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

GEO 112 - Cultural Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

HUM 110 - Technology & Society

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 120 - Cultural Studies**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 211 - Humanities I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**HUM 220 - Human Values & Meaning**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**MAT 172 - Precalculus Trigonometry**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT-171  
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 271 - Calculus I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT-172  
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion,
students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

MAT 272 - Calculus II

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: MAT 271
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

MAT 273 - Calculus III

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: MAT 272
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 is a Universal General Education Transfer Component (UGETC) course.

PHY 251 - General Physics I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: MAT 271
Corequisite: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

PHY 252 - General Physics II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: MAT 272 and PHY 251
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

PSY 241 - Developmental Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon
completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**PSY 281 - Abnormal Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 111 and PSY 150  
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 212 - Intro to New Testament**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 221 - Religion in America**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**SOC 213 - Sociology of the Family**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.
SOC 220 - Social Problems

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and SOC 210
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 - Social Diversity

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SPA 111 - Elementary Spanish I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/Fine Arts.

SPA 112 - Elementary Spanish II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: SPA 111
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

Other Required Hours - 15 SHC

Academic Transition

Take 1 credit from:

ACA 122 - College Transfer Success

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

Electives

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

Take 14 credits from:

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ACC 121 - Prin of Managerial Acct**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ART 131 - Drawing I**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**ART 132 - Drawing II**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
Prerequisite: ART 131
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

**BIO 155 - Nutrition**
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a premajor and/or elective course requirement.

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099
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 & ICAA as a premajor and/or elective course requirement.

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: BIO 168
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 175 - General Microbiology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 110 - Introduction to Business**
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 137 - Principles of Management**

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 & ICAA as a premajor and/or elective course requirement.

**CJC 111 - Intro to Criminal Justice**

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 & ICAA as a premajor and/or elective course requirement.

**CJC 141 - Corrections**

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 & ICAA as a premajor and/or elective course requirement.

**CSC 134 - C++ Programming**

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 & ICAA as a premajor and/or elective course requirement.

**CSC 139 - Visual BASIC Programming**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CSC 151 - JAVA Programming**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, and debug JAVA language programs. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**DRA 120 - Voice for Performance**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**DRA 128 - Children's Theatre**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**DRA 130 - Acting I**

Class: 0 Lab: 6 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.
DRA 132 - Stage Movement

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Corequisite: DRA 111
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 & ICAA as a premajor and/or elective course requirement.

DRA 142 - Costuming

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 145 - Stage Make-up

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

DRA 170 - Play Production I

Class: 0 Lab: 9 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

DRA 171 - Play Production II

Class: 0 Lab: 9 Clinical: 0 Credit: 3
Prerequisites: DRA 170
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 240 - Lighting for the Theatre

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on
lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**EGR 150 - Intro to Engineering**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**GIS 111 - Intro to Geographic Info Sys**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**HEA 110 - Personal Health/Wellness**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**HEA 112 - First Aid & CPR**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**HIS 141 - Genealogy & Local History**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 a major research project on local or family history. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
HIS 236 - North Carolina History

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a premajor and/or elective course requirement.

HUM 140 - History of Architecture

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 110 - Fit and Well for Life

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 121 - Walk, Jog, Run

Class: 0 Lab: 3 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 130 - Tennis - Beginning

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 131 - Tennis - Intermediate
PED 142 - Lifetime Sports

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 149 - Flag Football

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

POL 130 - State & Local Government

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

PSY 263 - Educational Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

Total Semester Hours Credit 60-61

One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.
Associate in General Education Degree, A.G.E. (A10300)

Required Courses

English Composition

Take 6 credits from:

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Hum/Fine Arts/Comm

Take 12 credits from:

Minimum 2 subjects

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general course in Humanities/Fine Arts.

**COM 140 - Intro to Intercultural Comm**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

**COM 231 - Public Speaking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

**DRA 111 - Theatre Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**DRA 126 - Storytelling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, 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 & ICAA as a general education course in Humanities/Fine Arts.

**DRA 211 - Theatre History I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.
HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 120 - Cultural Studies

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 211 - Humanities I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

HUM 220 - Human Values & Meaning

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

MUS 110 - Music Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/Fine Arts.

PHI 240 - Introduction to Ethics
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 212 - Intro to New Testament**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 221 - Religion in America**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**SPA 111 - Elementary Spanish I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/ Fine Arts.

**SPA 112 - Elementary Spanish II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: SPA 111
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills.
Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

Social/Behavioral Sciences

Take 12 credits from:

Minimum 2 subjects

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**GEO 112 - Cultural Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.
HIS 111 - World Civilizations I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 131 - American History I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

HIS 132 - American History II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

POL 120 - American Government

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

PSY 241 - Developmental Psychology
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**PSY 281 - Abnormal Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and PSY 150
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 210 - Introduction to Sociology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 213 - Sociology of the Family**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 220 - Social Problems**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and SOC 210
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 225 - Social Diversity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Math

Take 6 credits from:

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**CIS 115 - Intro to Prog & Logic**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070  
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).

- MAT 143 - Quantitative Literacy Credit: 3  
- MAT 152 - Statistical Methods I Credit: 4  
- MAT 171 - Precalculus Algebra Credit: 4

**MAT 271 - Calculus I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT-172  
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 272 - Calculus II**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT 271  
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be
able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

MAT 273 - Calculus III

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: MAT 272
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 is a Universal General Education Transfer Component (UGETC) course.

Natural Sciences

Take 8 credits from:

AST 111 - Descriptive Astronomy

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
Corequisite: AST 111A
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 & ICAA as a general education course in Natural Science.

AST 111A - Descriptive Astronomy Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

AST 151 - General Astronomy I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Natural Science.

AST 151A - General Astronomy I Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: AST 151
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to
demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**AST 152 - General Astronomy II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: AST 151  
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 & ICAA as a general education course in Natural Science.

**AST 152A - General Astronomy II Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Prerequisite: AST 151  
Corequisite: AST 152  
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 111 - General Biology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 112 - General Biology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 111, ENG-090, and RED-090 Set 2: BIO 111 and ENG-095 Set 3: BIO 111 and DRE 098 Set 4: BIO 111 and DRE 099  
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 140 - Environmental Biology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
Corequisite: BIO 140A  
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 & ICAA as a general education course in Natural Science.
BIO 140A - Environmental Biology Lab

Class: 0 Lab: 3 Clinical: 0 Credit: 1
Corequisite: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

CHM 131 - Introduction to Chemistry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090, MAT 070, and RED-090 Set 2: ENG-095 and MAT 070 Set 3: DRE 098 and MAT 070 Set 4: DRE 099 and MAT 070
Corequisite: CHM 131A
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 & ICAA as a general education course in Natural Science.

CHM 131A - Introduction to Chemistry Lab

Class: 0 Lab: 3 Clinical: 0 Credit: 1
Corequisite: CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

CHM 132 - Organic & Biochemistry

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: CHM 131 and CHM 131A; or CHM 151
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

CHM 151 - General Chemistry I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090, MAT 080, and RED-090 Set 2: ENG-095 and MAT 080 Set 3: DRE 098 and MAT 080 Set 4: DRE 099 and MAT 080
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

CHM 152 - General Chemistry II
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 & ICAA as a general education course in Natural Science.

**GEL 111 - Introductory Geology**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Natural Science.

**PHY 110 - Conceptual Physics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Natural Science.

**PHY 110A - Conceptual Physics Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**PHY 251 - General Physics I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: MAT 271
Corequisite: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**PHY 252 - General Physics II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: MAT 272 and PHY 251
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical
world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

Other Required Hours

(16 Credits)

Academic Transition

Take 1 credit from:

**ACA 122 - College Transfer Success**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

Take 15 credits from:

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ACC 121 - Prin of Managerial Acct**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ART 131 - Drawing I**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**ART 132 - Drawing II**

Class: 0 Lab: 6 Clinical: 0 Credit: 3  
Prerequisite: ART 131  
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

**BIO 155 - Nutrition**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 175 - General Microbiology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168  
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CJC 111 - Intro to Criminal Justice**
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 & ICAA as a premajor and/or elective course requirement.

**CJC 141 - Corrections**

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 & ICAA as a premajor and/or elective course requirement.

**CSC 139 - Visual BASIC Programming**

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 & ICAA as a premajor and/or elective course requirement.

**DRA 120 - Voice for Performance**

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 & ICAA as a premajor and/or elective course requirement.

**DRA 128 - Children's Theatre**

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 & ICAA as a premajor and/or elective course requirement.

**DRA 130 - Acting I**

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 & ICAA as a premajor and/or elective course requirement.

**DRA 131 - Acting II**

Class: 0 Lab: 6 Clinical: 0 Credit: 3  
Prerequisite: DRA 130  
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**DRA 132 - Stage Movement**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Corequisite: DRA 111  
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 & ICAA as a premajor and/or elective course requirement.

- **DRA 140 - Stagecraft I** Credit: 3

**DRA 142 - Costuming**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**DRA 145 - Stage Make-up**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**DRA 170 - Play Production I**

Class: 0 Lab: 9 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.
DRA 171 - Play Production II

Class: 0 Lab: 9 Clinical: 0 Credit: 3
Prerequisites: DRA 170
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 260 - Directing

Class: 0 Lab: 6 Clinical: 0 Credit: 3
Prerequisite: DRA 130
Corequisite: DRA 140
This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

EGR 150 - Intro to Engineering

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

GIS 111 - Intro to Geographic Info Sys

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

HEA 110 - Personal Health/Wellness

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

HEA 112 - First Aid & CPR
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 & ICAA as a premajor and/or elective course requirement.

**HIS 141 - Genealogy & Local History**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 a major research project on local or family history. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**HIS 236 - North Carolina History**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a premajor and/or elective course requirement.

**HUM 140 - History of Architecture**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 110 - Fit and Well for Life**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 117 - Weight Training I Credit: 1**

**PED 121 - Walk, Jog, Run**

Class: 0 Lab: 3 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 130 - Tennis - Beginning**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 131 - Tennis - Intermediate**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Prerequisite: PED 130  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 142 - Lifetime Sports**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 149 - Flag Football**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**POL 130 - State & Local Government**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.
**PSY 263 - Educational Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: PSY 150  
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**Associate in Science Degree, A.S. (A10400)**

The Associate in Science 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 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

**General Education Courses - 45 SHC**

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

**English Composition**

Take 6 credits from:

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies.
Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Behavioral/Social Sciences

Take 6 credits from:

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 111 - World Civilizations I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 131 - American History I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 132 - American History II**
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 & ICAA as a general education course in Social/Behavioral Sciences.

**POL 120 - American Government**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

No Pre/Corequisites

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 210 - Introduction to Sociology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

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 & ICAA as a general education course in Social/Behavioral Sciences.

Minimum 2 subjects

**Humanities/Fine Arts/Communications**

Take 6 credits from:

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

No Pre/Corequisites

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 & ICAA as a general course in Humanities/Fine Arts.

**COM 231 - Public Speaking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set:  
Set 1: ENG-090 and RED-090  
Set 2: ENG-095 Set 3: DRE 098  
Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

**ENG 231 - American Literature I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 112, ENG 113, or ENG 114  
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course.

**ENG 232 - American Literature II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 112, ENG 113, or ENG 114  
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course.

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.  
Minimum 2 subjects
Mathematics

Take 8 credits from:

**MAT 171 - Precalculus Algebra**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: Take One Set:  
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080  
Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065  
Set 3: MAT-121  
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 172 - Precalculus Trigonometry**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT-171  
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 271 - Calculus I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT-172  
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 272 - Calculus II**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT 271  
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

Natural Sciences
Take 1 of 10 groups:

Group 1

Take 8 credits from:

**AST 151 - General Astronomy I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Natural Science.

**AST 151A - General Astronomy I Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: AST 151  
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

Group 2

Take 8 credits from:

**AST 151 - General Astronomy I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Natural Science.

**AST 151A - General Astronomy I Lab**
Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: AST 151
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**GEL 111 - Introductory Geology**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Natural Science.

Group 3

Take 8 credits from:

**AST 151 - General Astronomy I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Natural Science.

**AST 151A - General Astronomy I Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: AST 151
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**PHY 110 - Conceptual Physics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Natural Science.

**PHY 110A - Conceptual Physics Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Group 4**

Take 8 credits from:

**BIO 111 - General Biology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 112 - General Biology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 111, ENG-090, and RED-090 Set 2: BIO 111 and ENG-095 Set 3: BIO 111 and DRE 098 Set 4: BIO 111 and DRE 099  
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Group 5**

Take 8 credits from:

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

**GEL 111 - Introductory Geology**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Natural Science.

**Group 6**

Take 8 credits from:

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

**PHY 110 - Conceptual Physics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Natural Science.

**PHY 110A - Conceptual Physics Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Group 7**

Take 8 credits from:

**CHM 151 - General Chemistry I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090, MAT 080, and RED-090 Set 2: ENG-095 and MAT 080 Set 3: DRE 098 and MAT 080 Set 4: DRE 099 and MAT 080
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
**CHM 152 - General Chemistry II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CHM 151  
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Group 8**

Take 8 credits from:

**GEL 111 - Introductory Geology**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Natural Science.

**PHY 110 - Conceptual Physics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Natural Science.

**PHY 110A - Conceptual Physics Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: PHY 110  
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Group 9**

Take 8 credits from:

**PHY 151 - College Physics I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT 171, MAT-171, or MAT 172  
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 & ICAA as a general education course in Natural Science.

**PHY 152 - College Physics II**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: PHY 151  
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Group 10**

Take 8 credits from:

**PHY 251 - General Physics I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: MAT 271  
Corequisite: MAT 272  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**PHY 252 - General Physics II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: MAT 272 and PHY 251  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Additional General Education Courses**

Take 11 credits from:

**AST 111 - Descriptive Astronomy**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
Corequisite: AST 111A
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 & ICAA as a general education course in Natural Science.

**AST 111A - Descriptive Astronomy Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: AST 111  
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**AST 152 - General Astronomy II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: AST 151  
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 & ICAA as a general education course in Natural Science.

**AST 152A - General Astronomy II Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Prerequisite: AST 151  
Corequisite: AST 152  
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 140 - Environmental Biology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
Corequisite: BIO 140A  
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 & ICAA as a general education course in Natural Science.

**BIO 140A - Environmental Biology Lab**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: BIO 140  
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
**CHM 131 - Introduction to Chemistry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090, MAT 070, and RED-090 Set 2: ENG-095 and MAT 070 Set 3: DRE 098 and MAT 070 Set 4: DRE-099 and MAT 070  
Corequisite: CHM 131A  
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 & ICAA as a general education course in Natural Science.

**CHM 131A - Introduction to Chemistry Lab**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: CHM 131  
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**CHM 132 - Organic & Biochemistry**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: CHM 131 and CHM 131A; or CHM 151  
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**CIS 115 - Intro to Prog & Logic**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070 Set 3: MAT-060* and MAT-080 Set 4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT 121 Set 8: MAT 171 Set 9: MAT-171 Set 10: MAT 172  
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).
COM 140 - Intro to Intercultural Comm

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

GEO 111 - World Regional Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

GEO 112 - Cultural Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

HUM 110 - Technology & Society

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 120 - Cultural Studies
MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

MAT 152 - Statistical Methods I

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course.

MAT 273 - Calculus III

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: MAT 272
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 is a Universal General Education Transfer Component (UGETC) course.

PSY 241 - Developmental Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

PSY 281 - Abnormal Psychology
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 & ICAA as a general education course in Social/Behavioral Sciences.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 212 - Intro to New Testament**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 221 - Religion in America**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**SOC 213 - Sociology of the Family**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 220 - Social Problems**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 111 and SOC 210  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 225 - Social Diversity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SPA 111 - Elementary Spanish I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Humanities/Fine Arts.

**SPA 112 - Elementary Spanish II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: SPA 111  
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**Other Required Hours - 15 SHC**

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

**Academic Transition**

Take 1 credit from:

**ACA 122 - College Transfer Success**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

Electives

Take 14 credits from:

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ACC 121 - Prin of Managerial Acct**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ART 131 - Drawing I**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**ART 132 - Drawing II**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
Prerequisite: ART 131
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

**BIO 155 - Nutrition**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of
all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5  
Prerequisites: Take One Set:  
Set 1: ENG-090 and RED-090  
Set 2: ENG-095 Set 3: DRE 098  
Set 4: DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set:  
Set 1: BIO 094, ENG-090, and RED-090  
Set 2: BIO 094 and ENG-095  
Set 3: BIO 094 and DRE 098  
Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 175 - General Microbiology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168  
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.
CSC 134 - C++ Programming

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

CSC 139 - Visual BASIC Programming

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

CSC 151 - JAVA Programming

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, and debug JAVA language programs. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

EGR 150 - Intro to Engineering

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

GIS 111 - Intro to Geographic Info Sys

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

HEA 110 - Personal Health/Wellness
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 & ICAA as a premajor and/or elective course requirement.

**HEA 112 - First Aid & CPR**

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 & ICAA as a premajor and/or elective course requirement.

**HIS 141 - Genealogy & Local History**

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 a major research project on local or family history. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**HIS 236 - North Carolina History**

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 & ICAA as a premajor and/or elective course requirement.

**MUS 121 - Music Theory I**

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 & ICAA as a premajor and/or elective course requirement.

**PED 110 - Fit and Well for Life**

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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 117 - Weight Training I**

Class: 0 Lab: 3 Clinical: 0 Credit: 1
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

**PED 121 - Walk, Jog, Run**

Class: 0 Lab: 3 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 130 - Tennis - Beginning**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 131 - Tennis - Intermediate**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Prerequisite: PED 130
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 142 - Lifetime Sports**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 149 - Flag Football**
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**POL 130 - State & Local Government**

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 & ICAA as a premajor and/or elective course requirement.

**PSY 263 - Educational Psychology**

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 & ICAA as a premajor and/or elective course requirement.

**Total Semester Hours Credit 60-61**

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

**Accounting, A.A.S. (A25100)**

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

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

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

**Fall - 1st Semester**

**ACA 111 - College Student Success**
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.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, & DMA-030  
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-
developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Spring - 2nd Semester

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA 010, DMA 020, & DMA 030  
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

Or

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

Or
MAT 152 - Statistical Methods I

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course.

Or

MAT 171 - Precalculus Algebra

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080

Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065

Set 3: MAT-121
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

• Behavioral/Social Science Elective

Summer - 3rd Semester

ACC 122 - Prin of Financial Acct II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ACC 120
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 140 - Payroll Accounting

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

• Accounting Elective

• Other Major Elective
Fall - 4th Semester

ACC 121 - Prin of Managerial Acct

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BUS 240 - Business Ethics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

- Accounting Elective
- Humanities/Fine Arts Elective

Spring - 5th Semester

ACC 131 - Federal Income Taxes

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 220 - Intermediate Accounting I

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet
components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 240 - Govt & Not-for-Profit Acct**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 121  
This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

- Other Major Elective

**Elective Pick Lists**

**Accounting**

4 credit hours

- Select 4 SHC from the following courses:

**ACC 149 - Intro to Acct Spreadsheets**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC-115 or ACC 120  
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**ACC 150 - Acct Software Applications**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC-115 or ACC 120  
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 151 - Acct Spreadsheet Applications**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC 149  
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 152 - Adv Software Applications**
This course provides continued exposure to commercial accounting software and the opportunity to refine skills developed in ACC 150. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

**Behavioral/Social Sciences**

3 credit hours

- Select 3 SHC from the following prefixes: ECO, GEO, HIS, POL, PSY, or SOC.

**Humanities/Fine Arts**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Other Major**

9 credit hours

- Select 9 SHC from the following courses:

**ACC 180 - Practices in Bookkeeping**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
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 business.

**BUS 116 - Business Law II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: BUS 115  
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 125 - Personal Finance**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**WBL 111 - Work Based Learning I**
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 112 - Work Based Learning I**

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**WBL 121 - Work Based Learning II**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 122 - Work Based Learning II**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 125 - Work Experience Seminar II**

Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

**Total Semester Hours Credit 67**
Accounting Diploma (D25100)

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

ACC 120 - Principles of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BUS 110 - Introduction to Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

BUS 115 - Business Law I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

**Spring - 2nd Semester**

**ACC 121 - Prin of Managerial Acct**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: ACC 120  
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ACC 131 - Federal Income Taxes**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

**ACC 140 - Payroll Accounting**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC 115 or ACC 120  
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

- Major Elective

**Summer - 3rd Semester**

- Behavioral/Social Science Elective Credit: 3  
- Major Elective Credit: 3  
- Major Elective Credit: 3
Elective Courses

Behavioral/Social Sciences Elective

3 credit hours

- Select 3 SHC from the following prefixes: GEO, HIS, POL, PSY, or SOC.

Major Electives

8 credit hours

- Select 8 SHC from the following list of courses.

**ACC 149 - Intro to Acct Spreadsheets**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC-115 or ACC 120  
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**ACC 150 - Acct Software Applications**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC-115 or ACC 120  
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 180 - Practices in Bookkeeping**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
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 business.

**BUS 116 - Business Law II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: BUS 115  
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 240 - Business Ethics**
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.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 112 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Corequisite: WBL 115
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**WBL 121 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 122 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
WBL 125 - Work Experience Seminar II

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124
Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

Total Semester Hours Credit 37

Accounting - Quickbooks Certificate (C25100E)

Spring - 1st Semester

ACC 120 - Principles of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BUS 115 - Business Law I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

Fall - 2nd Semester

ACC 122 - Prin of Financial Acct II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ACC 120
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 149 - Intro to Acct Spreadsheets

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements
of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150 - Acct Software Applications

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 152 - Adv Software Applications

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC 150
This course provides continued exposure to commercial accounting software and the opportunity to refine skills developed in ACC 150. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

Total Semester Hours Credit 16

Accounting - Excel Certificate (C25100F)

Fall - 1st Semester

ACC 120 - Principles of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010 , DMA 020 , & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BUS 115 - Business Law I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

Spring - 2nd Semester

ACC 121 - Prin of Managerial Acct
Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ACC 122 - Prin of Financial Acct II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ACC 120
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

**ACC 149 - Intro to Acct Spreadsheets**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**ACC 151 - Acct Spreadsheet Applications**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC 149
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.

**Total Semester Hours Credit 18**

**Automotive Systems Technology Diploma (D60160)**

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.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.
The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Fall - 1st Semester

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**AUT 113 - Automotive Servicing 1**

Class: 0 Lab: 6 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: AUT 116  
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 181 - Engine Performance 1**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine
operation, ignition components and systems, fuel delivery, injection components and systems and emission control
devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and
emission related drivability problems using appropriate test equipment/service information.

MAT 110 - Math Measurement & Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA 010, DMA-020, and DMA-030
This course provides an activity-based approach that develops measurement skills and mathematical literacy using
technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within
a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics
including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to
demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate
results.

PHY 110 - Conceptual Physics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Natural Science.

PHY 110A - Conceptual Physics Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials
presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts
presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education
course in Natural Science.

WLD 112 - Basic Welding Processes

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

TRN 110 - Intro to Transport Technology

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information,
and 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 130 - TRN 130 - Intro to Sustainable Transport

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

Or

TRN 170 - PC Skills for Transportation

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

Spring - 2nd Semester

AUT 151 - Brake Systems

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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 183 - Engine Performance 2

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisite: AUT 181
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

WLD 112 - Basic Welding Processes

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

Or

PHY 110 - Conceptual Physics
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 & ICAA as a general education course in Natural Science.

**PHY 110A - Conceptual Physics Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**TRN 120 - Basic Transport Electricity**

Class: 4 Lab: 3 Clinical: 0 Credit: 5
No Pre/Corequisites
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.

**Summer - 3rd Semester**

**AUT 123 - Powertrain Diag & Service**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers the diagnosis, repair, and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service, and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

**AUT 141 - Suspension & Steering Sys**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**Total Semester Hours Credit 38-41**
Automotive Systems Technology - Basic Auto Servicing Certificate (C60160A)

Fall - 1st Semester

**AUT 116 - Engine Repair**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 181 - Engine Performance 1**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

**TRN 110 - Intro to Transport Technology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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.

Spring - 2nd Semester

**AUT 151 - Brake Systems**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**TRN 120 - Basic Transport Electricity**
This course covers basic electric 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.

Total Semester Hours Credit 16

Automotive Systems Technology - Alternative Systems Certificate (C60160B)

Fall - 1st Semester

AUT 116 - Engine Repair

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 181 - Engine Performance 1

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

TRN 130 - Intro to Sustainable Transport

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

Spring - 2nd Semester

AUT 183 - Engine Performance 2
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.

TRN 120 - Basic Transport Electricity

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.

Total Semester Hours Credit 18

Barbering Diploma (D55110)

The Barbering Curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barber industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills.

Course work includes instruction in all phases of professional barbering, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

Graduates should qualify to sit for the State Board of Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Fall - 1st Semester

BAR 111 - Barbering Concepts I

This course introduces basic barbering concepts and includes careers in barber styling and various hair treatments. Emphasis is placed on sanitizing equipment, professional ethics, skin, scalp and hair disorders and treatment and safe work practices. Upon completion, students should be able to safely and competently apply barbering concepts in the shop setting.

BAR 112 - Barbering Clinic I

This course introduces basic clinic services. Topics include a study of sanitizing procedures for implements and equipment, determination of hair texture, hair cutting, and hair processing. Upon completion, students should be able to safely and competently demonstrate shop services.
MAT 110 - Math Measurement & Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA 010, DMA-020, and DMA-030
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Spring - 2nd Semester

BAR 113 - Barbering Concepts II

Class: 4 Lab: 0 Clinical: 0 Credit: 4
Corequisite: BAR 114
This course covers more comprehensive barbering concepts. Topics include safety and sanitation, product knowledge as well as both wet and thermal hairstyling. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 114 - Barbering Clinic II

Class: 0 Lab: 24 Clinical: 0 Credit: 8
Corequisite: BAR 113
This course provides experience in a simulated shop setting. Topics include draping, shampooing, hair cutting, and hair drying as well as chemical processing. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

ENG 102 - Applied Communications II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

Summer - 3rd Semester

BAR 115 - Barbering Concepts III

Class: 4 Lab: 0 Clinical: 0 Credit: 4
Corequisite: BAR 116
This course covers more comprehensive barbering concepts. Topics include hair processing as well as finger waving, wet and thermal hairstyling, skin care, including electricity/light therapy, and manicuring. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

BAR 116 - Barbering Clinic III
Class: 0 Lab: 12 Clinical: 0 Credit: 4
Corequisite: BAR 115
This course covers more comprehensive barbering concepts. Emphasis is placed on intermediate-level of skin care
manicuring, scalp treatments, hair design, chemical restructuring, and other related topics. Upon completion, students
should be able to safely and competently apply these barbering concepts in the shop setting.

Fall - 4th Semester

BAR 117 - Barbering Concepts IV

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: BAR 118
This course covers advanced barbering concepts. Topics include hair color, advanced hair cutting techniques, hair
styling, shaving, skin care, retailing, and preparing for a job interview. Upon completion, students should be able to
demonstrate an understanding of these barbering concepts and meet program completion requirements.

BAR 118 - Barbering Clinic IV

Class: 0 Lab: 21 Clinical: 0 Credit: 7
Corequisite: BAR 117
This course provides advanced experience in a simulated shop setting. Emphasis is placed on efficient and competent
delivery of all shop services in preparation for the licensing examination and employment. Upon completion, students
should be able to demonstrate competence in the areas covered on the Barbering Licensing Examination and meet
entry-level employment requirements.

CIS 113 - Computer Basics

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

Total Semester Hours Credit 48

Biotechnology, A.A.S. (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to
meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives
are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist,
laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates should be qualified for employment in various areas of industry and government, including research and
development, manufacturing, sales, and customer service.

Biotechnology is a program that focuses on the application of the biological sciences, biochemistry, and genetics to the
preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the
commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general
biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

**Required Courses**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

or

**ACA 122 - College Transfer Success**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**BIO 111 - General Biology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 112 - General Biology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: BIO 111, ENG-090, and RED-090 Set 2: BIO 111 and ENG-095 Set 3: BIO 111 and DRE 098 Set 4: BIO 111 and DRE 099
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

- BIO 275 - Microbiology Credit: 3
- BIO 280 - Biotechnology Credit: 3
- BTC 181 - Basic Lab Techniques Credit: 4
- BTC 250 - Principles of Genetics Credit: 3
- BTC 270 - Recombinant DNA Technology Credit: 4
- BTC 275 - Industrial Microbiology Credit: 4
• BTC 281 - Bioprocess Techniques Credit: 4
• BTC 285 - Cell Culture Credit: 3
• BTC 286 - Immunological Techniques Credit: 4

CHM 132 - Organic & Biochemistry

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: CHM 131 and CHM 131A; or CHM 151
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Prerequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

PHY 110 - Conceptual Physics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Prerequisites
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 & ICAA as a general education course in Natural Science.

PHY 110A - Conceptual Physics Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
PHY 151 - College Physics I

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: MAT 171, MAT-171, or MAT 172
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 & ICAA as a general education course in Natural Science.

Behavioral/Social Science Elective

POL 120 - American Government

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

or

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

SOC 210 - Introduction to Sociology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

SOC 220 - Social Problems

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and SOC 210
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 & ICAA as a general education course in Social/Behavioral Sciences.

Chemistry Elective

CHM 131 - Introduction to Chemistry

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090, MAT 070, and RED-090 Set 2: ENG-095 and MAT 070 Set 3: DRE 098 and MAT 070 Set 4: DRE 099 and MAT 070  
Corequisite: CHM 131A  
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 & ICAA as a general education course in Natural Science.

and

CHM 131A - Introduction to Chemistry Lab

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: CHM 131  
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

or

CHM 151 - General Chemistry I

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090, MAT 080, and RED-090 Set 2: ENG-095 and MAT 080 Set 3: DRE 098 and MAT 080 Set 4: DRE 099 and MAT 080  
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

and

CHM 152 - General Chemistry II

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CHM 151  
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
Communications Elective

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

or

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Experience Elective

- BTC 288 - Biotech Lab Experience Credit: 2
  or

WBL 112 - Work Based Learning I

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Corequisite: WBL 115

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Humanities/Fine Arts Elective

HUM 110 - Technology & Society

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

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 & ICAA as a general education course in Humanities/Fine Arts.

or

HUM 115 - Critical Thinking
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 & ICAA as a general education course in Humanities/Fine Arts.

Mathematics Elective

- MAT 110 - Mathematical Measurement Credit: 3
  or

MAT 171 - Precalculus Algebra

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080

Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065

Set 3: MAT-121

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

  or

MAT 172 - Precalculus Trigonometry

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: MAT-171

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

Total Semester Hours Credit 66-67

* The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Pitt Community College. Upon successful completion of the course requirements, an Associate in Applied Science degree in Biotechnology will be awarded by Pitt Community College.

Business Administration, A.A.S. (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.

Fall - 1st Semester

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, & DMA-030  
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.

**CIS 110 - Introduction to Computers**
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**Spring - 2nd Semester**

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA 010, DMA 020, & DMA 030  
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 116 - Business Law II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: BUS 115  
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

Or

**ECO 252 - Principles of Macroeconomics**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/ Behavioral Sciences.

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

Or

BIO 140 - Environmental Biology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
Corequisite: BIO 140A
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 & ICAA as a general education course in Natural Science.

And

BIO 140A - Environmental Biology Lab

Class: 0 Lab: 3 Clinical: 0 Credit: 1
Corequisite: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

Summer - 3rd Semester

ACC 140 - Payroll Accounting

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment
taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

Or

**ACC 149 - Intro to Acct Spreadsheets**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC-115 or ACC 120  
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

Or

**ACC 150 - Acct Software Applications**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC-115 or ACC 120  
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**BUS 135 - Principles of Supervision**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

Or

**BUS 151 - People Skills**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

Or

**BUS 153 - Human Resource Mgmt**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

Or
**BUS 255 - Org Behavior in Bus**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

- Humanities/Fine Arts Elective

**Fall - 4th Semester**

**ACC 121 - Prin of Managerial Acct**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: ACC 120  
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**MKT 120 - Principles of Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

- Major Elective

**Spring - 5th Semester**
ACC 131 - Federal Income Taxes

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

BUS 125 - Personal Finance

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 230 - Small Business Mgmt

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 239 - Bus Applications Seminar

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO-151, ECO 251, or ECO 252
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 240 - Business Ethics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Elective Courses

Humanities/Fine Arts Elective

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.
• Recommended Electives: ART 111*, DRA 111, DRA 126, HUM 110, HUM 115, HUM 120, REL 110, MUS 110*, or PHI 240* *UGETC courses

Major Electives

3 credit hours

• Select 3 SHC from the following courses:

ACC 122 - Prin of Financial Acct II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ACC 120
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 180 - Practices in Bookkeeping

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ACC 120
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 business.

INT 110 - International Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

INT 210 - International Trade

Class: 3 Lab: 0 Clinical: 0 Credit: 3
This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace.

LOG 110 - Introduction to Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.
LOG 120 - Global Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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 210 - Fleet Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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 220 - Logistics Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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.

MKT 123 - Fundamentals of Selling

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 125 - Buying & Merchandising

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course includes an analysis of the organization for buying—what, when and how to buy—and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 220 - Advertising and Selling

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 224 - International Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Corequisite: WBL 115  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 112 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 20 Credit: 2  
Corequisite: WBL 115  
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**WBL 121 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Prerequisite: WBL 111 or WBL 112  
Corequisite: WBL 125  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 122 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 20 Credit: 2  
Prerequisite: WBL 111 or WBL 112  
Corequisite: WBL 125  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students
should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 125 - Work Experience Seminar II**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124  
Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

**Total Semester Hours Credit 67**

**Business Administration Diploma (D25120)**

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.

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

CIS 110 - Introduction to Computers

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 & ICAA as a general education course in Mathematics (Quantitative).

ENG 111 - Writing & Inquiry

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 & ICAA as a general education course in English Composition.

MKT 120 - Principles of Marketing

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.

Spring - 2nd Semester

ACC 120 - Principles of Financial Accounting

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

ECO 251 - Principles of Microeconomics

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

Or

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

- Behavioral/Social Sciences Elective
- Major Elective

**Summer - 3rd Semester**

**ACC 140 - Payroll Accounting**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

Or

**ACC 149 - Intro to Acct Spreadsheets**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**BUS 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

- Major Elective
Elective Courses

Behavioral/Social Sciences Elective

3 credit hours

- Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

Major Elective Courses

**ACC 122 - Prin of Financial Acct II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

**BUS 116 - Business Law II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: BUS 115  
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 125 - Personal Finance**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 151 - People Skills**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

**BUS 240 - Business Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**INT 110 - International Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

**INT 210 - International Trade**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace.

**LOG 110 - Introduction to Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

**LOG 120 - Global Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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 210 - Fleet Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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 220 - Logistics Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

**MKT 123 - Fundamentals of Selling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 125 - Buying & Merchandising**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

**MKT 220 - Advertising and Selling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 224 - International Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 112 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Corequisite: WBL 115
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**WBL 121 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Prerequisite: WBL 111 or WBL 112  
Corequisite: WBL 125  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 122 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 20 Credit: 2  
Prerequisite: WBL 111 or WBL 112  
Corequisite: WBL 125  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 125 - Work Experience Seminar II**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124  
Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

**Total Semester Hours Credit 37**

**Business Administration - Business Leadership Certificate (C25120C)**

**Fall - 1st Semester**

**BUS 110 - Introduction to Business**
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**MKT 120 - Principles of Marketing**

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.

**Spring - 2nd Semester**

**BUS 240 - Business Ethics**

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 137 - Principles of Management**

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 & ICAA as a premajor and/or elective course requirement.

**CIS 110 - Introduction to Computers**

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 & ICAA as a general education course in Mathematics (Quantitative).

Total Semester Hours Credit 18

Business Administration - Global Logistics & Distribution Mgmt Certificate (C25120D)

Fall - 1st Semester

BUS 115 - Business Law I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

LOG 110 - Introduction to Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 210 - Fleet Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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.

Spring - 2nd Semester

BUS 137 - Principles of Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

LOG 120 - Global Logistics
LOG 110 - Logistics Operations

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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 220 - Logistics Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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.

Total Semester Hours Credit 18

Business Administration - International Business Certificate (C25120E)

Fall - 1st Semester

BUS 110 - Introduction to Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

BUS 115 - Business Law I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

INT 110 - International Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.
Spring - 2nd Semester

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set:  
Set 1: ENG-090 and RED-090  
Set 2: ENG-095  
Set 3: DRE 098  
Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**INT 210 - International Trade**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace.

**MKT 224 - International Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

Total Semester Hours Credit 18

**Business Administration - Marketing Certificate (C25120F)**

Spring - 1st Semester

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**MKT 120 - Principles of Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement,
and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

**MKT 123 - Fundamentals of Selling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Summer - 2nd Semester**

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**MKT 125 - Buying & Merchandising**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

**MKT 220 - Advertising and Selling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Total Semester Hours Credit 18**

**Collision Repair & Refinishing Technology, A.A.S. (A60130)**

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entrylevel transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.
Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing 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.

Fall - 1st Semester

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**AUB 111 - Painting & Refinishing I**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Corequisites  
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 121 - Non-Structural Damage I**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.
TRN 110 - Intro to Transport Technology

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

WLD 110 - Cutting Processes

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

Spring - 2nd Semester

AUB 112 - Painting & Refinishing II

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisite: AUB 111
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 122 - Non-Structural Damage II

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
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.

MAT 110 - Math Measurement & Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA 010, DMA-020, and DMA-030
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

TRN 130 - Intro to Sustainable Transport
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

**Summer - 3rd Semester**

- **AUB 141 Mechanical & Electrical Components**

**AUB 150 - Automotive Detailing**

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior, and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

**SOC 210 - Introduction to Sociology**

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 & ICAA as a general education course in Social/Behavioral Sciences.

**Fall - 4th Semester**

**AUB 131 - Structural Damage I**

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 150 - Automotive Detailing**

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior, and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

**ENG 114 - Prof Research & Reporting**
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 & ICAA as a general education course in English Composition.

TRN 180 - Basic Welding for Trans

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

Spring - 5th Semester

AUT 151 - Brake Systems

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.

PHY 110 - Conceptual Physics

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 & ICAA as a general education course in Natural Science.

PHY 110A - Conceptual Physics Lab

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 & ICAA as a general education course in Natural Science.

TRN 120 - Basic Transport Electricity

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.
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.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Corequisite: WBL 115  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**Elective Courses**

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses:

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 115 - Critical Thinking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Major Electives

2-4 credit hours

- Select 2-4 SHC from the following courses:

AUB 114 - Special Finishes

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: AUB 111
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 132 - Structural Damage II

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisite: AUB 131
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis, and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 136 - Plastics & Adhesives

Class: 1 Lab: 4 Clinical: 0 Credit: 3
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

BUS 110 - Introduction to Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

TRN 170 - PC Skills for Transportation
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.

Total Semester Hours Credit 66-68

Collision Repair & Refinishing Technology Diploma (D60130)

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.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry. The Collision Repair and Refinishing 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.

Fall - 1st Semester

ACA 111 - College Student Success

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.

AUB 111 - Painting & Refinishing I

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 121 - Non-Structural Damage I
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 131 - Structural Damage I

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.

TRN 110 - Intro to Transport Technology

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 180 - Basic Welding for Trans

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

Spring - 2nd Semester

AUB 112 - Painting & Refinishing II

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 122 - Non-Structural Damage II

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
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.

**PHY 110 - Conceptual Physics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Natural Science.

**PHY 110A - Conceptual Physics Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: PHY 110  
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**TRN 120 - Basic Transport Electricity**

Class: 4 Lab: 3 Clinical: 0 Credit: 5  
No Pre/Corequisites  
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.

**Summer - 3rd Semester**

**AUB 150 - Automotive Detailing**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior, and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.
Elective Courses

Major Electives

2-4 credit hours

- Select 2-4 SHC from the following courses:

**AUB 114 - Special Finishes**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: AUB 111  
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

**AUB 132 - Structural Damage II**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisite: AUB 131  
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis, and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**AUB 136 - Plastics & Adhesives**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

- AUB 141 Mechanical & Electrical Components

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**Total Semester Hours Credit 44-46**

**Collision Repair & Refinishing - Non-Structural Damage Certificate (C60130A)**

**Fall - 1st Semester**

**AUB 121 - Non-Structural Damage I**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**TRN 110 - Intro to Transport Technology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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 180 - Basic Welding for Trans**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.
Spring - 2nd Semester

**AUB 122 - Non-Structural Damage II**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Corequisites  
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.

**TRN 120 - Basic Transport Electricity**

Class: 4 Lab: 3 Clinical: 0 Credit: 5  
No Pre/Corequisites  
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.

**Total Semester Hours Credit 17**

Collision Repair & Refinishing - Painting & Refinishing Certificate (C60130B)

Fall - 1st Semester

**AUB 111 - Painting & Refinishing I**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Corequisites  
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 121 - Non-Structural Damage I**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**TRN 110 - Intro to Transport Technology**
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.

Spring - 2nd Semester

AUB 112 - Painting & Refinishing II

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.

Summer - 3rd Semester

AUB 114 - Special Finishes

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 150 - Automotive Detailing

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior, and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

Total Semester Hours Credit 17

Collision Repair & Refinishing - Structural Damage Certificate (C60130C)

Fall - 1st Semester

AUB 131 - Structural Damage I

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior, and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.
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.

**TRN 180 - Basic Welding for Trans**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

**Spring - 2nd Semester**

**AUB 132 - Structural Damage II**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisite: AUB 131  
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.

**TRN 120 - Basic Transport Electricity**

Class: 4 Lab: 3 Clinical: 0 Credit: 5  
No Pre/Corequisites  
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.

**Total Semester Hours Credit 16**

**Combined CT/MRI for Radiographers Diploma (D45200)**

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry-eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.
Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

Fall - 1st Semester

**CAT 210 - CT Physics & Equipment**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

**CAT 211 - CT Procedures**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: CAT 210  
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents’ use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

**CAT 231 - CT Clinical Practicum**

Class: 0 Lab: 0 Clinical: 33 Credit: 11  
No Pre/Corequisites  
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedure, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

**CAT 261 - CT Exam Prep**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
This course is a review of the components specific to CT imaging technology as practiced in didactic and clinical settings. Emphasis is placed on content specifications of the ARRT post primary certification in CT. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT post-primary certification exam.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.
Spring - 2nd Semester

MRI 210 - MRI Physics & Equipment

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

MRI 211 - MRI Procedures

Class: 4 Lab: 0 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

MRI 231 - MRI Clinical Practicum

Class: 0 Lab: 0 Clinical: 33 Credit: 11
No Pre/Corequisites
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

MRI 271 - MRI Capstone

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
This course provides experience using 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 knowledge required of any entry level MR technologist.

- Behavioral/Social Sciences Elective

Elective Courses

Behavioral/Social Sciences Elective

3 credit hours

- Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC

Total Semester Hours Credit 44

Computed Tomography Certificate (C45200A)
Fall - 1st Semester

**CAT 210 - CT Physics & Equipment**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

**CAT 211 - CT Procedures**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: CAT 210  
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents’ use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

**CAT 231 - CT Clinical Practicum**

Class: 0 Lab: 0 Clinical: 33 Credit: 11  
No Pre/Corequisites  
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedure, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

**Total Semester Hours Credit 18**

**Cosmetology Diploma (D55140)**

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment 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.

Fall - 1st Semester

**COS 111 - Cosmetology Concepts I**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

**COS 112 - Salon I**

Class: 0 Lab: 24 Clinical: 0 Credit: 8  
Corequisite: COS 111  
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

**MAT 110 - Math Measurement & Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA 010, DMA-020, and DMA-030  
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

**Spring - 2nd Semester**

**COS 113 - Cosmetology Concepts II**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: COS 114  
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 114 - Salon II**

Class: 0 Lab: 24 Clinical: 0 Credit: 8  
Corequisite: COS 113  
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**ENG 102 - Applied Communications II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.
Summer - 3rd Semester

**COS 115 - Cosmetology Concepts III**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: COS 116  
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 116 - Salon III**

Class: 0 Lab: 12 Clinical: 0 Credit: 4  
Corequisite: COS 115  
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Fall - 4th Semester

**COS 117 - Cosmetology Concepts IV**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisite: COS 118  
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

**COS 118 - Salon IV**

Class: 0 Lab: 21 Clinical: 0 Credit: 7  
Corequisite: COS 117  
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

**Total Semester Hours Credit 48**

**Cosmetology Instructor Certificate (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.

**Fall - 1st Semester**

**COS 271 - Instructor Concepts I**

Class: 5 Lab: 0 Clinical: 0 Credit: 5  
Corequisite: COS 272  
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

**COS 272 - Instructor Practicum I**

Class: 0 Lab: 21 Clinical: 0 Credit: 7  
Corequisite: COS 271  
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

**Spring - 2nd Semester**

**COS 273 - Instructor Concepts II**

Class: 5 Lab: 0 Clinical: 0 Credit: 5  
Prerequisites: COS 271 and COS 272  
Corequisite: COS 274  
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development, and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

**COS 274 - Instructor Practicum II**

Class: 0 Lab: 21 Clinical: 0 Credit: 7  
Prerequisites: COS 271 and COS 272  
Corequisite: COS 273  
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

**Total Semester Hours Credits 24**

**Criminal Justice Technology, A.A.S. (A55180)**
The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Fall - 1st Semester

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**CJC 111 - Intro to Criminal Justice**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

**CJC 113 - Juvenile Justice**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/ detention of juveniles, and case disposition.

**CJC 131 - Criminal Law**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.
COM 140 - Intro to Intercultural Comm

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Spring - 2nd Semester

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

CJC 112 - Criminology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 120 - Interview/Interrogations

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 Ops

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

• Major Elective

Summer - 3rd Semester

POL 130 - State & Local Government

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Fall - 4th Semester

CJC 141 - Corrections
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 & ICAA as a premajor and/or elective course requirement.

**CJC 221 - Investigative Principles**

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.

**ENG 112 - Writing/Research in the Disciplines**

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 & ICAA as a general education course in English Composition.

**SOC 210 - Introduction to Sociology**

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 & ICAA as a general education course in Social/Behavioral Sciences.

- Humanities/Fine Arts Elective

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**Spring - 5th Semester**

**CJC 215 - Org & Administration**

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 231 - Constitutional Law**
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

**CJC 212 - Ethics & Comm Relations**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**PSY 281 - Abnormal Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and PSY 150
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 225 - Social Diversity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.
- Major Elective

**Elective Courses**

**Humanities/Fine Arts Elective**

3 credit hours
- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Major Electives**

6 credit hours
Select 6 SHC from the following courses:

**CCT 110 - Intro to Cyber Crime**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**CJC 131 - Criminal Law**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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  
- CJC 151 Intro to Loss Prevention

**CJC 161 - Intro to Homeland Security**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 168 Intel Analysis & Sec Mgmt

**CJC 211 - Counseling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 221 - Investigative Principles**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

- CJC 232 Civil Liability
CJC 233 - Correctional Law

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241 - Comm-Based Corrections

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 260 Threat Assessment

HEA 112 - First Aid & CPR

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

SOC 220 - Social Problems

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and SOC 210
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 & ICAA as a general education course in Social/Behavioral Sciences.

WBL 111 - Work Based Learning I

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 - Work Based Learning I

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**WBL 121 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Prerequisite: WBL 111 or WBL 112  
Corequisite: WBL 125  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 122 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 20 Credit: 2  
Prerequisite: WBL 111 or WBL 112  
Corequisite: WBL 125  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 125 - Work Experience Seminar II**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124  
Some topics covered will be: conflict resolution, planning/goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

**Total Semester Hours Credit 73**

**Criminal Justice Technology Certificate (C55180A)**

**Fall - 1st Semester**

**CJC 111 - Intro to Criminal Justice**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

CJC 131 - Criminal Law

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 141 - Corrections

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

CJC 221 - Investigative Principles

Class: 3 Lab: 2 Clinical: 0 Credit: 4
No Pre/Corequisites
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.

Spring - 2nd Semester

CJC 112 - Criminology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Total Semester Hours Credit 16

Criminal Justice Technology Crime Assessment Certificate (C55180B)
Fall - 1st Semester

CJC 221 - Investigative Principles

Class: 3 Lab: 2 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 111 - Intro to Criminal Justice

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

Spring - 2nd Semester

CCT 110 - Intro to Cyber Crime

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

CJC 121 - Law Enforcement Ops

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

CJC 131 - Criminal Law

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.
Total Semester Hours Credit 16

Dental Assisting Diploma (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 chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Required Courses

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

or

ACA 115 - Success and Study Skills Credit: 1

BIO 106 - Intro to Anat/Phys/Micro

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

or
**CIS 111 - Basic PC Literacy**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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.

- DEN 100 - Orofacial Anatomy Credit: 3  
- DEN 101 - Pre-clinical Procedures Credit: 7  
- DEN 102 - Dental Materials Credit: 5  
- DEN 103 - Dental Sciences Credit: 2  
- DEN 104 - Dental Health Education Credit: 3  
- DEN 105 - Practice Management Credit: 2  
- DEN 106 - Clinical Practice I Credit: 5  
- DEN 107 - Clinical Practice II Credit: 5  
- DEN 111 - Infection/Hazard Control Credit: 2  
- DEN 112 - Dental Radiography Credit: 3

**ENG 102 - Applied Communications II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

or

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

or

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**PSY 118 - Interpersonal Psychology**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Total Semester Hours Credit 48

*The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Martin Community College. Upon successful completion of the course requirements, a diploma in Dental Assisting will be awarded by Martin Community College.

Dental Hygiene, A.A.S. (A45260)

The Dental Hygiene curriculum provides 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.

Required Courses

BIO 168 - Anatomy & Physiology I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099
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 & ICAA as a premajor and/or elective course requirement.

BIO 169 - Anatomy & Physiology II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: BIO 168
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BIO 175 - General Microbiology
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 & ICAA as a pre-major and/or elective course requirement.

- CHM 130 - General, Organic, & Biochemistry Credit: 3

**CIS 113 - Computer Basics**

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.

- DEN 110 - Orofacial Anatomy Credit: 3
- DEN 111 - Infection/Hazard Control Credit: 2
- DEN 112 - Dental Radiography Credit: 3
- DEN 120 - Dental Hygiene Pre-clinic Lecture Credit: 2
- DEN 121 - Dental Hygiene Pre-clinic Lab Credit: 2
- DEN 123 - Nutrition/Dental Health Credit: 2
- DEN 124 - Periodontology Credit: 2
- DEN 125 - Dental Office Emergencies Credit: 1
- DEN 130 - Dental Hygiene Theory I Credit: 2
- DEN 131 - Dental Hygiene Clinic I Credit: 3
- DEN 140 - Dental Hygiene Theory II Credit: 1
- DEN 141 - Dental Hygiene Clinic II Credit: 2
- DEN 220 - Dental Hygiene Theory III Credit: 2
- DEN 221 - Dental Hygiene Clinic III Credit: 4
- DEN 223 - Dental Pharmacology Credit: 2
- DEN 224 - Materials and Procedures Credit: 2
- DEN 230 - Dental Hygiene Theory IV Credit: 1
- DEN 231 - Dental Hygiene Clinic IV Credit: 4
- DEN 232 - Community Dental Health Credit: 3
- DEN 233 - Professional Development Credit: 2
- DEN 222 - Dental and Oral Pathology Credit: 2

**ENG 111 - Writing & Inquiry**

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 & ICAA as a general education course in English Composition.

**ENG 114 - Prof Research & Reporting**
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 & ICAA as a general education course in English Composition.

- SOC 240 - Social Psychology Credit: 3

Humanities/Fine Arts Elective*

Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Total Semester Hours Credit 76

*The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Halifax Community College. Upon successful completion of the course requirements, an Associate in Applied Science degree in Dental Hygiene will be awarded by Halifax Community College.

Early Childhood Education, A.A.S. (A55220)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The program prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

**MAT 110 - Math Measurement & Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA 010, DMA-020, and DMA-030  
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

**EDU 119 - Intro to Early Childhood Ed**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism, and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children.

**EDU 144 - Child Development I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a
recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Spring - 2nd Semester

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

COM 231 - Public Speaking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

EDU 131 - Child, Family, & Community
EDU 145 - Child Development II

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.**

EDU 153 - Health, Safety, & Nutrition

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 153A - Health, Safety, & Nutrition Lab

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

Summer - 3rd Semester

- EDU 184 - EC Intro Practicum

EDU 234 - Infants, Toddlers, & Twos

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care, and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.
EDU 251 - Exploration Activities

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A - Exploration Activities Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: EDU 251
This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

PSY 118 - Interpersonal Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Or

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Fall - 4th Semester

EDU 131 - Child, Family, & Community

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 146 - Child Guidance
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.

EDU 151 - Creative Activities

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments.

EDU 151A - Creative Activities Lab

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 221 - Children with Exceptionalities

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/ implement, and promote best practice. This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.

EDU 280 - Language & Literacy Exp

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences.

- Major Elective
Spring - 5th Semester

**EDU 259 - Curriculum Planning**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: EDU 119  
Corequisite: DRE 098  
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

**EDU 271 - Educational Technology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials, and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

**EDU 284 - Early Child Capstone Prac**

Class: 1 Lab: 9 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151  
Set 2: EDU 119, PSY-244, PSY-245, EDU 146, and EDU 151  
Set 3: EDU 119, PSY-245, EDU 144, EDU 146, and EDU 151  
Set 4: EDU 119, PSY-244, EDU 145, EDU 146, and EDU 151  
Corequisite: DRE 098  
This course is designed to allow students to apply skills in a three stars (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

- Humanities/Fine Arts Elective
- Major Elective

**Elective Courses**

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Major Electives**

5-6 credit hours
Select 5-6 SHC from the following courses:

**BUS 110 - Introduction to Business**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

**BUS 230 - Small Business Mgmt**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**EDU 118 - Prin & Prac of Instr Asst**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

**EDU 157 - Active Play**
Class: 2 Lab: 2 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

**EDU 163 - Classroom Mgmt & Instr**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

**EDU 216 - Foundations of Education**
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement at select institutions.

**EDU 261 - Early Childhood Admin I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisites: DRE 098 and EDU 119  
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

**EDU 262 - Early Childhood Admin II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: EDU 261  
Corequisite: DRE 098 and EDU 119  
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

**EDU 282 - Early Childhood Literature**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

**EDU 289 - Adv Issues School Age**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisite: DRE 098  
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Corequisite: WBL 115  
This course provides work experience with a college-approved employer in an area related to the student's program of
study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**Total Semester Hours Credit 73-76**

**Early Childhood Education Diploma (D55220)**

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

The program prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic
chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

or

**MAT 110 - Math Measurement & Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA 010, DMA 020, and DMA 030  
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

**EDU 119 - Intro to Early Childhood Ed**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism, and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children.

**EDU 144 - Child Development I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.**

**EDU 146 - Child Guidance**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. **This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.**

**EDU 151 - Creative Activities**
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments.

**EDU 151A - Creative Activities Lab**

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

**EDU 221 - Children with Exceptionalities**

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.*

**ENG 111 - Writing & Inquiry**

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 & ICAA as a general education course in English Composition.

**Spring - 2nd Semester**

**EDU 131 - Child, Family, & Community**

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.
EDU 145 - Child Development II
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.**

EDU 153 - Health, Safety, & Nutrition
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 153A - Health, Safety, & Nutrition Lab
Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisites: DRE 097 and EDU 153
This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

EDU 284 - Early Child Capstone Prac
Class: 1 Lab: 9 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151 Set 2: EDU 119, PSY-244, PSY-245, EDU 146, and EDU 151 Set 3: EDU 119, PSY-245, EDU 144, EDU 146, and EDU 151 Set 4: EDU 119, PSY-244, EDU 145, EDU 146, and EDU 151
Corequisite: DRE 098
This course is designed to allow students to apply skills in a three stars (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Summer - 3rd Semester

EDU 280 - Language & Literacy Exp
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse
literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Total Semester Hours Credit 44-45**

**Early Childhood Education Certificate (C55220A)**

**Fall - 1st Semester**

**EDU 119 - Intro to Early Childhood Ed**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism, and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children.

**EDU 144 - Child Development I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/ataypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.**

**Spring - 2nd Semester**

**EDU 131 - Child, Family, & Community**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing,
supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 145 - Child Development II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.

EDU 153 - Health, Safety, & Nutrition

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 153A - Health, Safety, & Nutrition Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisites: DRE 097 and EDU 153
This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

Total Semester Hours Credit 17

Electrical Systems Technology Diploma (D35130)

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.

Course work, 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.

Fall - 1st Semester

ACA 111 - College Student Success
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.

**CIS 111 - Basic PC Literacy**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

Or

**CIS 113 - Computer Basics**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**ELC 112 - DC/AC Electricity**

Class: 3 Lab: 6 Clinical: 0 Credit: 5
Corequisites: DMA-010, DMA-020, and DMA-030
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, troubleshoot, and repair DC/AC circuits.

**ELC 113 - Basic Wiring I**

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

**ELC 233 - Energy Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management
parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

**ISC 112 - Industrial Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**MAT 110 - Math Measurement & Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA 010, DMA-020, and DMA-030  
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

**Spring - 2nd Semester**

**ELC 114 - Basic Wiring II**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisite: ELC 112  
This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

**ELC 117 - Motors & Controls**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisite: ELC 112  
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 126 - Electrical Computations**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: ELC 112  
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

**ELC 233 - Energy Management**
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

**ELN 229 - Industrial Electronics**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: ELC 112 or ELC 131
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

**ISC 112 - Industrial Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**MEC 151 - Mechanical Mfg Sys**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servomotors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

**ENG 102 - Applied Communications II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

**Summer - 3rd Semester**

**ELC 128 - Introduction to PLC**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: ELC 112
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and
interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

Or

**ELN 260 - Prog Logic Controllers**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CIS 110 or CIS 113  
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

**ELN 231 - Industrial Controls**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: ELN 229  
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**Total Semester Hours Credit 45-48**

**Electrical Systems - Electrical Wiring Certificate (C35130A)**

**Required Courses**

**ELC 112 - DC/AC Electricity**

Class: 3 Lab: 6 Clinical: 0 Credit: 5  
Corequisites: DMA-010, DMA-020, and DMA-030  
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, troubleshoot, and repair DC/AC circuits.

**ELC 113 - Basic Wiring I**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

**ELC 114 - Basic Wiring II**
This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

**ELC 126 - Electrical Computations**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: ELC 112
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

**ISC 112 - Industrial Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**Total Semester Hours Credit 18**

**Electrical Systems - Motors & Controls Certificate (C35130B)**

**Required Courses**

**ELC 112 - DC/AC Electricity**

Class: 3 Lab: 6 Clinical: 0 Credit: 5
Corequisites: DMA-010, DMA-020, and DMA-030
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, troubleshoot, and repair DC/AC circuits.

**ELC 114 - Basic Wiring II**

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisite: ELC 112
This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

**ELC 117 - Motors & Controls**
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 128 - Introduction to PLC**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: ELC 112
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

**ELN 260 - Prog Logic Controllers**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: CIS 110 or CIS 113
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

**Total Semester Hours Credit 16-17**

**Electrical Systems - Industrial Electronics Certificate (C35130C)**

**Required Courses**

**ELC 112 - DC/AC Electricity**

Class: 3 Lab: 6 Clinical: 0 Credit: 5
Corequisites: DMA-010, DMA-020, and DMA-030
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, troubleshoot, and repair DC/AC circuits.

**ELC 126 - Electrical Computations**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: ELC 112
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

**ELC 128 - Introduction to PLC**
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

or

**ELN 260 - Prog Logic Controllers**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: CIS 110 or CIS 113
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

**ELN 229 - Industrial Electronics**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: ELC 112 or ELC 131
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

**MEC 151 - Mechanical Mfg Sys**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servo-motors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

**Total Semester Hours Credit 17-18**

**Electrical Systems - Energy Management Systems Technology Certificate (C35130D)**

**Required Courses**

**ATR 111 - Automated Systems**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on
measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

or

**ELN 231 - Industrial Controls**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: ELN 229  
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELC 112 - DC/AC Electricity**

Class: 3 Lab: 6 Clinical: 0 Credit: 5  
Corequisites: DMA-010, DMA-020, and DMA-030  
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, troubleshoot, and repair DC/AC circuits.

**ELC 128 - Introduction to PLC**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: ELC 112  
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

**ELC 233 - Energy Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

**ELN 229 - Industrial Electronics**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: ELC 112 or ELC 131  
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/ or troubleshoot these devices for proper operation in an industrial electronic circuit.

**Total Semester Hours Credit 18**
**Entrepreneurship, A.A.S. (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.

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 computers 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.

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, & DMA-030  
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 139 - Entrepreneurship I**
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.

Spring - 2nd Semester

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 116 - Business Law II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: BUS 115
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 245 - Entrepreneurship II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: BUS 139
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 280 - REAL Small Business**

Class: 4 Lab: 0 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

**ETR 220 - Innovation and Creativity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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.

Summer - 3rd Semester

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

Fall - 4th Semester
ACC 121 - Prin of Managerial Acct

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BUS 137 - Principles of Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

MKT 120 - Principles of Marketing

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Spring - 5th Semester

ECO 251 - Principles of Microeconomics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

ETR 230 - Entrepreneur Marketing
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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.

**SOC 210 - Introduction to Sociology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Total Semester Hours Credit 66-67**

**Entrepreneurship Diploma (D25490)**

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

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 computers 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.
Fall - 1st Semester

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, & DMA-030
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 139 - Entrepreneurship I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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.

Spring - 2nd Semester
BUS 245 - Entrepreneurship II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: BUS 139
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.

Or

BUS 280 - REAL Small Business

Class: 4 Lab: 0 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

ETR 220 - Innovation and Creativity

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ACC 120
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.

Summer - 3rd Semester

CIS 110 - Introduction to Computers
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

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 & ICAA as a general education course in English Composition.

**ETR 270 - Entrepreneurship Issues**

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.

**HUM 110 - Technology & Society**

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 & ICAA as a general education course in Humanities/Fine Arts.

**Total Semester Hours Credit 39**

**Entrepreneurship Certificate (C25490)**

**Fall - 1st Semester**

**ACC 120 - Principles of Financial Accounting**

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical
considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 139 - Entrepreneurship I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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.

**Spring - 2nd Semester**

**ETR 220 - Innovation and Creativity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
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.

Total Semester Hours Credit 19

**Esthetics Technology Certificate (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 related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

**Fall - 1st Semester**

**COS 119 - Esthetics Concepts I**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: COS 120
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**

Class: 0 Lab: 18 Clinical: 0 Credit: 6
Corequisite: COS 119
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.

**Spring - 2nd Semester**

**COS 125 - Esthetics Concepts II**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: COS 126
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**
This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

Total Semester Hours Credit 16

**Facility Maintenance Worker - Diploma (D50170)**

The Facility Maintenance Worker curriculum is designed to prepare students to maintain and repair physical structures and systems of commercial and industrial establishments such as hotels, hospitals, apartment complexes, and shopping centers.

Students will learn to use hand and power tools; replace defective electrical switches and fixtures; maintain performance of environmental control systems; repair plumbing fixtures, woodwork, plastic, and sheetrock; lay brick; finish small areas of concrete; and paint structures.

Upon completion of this curriculum, the graduate should possess the necessary skills to qualify for employment as a facility maintenance worker.

**Required Courses**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**AHR 110 - Intro to Refrigeration**

Class: 2 Lab: 6 Clinical: 0 Credit: 5
No Pre/Corequisites
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.

**BPR 130 - Print Reading/Construction**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.
ENG 102 - Applied Communications II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

FMW 100 - Intro to Natl Electrical Code

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Prerequisite: FMW 102
The course covers the use of the National Electrical Code. Topics include wiring methods, grounding, general areas of the NEC, and other related topics. Upon completion, students should be able to use the code effectively.

FMW 102 - Practical Wiring I

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches.

FMW 105 - Basic Heating

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system.

FMW 107 - Introduction to Carpentry

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces basic carpentry skills. Emphasis is placed on the proper and safe use of hand and power tools used by a beginning carpenter. Upon completion, students should be able to perform basic tasks involving forming, framing, and repair of windows and doors.

FMW 108 - Electrical Blueprints

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the basic principles of blueprint reading for residential electrical systems. Topics include floor plans, switch and receptacle layouts, lighting fixtures, and finished installations. Upon completion, students should be able to interpret basic blueprints.

ISC 115 - Construction Safety
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.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

- **MAT 110**

**PLU 130 - Plumbing Systems**

Class: 3 Lab: 9 Clinical: 0 Credit: 6
No Pre/Corequisites
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.

**Elective Courses**

Select 4 SHC from the following list of courses.

**AHR 111 - HVACR Electricity**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 160 - Refrigerant Certification Credit: 1**

**ELC 233 - Energy Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management
parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

**FMW 101 - Basic Natl Elec Code Problems**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course covers sections of the NEC related to calculations. Topics include branch circuits, sizes, wire, conduit, and house problems. Upon completion, students should be able to use the code to find wire and conduit sizes.

**FMW 106 - Domestic Air Conditioning**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the principles of air conditioning, including terminology, identification, and function of component. Topics include compressors, condensers, and motors and controls with emphasis on practical work with hand tools and materials in the installation of air conditioning systems. Upon completion, students should be able to repair an air conditioning system.

**Total Semester Hours Credit 42**

**Facility Maintenance Worker - AC, Heating, & Refrigeration Certificate (C50170A)**

**Required Courses**

**AHR 110 - Intro to Refrigeration**

Class: 2 Lab: 6 Clinical: 0 Credit: 5  
No Pre/Corequisites  
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

**AHR 111 - HVACR Electricity**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 160 - Refrigerant Certification Credit: 1

**FMW 102 - Practical Wiring I**
FMW 105 - Basic Heating

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system.

Total Semester Hours Credit 16

Facility Maintenance Worker - Construction Building Certificate (C50170B)

Required Courses

BPR 130 - Print Reading/Construction

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

FMW 102 - Practical Wiring I

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches.

FMW 107 - Introduction to Carpentry

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces basic carpentry skills. Emphasis is placed on the proper and safe use of hand and power tools used by a beginning carpenter. Upon completion, students should be able to perform basic tasks involving forming, framing, and repair of windows and doors.

ISC 115 - Construction Safety

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

MAS 140 - Introduction to Masonry

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

Total Semester Hours Credit 14

Facility Maintenance Worker - Green Energy Systems Certificate (C50170D)

Required Courses

AHR 111 - HVACR Electricity

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

ELC 233 - Energy Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

FMW 102 - Practical Wiring I

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches.

FMW 105 - Basic Heating
This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system.

**FMW 106 - Domestic Air Conditioning**

This course covers the principles of air conditioning, including terminology, identification, and function of component. Topics include compressors, condensers, and motors and controls with emphasis on practical work with hand tools and materials in the installation of air conditioning systems. Upon completion, students should be able to repair an air conditioning system.

**Total Semester Hours Credit 16**

**General Occupational Technology, A.A.S. (A55280)**

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

**General Education Courses**

*(15 SHC)*

General education course work includes study in the areas of humanities and fine arts, social and behavioral sciences, mathematics, and English composition. The following courses are required:

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**Behavioral/Social Sciences Elective**

Select one course from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

**Humanities/Fine Arts Elective**

Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Major Courses**

(49 SHC)

Select a minimum 49 SHC from a combination of major courses for curriculums approved to be offered by the college. Courses which offer specific job knowledge and skills must be included. Work experience, including work-based learning, practicums, and internships, may be included in the degree program up to a maximum of 8 SHC.

**Other Required Hours**

(4 SHC)

Local employer requirements, as well as college designated graduation requirements, are accommodated in other required hours. The following courses (4 SHC) are required:

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**Total Semester Hours Credit 68**

**General Occupational Technology - Diploma (D55280)**

**General Education Courses**

(6 SHC)

General education course work includes study in the areas social and behavioral sciences and English composition. The following courses are required:

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**Behavioral/Social Sciences Elective**

Select one course from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

**Major Courses**

(26 SHC)

Select a minimum 26 SHC from a combination of major courses for curriculums approved to be offered by the college. Courses which offer specific job knowledge and skills must be included. Work experience, including work-based learning, practicums, and internships, may be included in the degree program up to a maximum of 4 SHC.

**Other Required Hours**
Local employer requirements, as well as college designated graduation requirements, are accommodated in other required hours. The following courses (4 SHC) are required:

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

Total Semester Hours Credit 36

**General Occupational Technology - Certificate (C55280)**

**Major Courses**

(15 SHC)

Select a minimum 15 SHC from a combination of major courses for curriculums approved to be offered by the college. Courses which offer specific job knowledge and skills must be included. Work experience, including work-based learning, practicums, and internships, may be included in the degree program up to a maximum of 2 SHC.

**Other Required Hours**

(1 SHC)

Local employer requirements, as well as college designated graduation requirements, are accommodated in other required hours. The following courses (1 SHC) are required:

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

Total Semester Hours Credit 16

Geospatial Technology, A.A.S. (A40220)

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, process improvement technicians, engineering technicians, construction technicians, industrial and technology managers, or research technicians.

Geospatial Technology is a course of study that prepares students to use technical skills and advanced computer hardware and software for programming, database management and internet applications using geographic data and geographic information systems. Includes instruction in mathematics, computer-assisted cartography, geographic information systems, map design and layout, photogrammetry, air photo interpretation, remote sensing, spatial analysis, geodesy, cartographic editing, global navigation satellite system technology and applications to specific industrial, commercial, research, and governmental mapping problems. Graduates should find employment as field technicians or as database and mapping assistants.

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a
recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

GIS 111 - Intro to Geographic Info Sys

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

GIS 120 - Introduction to Geodesy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the fundamental concepts behind map projections, datums, and coordinate systems. Topics include the theory of how the earth's shape is defined and how geographic features are positioned using spherical coordinate systems. Upon completion, students should be able to demonstrate an understanding of the fundamentals of geodesy as it relates to the measurement and representation of the earth.

Spring - 2nd Semester

CIS 115 - Intro to Prog & Logic

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070 Set 3: MAT-060* and MAT-080 Set 4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT 121 Set 8: MAT 171 Set 9: MAT-171 Set 10: MAT 172
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).

CTI 110 - Web, Pgm, & DB Foundation

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

GIS 112 - Introduction to GPS
Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.

GIS 121 - Georeferencing & Mapping

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

- Behavioral/Social Sciences Elective

Summer - 3rd Semester

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Or

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.
MAT 152 - Statistical Methods I

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course.

- Humanities/Fine Arts Elective

Fall - 4th Semester

DBA 120 - Database Programming I

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

GIS 215 - GIS Data Models

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability.

GIS 230 - GIS Data Creation

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the fundamental concepts of primary GIS data creation. Topics include the collection of field data, digital conversion of existing hardcopy maps, and the construction of spatial data from known geodetic locations. Upon completion, students should be able to demonstrate an ability to collect, create, and process spatial data within a variety of environments.

GIS 235 - Raster GIS

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: GIS 111 and GIS 121
This course will provide students with the fundamentals of analyzing remotely sensed data. Emphasis is placed on digital image enhancement as a means to further data analysis. Upon completion, students will be able to accurately interpret and analyze remotely sensed data for use in a raster or vector GIS.

GIS 245 - Intro to Spatial Analysis
Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: GIS 111 and GIS 121
This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize statistical models in the process of spatial analysis.

Spring - 5th Semester

**DBA 110 - Database Concepts**

Class: 1 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**GIS 222 - Internet Mapping**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed as an introduction to multimedia, interactive, animated, and Web cartography. Topics include the principles of effective cartographic communication, and stressing the new and important roles digital cartography is coming to play in cyberspace. Upon completion, students should be able to demonstrate the ability to evaluate digital cartographic information and create effective internet maps.

**GIS 249 - Remote Sensing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: GIS 111 and GIS-240 Set 2: GIS 111 and GIS 235
This course introduces remote sensing and presents an overview of the use of satellite imagery within the field of geospatial technology. Topics will include the principles of remote sensing, satellite platforms, and sensors. Upon completion, students should be able to demonstrate an understanding of data sources, uses, and analysis techniques of remote sensing.

**GIS 255 - Advanced Spatial Analysis**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: GIS 111 and GIS 121
This course provides an opportunity to combine the constituents of Geographic Information Science. Emphasis is placed on the acquisition, refinement, and analysis of data from numerous sources. Upon completion, students will be able to extract tangible results gained from the manipulation of a diversified group of information resources. This course provides an opportunity to combine the constituents of Geographic Information Science. Emphasis is placed on the acquisition, refinement, and analysis of data from numerous sources. Upon completion, students will be able to extract tangible results gained from the manipulation of a diversified group of information resources.

- GIS 261 Programming in GIS

**Elective Courses**

**Behavioral/Social Sciences Elective**
3 credit hours

- Select 3 SHC from the following list of courses:

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**GEO 112 - Cultural Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**GEO 130 - General Physical Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Total Semester Hours Credit 67**

**Geospatial Technology - Internet Mapping Services Certificate (C40220A)**

**Fall - 1st Semester**
**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**CTI 110 - Web, Pgm, & DB Foundation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**GIS 111 - Intro to Geographic Info Sys**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**Spring - 2nd Semester**

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

**GEO 112 - Cultural Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

GEO 130 - General Physical Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

GIS 121 - Georeferencing & Mapping

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

GIS 222 - Internet Mapping

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed as an introduction to multimedia, interactive, animated, and Web cartography. Topics include the principles of effective cartographic communication, and stressing the new and important roles digital cartography is coming to play in cyberspace. Upon completion, students should be able to demonstrate the ability to evaluate digital cartographic information and create effective internet maps.

Total Semester Hours Credit 18

Geospatial Tech - Geographic Information Science Certificate (C40220B)

Fall - 1st Semester

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).
GIS 111 - Intro to Geographic Info Sys

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

GIS 120 - Introduction to Geodesy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the fundamental concepts behind map projections, datums, and coordinate systems. Topics include the theory of how the earth's shape is defined and how geographic features are positioned using spherical coordinate systems. Upon completion, students should be able to demonstrate an understanding of the fundamentals of geodesy as it relates to the measurement and representation of the earth.

Spring - 2nd Semester

GEO 111 - World Regional Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

GEO 112 - Cultural Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

GEO 130 - General Physical Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

GIS 112 - Introduction to GPS

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.

GIS 121 - Georeferencing & Mapping

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

Total Semester Hours Credit 18

GOT - Global Distinction Certificate - Cultural Studies Concentration (C55280GC)

Required Courses

ART 111 - Art Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

Or

MUS 110 - Music Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/Fine Arts.

ENG 111 - Writing & Inquiry
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

COM 140 - Intro to Intercultural Comm

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

HUM 120 - Cultural Studies

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

PHI 240 - Introduction to Ethics

Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SPA 111 - Elementary Spanish I

No Pre/Corequisites
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 & ICAA as a general education course in Humanities/ Fine Arts.

Total Semester Hours Credit 18
GOT - Global Distinction Certificate - Social Studies Concentration (C55280GS)

Required Courses

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

Or

**GEO 112 - Cultural Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 111 - World Civilizations I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 210 - Introduction to Sociology**
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 220 - Social Problems**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 111 and SOC 210  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 225 - Social Diversity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090, Set 2: ENG-095 and DRE 098, Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Total Semester Hours Credit 18**

**Health Information Technology, A.A.S. (A45360)**

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

**Fall - 1st Semester**

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090, Set 2: BIO 094 and ENG-095, Set 3: BIO 094 and DRE 098, Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

Or

**CIS 111 - Basic PC Literacy**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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.

Or

**CIS 115 - Intro to Prog & Logic**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070 Set 3: MAT-060* and MAT-080 Set 4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT 121 Set 8: MAT 171 Set 9: MAT-171 Set 10: MAT 172  
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**HIT 110 - Fundamentals of HIM**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics
include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

**HIT 114 - Health Data Sys/Standards**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

**HIT 124 - Professional Practice Experience II**

Class: 0 Lab: 0 Clinical: 3 Credit: 1  
No Pre/Co Requisites  
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**Spring - 2nd Semester**

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**DBA 110 - Database Concepts**

Class: 1 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

Or
**SEC 110 - Security Concepts**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**HIT 112 - Health Law & Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality, privacy and security policies, procedures, and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.
Summer - 3rd Semester

HIT 211 - ICD Coding

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisites: BIO 168 and MED 122
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient, and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology, and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

HIT 226 - Principles of Disease

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: BIO-166 or BIO 169
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

- Humanities/Fine Arts Elective
- Major Elective

Fall - 4th Semester

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Or

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

HIT 210 - Healthcare Statistics

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: MAT-110 or MAT 115 or MAT 143
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols.
and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

**HIT 214 - CPT/Other Coding Systems**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
Prerequisite: HIT 211  
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

**HIT 222 - Prof Practice Experience III**

Class: 0 Lab: 0 Clinical: 6 Credit: 2  
Prerequisite: HIT-212  
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

- Major Elective

**Spring - 5th Semester**

**DBA 120 - Database Programming I**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**HIT 216 - Quality Management**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
Prerequisite: HIT 114  
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

**HIT 218 - Mgmt Principles in HIT**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.
HIT 224 - Prof Practice Experience IV

Class: 0 Lab: 0 Clinical: 6 Credit: 2
Prerequisite: HIT-212
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 280 - Professional Issues

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisite: HIT 211
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

• Major Elective

Elective Courses

Humanities/Fine Arts Elective

ART 111 - Art Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

DRA 111 - Theatre Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

ENG 232 - American Literature II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course
HUM 110 - Technology & Society

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

MUS 110 - Music Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/Fine Arts.

PHI 240 - Introduction to Ethics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

REL 110 - World Religions

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 212 - Intro to New Testament

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 221 - Religion in America

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

Major Electives

Track 1 - Electronic Health Record (EHR #1)

HIT 220 - Health Informatics & EHRs

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisites: CIS 110 or CIS 111; and HIT 114
This course covers EHR systems, design, implementation, and application. Topics include EHR, Informatics, speech & imaging technology, information/ network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

HIT 225 - Healthcare Informatics

Class: 3 Lab: 2 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues, and make improvement recommendations.

Track 2 - Electronic Health Record (EHR #2)

HIT 221 - Lifecycle of HER

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the system selection, design, and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 227 - Info Project Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

**Track 3 - Coding**

**HIT 215 - Reimbursement Methodology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: HIT-212  
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

**OST 247 - Procedure Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: MED 121 or OST-141  
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 - Diagnostic Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: MED 121 or OST-141  
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**Total Semester Hours Credit 76-81**

**Health Information Technology - Coding Diploma (D45360A)**

The Health Information Technology Coding Diploma program is designed to prepare graduates for jobs in the coding sector of the healthcare field. The Diploma program graduate, with the American Health Information Management Association (AHIMA) recommended experience, is eligible to sit for the "CCS" (Certified Coding Specialist) and/or the "CCS-P" (Certified Coding Specialist - Physician based) mastery level certified coding specialist examinations. Technicians who specialize in coding are often called data analysts, health information coders, medical record coders, coder/abstractors, or coding specialists. Certified Coding Specialists are professionals skilled in classifying medical data from patient records, generally in the hospital setting. These coding practitioners review patients' records and assign appropriate codes for each diagnosis and procedure. The CCS-P is a coding practitioner with expertise in physician-based settings such as physician's offices, group practices, multi-specialty clinics, or specialty centers. Graduates of this program will be able to transfer all course credits into the higher level, AAS degree in HIT, program.

**Fall - 1st Semester**
**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**HIT 114 - Health Data Sys/Standards**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

**HIT 124 - Professional Practice Experience II**

Class: 0 Lab: 0 Clinical: 3 Credit: 1  
No Pre/Co Requisites  
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**Spring - 2nd Semester**

**BIO 169 - Anatomy & Physiology II**
**HIT 112 - Health Law & Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures, and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Summer - 3rd Semester**

**HIT 211 - ICD Coding**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisites: BIO 168 and MED 122  
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient, and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology, and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

**HIT 226 - Principles of Disease**
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

Fall - 4th Semester

**HIT 214 - CPT/Other Coding Systems**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
Prerequisite: HIT 211  
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

**HIT 215 - Reimbursement Methodology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: HIT-212  
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

**HIT 222 - Prof Practice Experience III**

Class: 0 Lab: 0 Clinical: 6 Credit: 2  
Prerequisite: HIT-212  
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**Total Semester Hours Credit 40**

**Health Information Technology - Coding Certificate (C45360A)**

Students seeking to enroll in the Health Information Technology (HIT) Coding Certificate program must have two current and consecutive years of full-time hospital inpatient coding work experience and be currently employed as a fulltime hospital inpatient coder. Priority admission to this program will be given to ECC HIT Clinical Affiliate Hospitals. Students do not need prior formal coding education but must be ready for college-level course work as evidenced by placement testing and/or college transcripts. After a year of study, graduates of this program with the three years of hospital inpatient and/or outpatient coding experience, as recommended by the American Health Information Management Association (AHIMA), may sit for the mastery level national “CCS” and/or “CCS-P” coding certification examinations, respectively. This program does not meet the course requirements of AHIMA as the North Carolina Community College System guidelines limit "Certificate” programs to a maximum of eighteen (18) semester
hours; therefore, the ECC HIT program requires as a pre-requisite two current and consecutive year’s full time hospital inpatient coding experience and current employment in a hospital inpatient coder position. Students must follow the HIT program progression policy.

Graduates of this program may transfer all course credits to higher level programs of study offered by the Health Information Technology program.

**Fall - 1st Semester**

**HIT 211 - ICD Coding**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisites: BIO 168 and MED 122  
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient, and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology, and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

**HIT 214 - CPT/Other Coding Systems**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
Prerequisite: HIT 211  
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

**HIT 215 - Reimbursement Methodology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: HIT-212  
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion,
students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**OST 247 - Procedure Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: MED 121 or OST-141  
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 - Diagnostic Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: MED 121 or OST-141  
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**Total Semester Hours Credit 18**

**Health Information Tech - Protected Health Information Certificate (C45360B)**

The Health Information Technology Protected Health Information Certificate provides a solid foundation for understanding data collection, storage, maintenance, and retrieval in any healthcare setting.

This program is designed for those currently working and/or seeking jobs in clerical support roles in HIM departments, physicians' offices, small to large group practice clinics, and hospital jobs ranging from staff positions as administrative assistants to unit coordinators, patient registration, billing and reimbursement, emergency department, and ancillary departments.

Graduates of this program may transfer their course work into higher level programs offered by the Health Information Technology program.

**Required Courses**

**CIS 111 - Basic PC Literacy**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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.

**HIT 110 - Fundamentals of HIM**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and
disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

**HIT 112 - Health Law & Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/CoRequisites  
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures, and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

**HIT 114 - Health Data Sys/Standards**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

**HIT 124 - Professional Practice Experience II**

Class: 0 Lab: 0 Clinical: 3 Credit: 1  
No Pre/Co Requisites  
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**Total Semester Hours Credit 18**
Health Information Technology - Ambulatory Billing/Coding Certificate (C45360C)

The Ambulatory Billing/Coding Certificate program was established at Edgecombe Community College as part of the JobsNOW: 12 in 6 Initiative through the American Recovery and Reinvestment Act of 2009.

Medical billing and coding experts play an integral part in the medical industry and are key members of any healthcare facility. Medical billing specialists calculate charges, develop bills, prepare bills to be mailed to customers, and ensure that even the most complicated bills are accurate.

Skilled medical billing and coding professionals are in demand. Hospitals, private and public clinics, medical offices, chiropractors, optometrists, podiatrists, family doctors, nursing homes, children's clinics, and other healthcare practitioners are looking for career-minded people to fill these jobs.

Students interested in the Ambulatory Billing/Coding Certificate program must meet the Health Information Technology program criteria OR have a high school diploma or GED and a Silver Career Readiness Certificate. Students must follow the HIT program progression policy.

Graduates of this program may transfer eligible course work into higher level programs offered by the Health Information Technology program.

Required Courses

**BIO 106 - Intro to Anat/Phys/Micro**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

**CIS 111 - Basic PC Literacy**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

**HIT 114 - Health Data Sys/Standards**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

**MED 121 - Medical Terminology I**
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3  Lab: 0  Clinical: 0  Credit: 3
Prerequisite: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**OST 247 - Procedure Coding**

Class: 1  Lab: 2  Clinical: 0  Credit: 2
Prerequisite: MED 121 or OST-141
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 - Diagnostic Coding**

Class: 1  Lab: 2  Clinical: 0  Credit: 2
Prerequisite: MED 121 or OST-141
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**Total Semester Hours Credit 18**

**Health Information Technology - Hospital Ambulatory Coding Certificate (C45360D)**

The Health Information Technology Hospital Ambulatory Coding Certificate is offered to assist individuals that likely have some hospital employment experience and desire to gain the skills required to classify and code diagnoses and procedures with the goal of improving accuracy and productivity of coding, allowing more timely and productive claims processing in a wide array of hospital ambulatory/outpatient services. The program's primary focuses are teaching students to review, abstract, and interpret both diagnostic and financial data from clinical healthcare documentation and encounter forms. With the vastly increasing level of ambulatory health services by hospitals and larger healthcare enterprises, there is a rising need for these specialists. Graduates of this program who have the AHIMA-recommended coding experience may seek to take the "CCS-P" (Certified Coding Specialist - Physician based) national examination.

Students must follow the HIT program progression policy.

Graduates of this program may transfer all course work into higher level programs offered by the Health Information Technology program.
Required Courses

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**OST 247 - Procedure Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: MED 121 or OST-141  
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 - Diagnostic Coding**
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.

Total Semester Hours Credit 18

Healthcare Management Technology, A.A.S. (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.

Required Courses

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

ACC 120 - Principles of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010 , DMA 020 , & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

ACC 121 - Prin of Managerial Acct

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: ACC 120
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
ACC 140 - Payroll Accounting

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

or

ACC 150 - Acct Software Applications

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

BUS 110 - Introduction to Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

BUS 151 - People Skills

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153 - Human Resource Mgmt

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

**WBL 112 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 20 Credit: 2  
Corequisite: WBL 115  
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**COM 120 - Intro to Interpersonal Comm**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

or

**COM 231 - Public Speaking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

**CTS 130 - Spreadsheet**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: CIS 110, CIS 111, or OST 137.  
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.
**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

- HMT 110 - Introduction to Healthcare Management Credit: 3
- HMT 210 - Medical Insurance Credit: 3
- HMT 211 - Long-Term Care Administration Credit: 3
- HMT 212 - Management of Healthcare Organizations Credit: 3
- HMT 215 - Legal Aspects of Healthcare Adm Credit: 3
  or
- MED 118 - Medical Law and Ethics Credit: 2 *
  or

**OST 149 - Medical Legal Issues**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the complex legal, moral, and ethical issues involved in providing healthcare 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.

- HMT 220 - Healthcare Financial Management Credit: 4
- HMT 225 - Practice Management Sim 2

**HUM 115 - Critical Thinking**
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 & ICAA as a general education course in Humanities/Fine Arts.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 171 - Precalculus Algebra**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080

Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065

Set 3: MAT-121

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: MED 121

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion,
students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

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 & ICAA as a general education course in Social/Behavioral Sciences.

or

**SOC 213 - Sociology of the Family**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

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 & ICAA as a general education course in Social/Behavioral Sciences.

**Total Semester Hours Credit 74**

*The courses marked with an asterisk may be completed at ECC. All other courses must be completed at Pitt Community College. Upon successful completion of the course requirements, the Associate in Applied Science degree in Healthcare Management Technology will be awarded by Pitt Community College.*

**Historic Preservation Technology, A.A.S. (A35110)**

The Historic Preservation Technology curriculum provides courses related to the documentation and preservation of cultural and historic buildings and sites. The program emphasizes technical training in historic site and historic building preservation and restoration.

Course work includes archival research, building design, drafting, conservation techniques, building renovation, field data collection, historic preservation, documentation, sustainable building design, and the application of preservation law.

Graduates of this pathway should qualify for work as building renovation and site specialists, historic preservation consultants or as assistants to professional historic preservationists.

**Required Courses**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1

No Pre/Corequisites  
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.

**CIS 113 - Computer Basics**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: WBL 115  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**CST 244 - Sustainable Building Design**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building’s occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency, and conservation of natural resources in relation to basic construction practices.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 114 - Prof Research & Reporting**
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 & ICAA as a general education course in English Composition.

**HIS 131 - American History I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

**HIS 236 - North Carolina History**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a premajor and/or elective course requirement.

**HPT 110 - Hist & Cultural Landscape**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces historical trends in the settlement of North America. Topics include geography, immigrant migrations, and changes in social perception from the seventeenth through twentieth centuries in North America. Upon completion, students will be able to demonstrate an understanding of the cultural landscape of North America and its development.

**HPT 111 - Prin of Historic Preservation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an introduction to federal, state, and local preservation laws and regulations. Emphasis is placed on understanding the content and applicability of these laws for local preservation programs and public projects. Upon completion, students will be able to demonstrate a working knowledge of preservation law.

**HPT 116 - Historical Drafting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the use of publically and commercially available 3D modeling and drafting software as applied to
historical preservation projects. Topics include creation of diagrams, drawings, and designs of historic hardware, historic architecture trim, and traditional structural framing. Upon completion, students should be able to demonstrate competency in the creating and manipulation of 3D models and rendering architectural plans of historic structures.

**HPT 130 - Historic Painting & Finishing**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the history of wall coverings and paints, methods for applying and repairing surfaces, and decisions on choice and placement of historical colors. Topics include surface condition assessment, paint removal techniques, brush care, surface preparation, paint, finish, and wallpaper application, painting and finishing materials, tools, and techniques. Upon completion, students should be able to assess surface conditions, and utilize methods for choosing, applying, and repairing historical surface coverings and finishes.

**HPT 131 - Fund of Carpentry & Const**

Class: 2 Lab: 18 Clinical: 0 Credit: 8
No Pre/Corequisites
This course is designed to develop hands-on training in basic carpentry and construction skills necessary for all restoration work. Topics include restoration materials, tools, carpentry skills, and construction terminology. Upon completion, students will be able to demonstrate basic construction skills and restoration techniques.

**HPT 133 - Historic Building Analysis**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides a survey of unique challenges associated with historic building preservation. Emphasis is placed on the deterioration of building materials and systems, techniques needed to perform building evaluations, existing condition assessments, and weatherization and stabilization reports. Upon completion, students should be able to provide examples of unique restoration challenges and solutions specific to historic buildings.

**HPT 230 - Historic Roof Structures**

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course includes examination and installation of the various materials used to provide roof coverings on residential and commercial historic buildings. Emphasis is placed on installation of slate, wood, clay, composition, built-up asphaltic, rubber membrane, and metal roofing materials, assessing deterioration problems, and performing repairs. Upon completion, students should be able to safely demonstrate basic roofing installation and repair techniques on historic structures.

**HPT 233 - Historic Const Methods**

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the methods used in the construction of houses prior to the 1900s. Topics include availability of modern materials, tools, regional and socio-economic variations, practical experience working with these tools, and duplicating style with modern tools. Upon completion, students will be able to demonstrate a working knowledge of construction methods and the tools used prior to the twentieth century.

**HPT 235 - Building Codes & Regulations**
This course is designed to develop an in-depth understanding of current building codes and regulations. Emphasis is placed on the mitigate conflicts that may arise from adherence to modern building codes within the context of restoration projects. Upon completion, students will be able to demonstrate a working knowledge of modern building codes and regulations.

HPT 237 - HAZMAT & OSHA Regs

This course introduces safety procedures and protective methods required for many construction and restoration projects. Topics include first-aid, general safety, hazard identification, hazardous materials, and protective equipment. Upon completion, students will be able to demonstrate a working knowledge of compliance procedures for Occupational Safety and Health Administration (OSHA) regulations regarding HAZMAT and general construction safety.

HPT 241 - Historic Masonry

This course introduces students to the historic masonry techniques of the 18th, 19th, and 20th century. Topics include mortar analysis, material selection, regional variation in design and construction, and repair and restoration techniques. Upon completion, students should be able to demonstrate proficiency in tuck pointing, striking, bond pattern and mortar replication, and scaffolding construction.

HPT 252 - Recording Hist Properties

This course introduces detailed research methods for the documentation of historic properties. Emphasis is placed on both archival research and physical recording techniques. Upon completion, students should be able not only to record any existing structures but also to identify an ownership history and historic context for historic properties.

HPT 270 - 18th & 19th Cen American Arch

This course introduces students to the architecture of 18th and 19th centuries in North Carolina. Emphasis is placed on site investigation and documentation of a group of the region's most important ante-bellum structures. Upon completion, students should be able to demonstrate a working knowledge of Ante-bellum architecture and its significance.

HUM 140 - History of Architecture

This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
MAT 121 - Algebra/Trigonometry I

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Elective Courses

Select 2-6 SHC from the following list of courses.

BUS 137 - Principles of Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

WBL 121 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 125 - Work Experience Seminar II

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124
Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

HIS 141 - Genealogy & Local History

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 a major research project on local or family history. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
**HPT 115 - Introduction to Archaeology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the methodological and theoretical elements of modern prehistoric archaeology. Topics include theories of cultural change, dating methods, sampling studies, and the reconstruction of economic, social and religious patterns in prehistoric and historic societies. Upon completion, students will be able to demonstrate the basic methods and theoretical models necessary to comprehend and participate effectively in professional archaeological research.

- HPT 238 - Weatherization Credit: 3

**HPT 239 - Specialized Const Trades**

Class: 1 Lab: 15 Clinical: 0 Credit: 6  
No Pre/Corequisites  
This course covers the restoration of a variety of materials that require specialized construction trade skills. Topics include masonry, wood structures, interior and exterior finishes, mechanical systems, and electrical and lighting systems. Upon completion, students will be able to evaluate the project, estimate materials and labor, and perform skills necessary to complete the work in one or more of the topic areas.

**HPT 250 - Pres Planning & Hist Settings**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: HPT 111  
This course introduces a framework for the management of historic properties in both urban and rural contexts. Emphasis is placed on property management, zoning, and the development of historic properties as both educational and historic resources for the surrounding community. Upon completion, students will be able to advise and assist in the development of preservation plans for historic sites.

**HPT 254 - Real Est Dev & A/E Use of Hist Struct**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the principles of real estate development ranging from contracts, brokerage, leases, residual land value analysis, discounted cash flow, and net present value techniques. Emphasis is placed on issues and procedures involved in extending the productivity of buildings through a combination of lectures, field trips to sites throughout North Carolina, and in class projects. Upon completion, students should be able to develop and present feasibility studies for the reuse of endangered or underutilized properties.

**HPT 260 - Historic Preservation Law**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is designed to prepare students with detailed knowledge of the defining legal cases and judgments in areas of historic preservation on the Federal, State, and local levels. Topics include the National Historic Preservation Act, Maher v. City of New Orleans, Penn Central v. The City of New York, Federal funding programs, preservation easements, revolving funds, and tax credits. Upon completion, students should be able to demonstrate a working knowledge of preservation law as applicable to historic restoration and project management.

**SST 120 - Energy Use Analysis**
Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

Total Semester Hours Credit 69-73

Historic Preservation Technology - Diploma (D35110)

Required Courses

WBL 111 - Work Based Learning I

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 - Work Experience Seminar I

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 111, WBL 112, WBL -113, or WBL-114
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

CST 244 - Sustainable Building Design

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building’s occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency, and conservation of natural resources in relation to basic construction practices.

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

HIS 131 - American History I
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

or

HIS 236 - North Carolina History

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a premajor and/or elective course requirement.

HPT 110 - Hist & Cultural Landscape

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces historical trends in the settlement of North America. Topics include geography, immigrant migrations, and changes in social perception from the seventeenth through twentieth centuries in North America. Upon completion, students will be able to demonstrate an understanding of the cultural landscape of North America and its development.

HPT 111 - Prin of Historic Preservation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an introduction to federal, state, and local preservation laws and regulations. Emphasis is placed on understanding the content and applicability of these laws for local preservation programs and public projects. Upon completion, students will be able to demonstrate a working knowledge of preservation law.

HPT 116 - Historical Drafting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the use of publically and commercially available 3D modeling and drafting software as applied to historical preservation projects. Topics include creation of diagrams, drawings, and designs of historic hardware, historic architecture trim, and traditional structural framing. Upon completion, students should be able to demonstrate competency in the creating and manipulation of 3D models and rendering architectural plans of historic structures.

HPT 130 - Historic Painting & Finishing

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the history of wall coverings and paints, methods for applying and repairing surfaces, and decisions on choice and placement of historical colors. Topics include surface condition assessment, paint removal
techniques, brush care, surface preparation, paint, finish, and wallpaper application, painting and finishing materials, tools, and techniques. Upon completion, students should be able to assess surface conditions, and utilize methods for choosing, applying, and repairing historical surface coverings and finishes.

**HPT 133 - Historic Building Analysis**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides a survey of unique challenges associated with historic building preservation. Emphasis is placed on the deterioration of building materials and systems, techniques needed to perform building evaluations, existing condition assessments, and weatherization and stabilization reports. Upon completion, students should be able to provide examples of unique restoration challenges and solutions specific to historic buildings.

**HPT 233 - Historic Const Methods**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course covers the methods used in the construction of houses prior to the 1900s. Topics include availability of modern materials, tools, regional and socio-economic variations, practical experience working with these tools, and duplicating style with modern tools. Upon completion, students will be able to demonstrate a working knowledge of construction methods and the tools used prior to the twentieth century.

**HPT 235 - Building Codes & Regulations**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is designed to develop an in-depth understanding of current building codes and regulations. Emphasis is placed on the mitigate conflicts that may arise from adherence to modern building codes within the context of restoration projects. Upon completion, students will be able to demonstrate a working knowledge of modern building codes and regulations.

**HPT 252 - Recording Hist Properties**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces detailed research methods for the documentation of historic properties. Emphasis is placed on both archival research and physical recording techniques. Upon completion, students should be able not only to record any existing structures but also to identify an ownership history and historic context for historic properties.

**HUM 140 - History of Architecture**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**Total Semester Hours Credit 37**
Historic Preservation - Green Building Certificate (C35110A)

Required Courses

CST 244 - Sustainable Building Design

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency, and conservation of natural resources in relation to basic construction practices.

HPT 133 - Historic Building Analysis

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides a survey of unique challenges associated with historic building preservation. Emphasis is placed on the deterioration of building materials and systems, techniques needed to perform building evaluations, existing condition assessments, and weatherization and stabilization reports. Upon completion, students should be able to provide examples of unique restoration challenges and solutions specific to historic buildings.

HPT 233 - Historic Const Methods

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the methods used in the construction of houses prior to the 1900s. Topics include availability of modern materials, tools, regional and socio-economic variations, practical experience working with these tools, and duplicating style with modern tools. Upon completion, students will be able to demonstrate a working knowledge of construction methods and the tools used prior to the twentieth century.

- HPT 238 - Weatherization Credit: 3

SST 120 - Energy Use Analysis

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

Total Semester Hours Credit 16

Historic Preservation - Research Certificate (C35110B)

Required Courses
HIS 141 - Genealogy & Local History

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 a major research project on local or family history. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HIS 236 - North Carolina History

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a premajor and/or elective course requirement.

HPT 110 - Hist & Cultural Landscape

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces historical trends in the settlement of North America. Topics include geography, immigrant migrations, and changes in social perception from the seventeenth through twentieth centuries in North America. Upon completion, students will be able to demonstrate an understanding of the cultural landscape of North America and its development.

HPT 111 - Prin of Historic Preservation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an introduction to federal, state, and local preservation laws and regulations. Emphasis is placed on understanding the content and applicability of these laws for local preservation programs and public projects. Upon completion, students will be able to demonstrate a working knowledge of preservation law.

HPT 252 - Recording Hist Properties

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces detailed research methods for the documentation of historic properties. Emphasis is placed on both archival research and physical recording techniques. Upon completion, students should be able not only to record any existing structures but also to identify an ownership history and historic context for historic properties.

HPT 270 - 18th & 19th Cen American Arch

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces students to the architecture of 18th and 19th centuries in North Carolina. Emphasis is placed on site investigation and documentation of a group of the region's most important ante-bellum structures. Upon
completion, students should be able to demonstrate a working knowledge of Ante-bellum architecture and its significance.

Total Semester Hours Credit 18

Historic Preservation - Historic Construction Certificate (C35110C)

Required Courses

HPT 133 - Historic Building Analysis
Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides a survey of unique challenges associated with historic building preservation. Emphasis is placed on the deterioration of building materials and systems, techniques needed to perform building evaluations, existing condition assessments, and weatherization and stabilization reports. Upon completion, students should be able to provide examples of unique restoration challenges and solutions specific to historic buildings.

HPT 230 - Historic Roof Structures
Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course includes examination and installation of the various materials used to provide roof coverings on residential and commercial historic buildings. Emphasis is placed on installation of slate, wood, clay, composition, built-up asphaltic, rubber membrane, and metal roofing materials, assessing deterioration problems, and performing repairs. Upon completion, students should be able to safely demonstrate basic roofing installation and repair techniques on historic structures.

HPT 233 - Historic Const Methods
Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the methods used in the construction of houses prior to the 1900s. Topics include availability of modern materials, tools, regional and socio-economic variations, practical experience working with these tools, and duplicating style with modern tools. Upon completion, students will be able to demonstrate a working knowledge of construction methods and the tools used prior to the twentieth century.

HPT 235 - Building Codes & Regulations
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to develop an in-depth understanding of current building codes and regulations. Emphasis is placed on the mitigate conflicts that may arise from adherence to modern building codes within the context of restoration projects. Upon completion, students will be able to demonstrate a working knowledge of modern building codes and regulations.

HPT 241 - Historic Masonry
This course will introduce students to the historic masonry techniques of the 18th, 19th, and 20th century. Topics include mortar analysis, material selection, regional variation in design and construction, and repair and restoration techniques. Upon completion, students should be able to demonstrate proficiency in tuck pointing, striking, bond pattern and mortar replication, and scaffolding construction.

Total Semester Hours Credit 18

Human Services Technology, A.A.S. (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a
HSE 110 - Intro to Human Services

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 210 - Introduction to Sociology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Spring - 2nd Semester

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

HSE 123 - Interviewing Techniques

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed
on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

**PSY 241 - Developmental Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: PSY 150  
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 220 - Social Problems**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 111 and SOC 210  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SWK 113 - Working with Diversity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.  
- Humanities/Fine Arts Elective

### Summer - 3rd Semester

**HSE 225 - Crisis Intervention**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: HSE 110 and HSE 123  
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.  
- Major Elective

### Fall - 4th Semester

**COM 231 - Public Speaking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

**HSE 125 - Counseling**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: PSY 150  
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

**HSE 220 - Case Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: HSE 110  
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1  
Corequisite: WBL 115  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

- Major Elective

**Spring - 5th Semester**
HSE 112 - Group Process I

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisites: HSE 123 and HSE 125  
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 210 - Human Services Issues

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

PSY 281 - Abnormal Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 111 and PSY 150  
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

SAB 110 - Substance Abuse Overview

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

Elective Courses

Humanities/Fine Arts Elective

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL

Major Electives

9 credit hours
Select 9 SHC from the following courses:

**DDT 110 - Developmental Disabilities**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090, PSY 150, and RED-090 Set 2: ENG-095 and PSY 150 Set 3: DRE 098 and PSY 150 Set 4: DRE 099 and PSY 150
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

**GRO 120 - Gerontology**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

**HEA 130 - Health-Adult Sexuality**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides information about health issues related to adult human sexuality. Topics include basic reproductive anatomy, contraceptive methods, STDs, and related information. Upon completion, students should be able to identify various related community agencies and available resources relating to sexual issues.

**POL 120 - American Government**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**PSY 118 - Interpersonal Psychology**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 - Death & Dying**
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.

**SAB 130 - Addictive Behavior**

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

**SAB 210 - Substance Abuse Counseling**

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

**SOC 225 - Social Diversity**

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 & ICAA as a general education course in Social/Behavioral Sciences.

**SWK 110 - Introduction to Social Work**

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

**Total Semester Hours Credit 67**

**Human Services - Substance Abuse Certificate (C45380A)**

**Required Courses**
HEA 130 - Health-Adult Sexuality

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides information about health issues related to adult human sexuality. Topics include basic reproductive anatomy, contraceptive methods, STDs, and related information. Upon completion, students should be able to identify various related community agencies and available resources relating to sexual issues.

HSE 123 - Interviewing Techniques

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 220 - Case Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: HSE 110
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

SAB 110 - Substance Abuse Overview

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 130 - Addictive Behavior

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

SAB 210 - Substance Abuse Counseling

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.
Total Semester Hours Credit 18

Hunting & Shooting Sports Management, A.A.S. (A25600)

This curriculum is designed to prepare students for a career in hunting and shooting sports retail businesses.

Course work includes concepts such as accounting, basic gunsmithing, business management, advertising and sales promotion, introduction to shooting sports, gun shop management and sports hunting.

Graduates should be prepared for employment opportunities in large and small retail sporting centers, private hunting and shooting sports businesses, and shooting sports equipment manufacturing.

Required Courses

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 140 - Environmental Biology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099 Corequisite: BIO 140A
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 & ICAA as a general education course in Natural Science.

**BIO 140A - Environmental Biology Lab**

Class: 0 Lab: 3 Clinical: 0 Credit: 1
Corequisite: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field
experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, & DMA-030  
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 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 240 - Business Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**CIS 110 - Introduction to Computers**
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 & ICAA as a general education course in Mathematics (Quantitative).

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

or

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

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 & ICAA as a general education course in Social/Behavioral Sciences.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3

Prerequisite: ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

or

**ENG 114 - Prof Research & Reporting**
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 & ICAA as a general education course in English Composition.

**MKT 120 - Principles of Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 125 - Buying & Merchandising**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course includes an analysis of the organization for buying—what, when and how to buy—and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

**MKT 220 - Advertising and Selling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**SSM 110 - Intro to Shooting Sports**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain, and demonstrate the rules, regulations, and equipment used in various shooting sports currently in the United States.

**SSM 111 - Gun Shop Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter.

**SSM 112 - Sports Hunting**
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain, and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world.

**SSM 114 - Shooting Sports Mgmt**

This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work.

**Behavioral/Social Sciences Elective**

3 credit hours

- Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Total Semester Hours Credit 62**

**Hunting & Shooting Sports Management - Diploma (D25600)**

**Required Courses**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 140 - Environmental Biology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090  
Set 2: ENG-095  
Set 3: DRE 098  
Corequisite: BIO 140A  
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 & ICAA as a general education course in Natural Science.

**BIO 140A - Environmental Biology Lab**  
Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: BIO 140  
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**MKT 120 - Principles of Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**SSM 110 - Intro to Shooting Sports**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain, and demonstrate the rules, regulations, and equipment used in various shooting sports currently in the United States.

**SSM 111 - Gun Shop Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter.

**SSM 112 - Sports Hunting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain, and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world.

**SSM 114 - Shooting Sports Mgmt**

Class: 3 Lab: 6 Clinical: 0 Credit: 5  
No Pre/Corequisites  
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon
completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work.

Total Semester Hours Credit 39

Hunting & Shooting Sports Management - Certificate (C25600A)

Required Courses

**MKT 120 - Principles of Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**SSM 110 - Intro to Shooting Sports**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain, and demonstrate the rules, regulations, and equipment used in various shooting sports currently in the United States.

**SSM 111 - Gun Shop Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter.

**SSM 112 - Sports Hunting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain, and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world.

**SSM 114 - Shooting Sports Mgmt**

Class: 3 Lab: 6 Clinical: 0 Credit: 5
No Pre/Corequisites
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon
completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work.

Total Semester Hours Credit 18

Industrial Systems Technology - Certificate (C50240)

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.

Required Courses

**AHR 110 - Intro to Refrigeration**

Class: 2 Lab: 6 Clinical: 0 Credit: 5
No Pre/Corequisites
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.

**ELC 111 - Intro to Electricity**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

**HYD 110 - Hydraulics/Pneumatics I**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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.
MEC 111 - Machine Processes I

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 151 - Mechanical Mfg Sys

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servomotors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

WLD 112 - Basic Welding Processes

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

Total Semester Hours Credit 18

Information Technology - Support Services, A.A.S. (A25990A)

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.

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

Or

**ACA 122 - College Transfer Success**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**CTI 115 - Computer System Foundations**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
This course introduces the basic hardware components of a personal computer workstation and their operations and interactions with software. Topics include installing and updating system software, application software programs, and device drivers. Upon completion, students should be able to set up a workstation, install software, and establish network connectivity.

**CTI 120 - Network & Sec Foundation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Spring - 2nd Semester**

**CIS 115 - Intro to Prog & Logic**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070
Set 3: MAT-060* and MAT-080 Set 4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT-121
Set 8: MAT-171 Set 9: MAT-172
Set 10: MAT-171

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).

**CTI 110 - Web, Pgm, & DB Foundation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**CTS 115 - Info Sys Bus Concepts**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

**NET 110 - Networking Concepts**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**NOS 230 - Windows Administration I**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: NOS 130
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

**Summer - 3rd Semester**

**ENG 112 - Writing/Research in the Disciplines**
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 & ICAA as a general education course in English Composition.

ENG 114 - Prof Research & Reporting

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 & ICAA as a general education course in English Composition.

MAT 121 - Algebra/Trigonometry I

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

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 is a Universal General Education Transfer Component (UGETC) course.

MAT 152 - Statistical Methods I

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 is a Universal General Education Transfer Component (UGETC) course.
MAT 171 - Precalculus Algebra

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set:

Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080
Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065
Set 3: MAT-121

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

- Behavioral/Social Sciences Elective
- Humanities/Fine Arts Elective

Fall - 4th Semester

CTI 150 - Mobile Computing Devices

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites

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.

CTS 155 - Tech Support Functions

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites

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.

DBA 120 - Database Programming I

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites

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.

NOS 120 - Linux/Unix Single User

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: NOS 110

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.

Spring - 5th Semester

**CTS 120 - Hardware/Software Support**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: CIS 110 or CIS 111  
This course covers the basic hardware of a personal computer, including installation, operations, and interactions with software. Topics include component identification, memory system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

**CTS 210 - Computer Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

**CTS 250 - User Support & Software Evaluation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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.

**SEC 110 - Security Concepts**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Elective Pick Lists**

**Behavioral/Social Sciences**
ECO 251 - Principles of Microeconomics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

POL 120 - American Government

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 210 - Introduction to Sociology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 - Social Diversity

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.
ART 111 - Art Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

HUM 110 - Technology & Society

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

PHI 240 - Introduction to Ethics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Total Semester Hours Credit 64

Information Technology - Support Services Diploma (D25590A)

Information Technology - Network Management, A.A.S. (A25590B)
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.

Fall - 1st Semester
Spring - 2nd Semester
Summer - 3rd Semester
Fall - 4th Semester
Spring - 5th Semester
Elective Pick Lists
Behavioral/Social Sciences
Humanities/Fine Arts Elective
Total Semester Hours Credit 64

Information Technology - Network Management Diploma (D25590B)

Information Technology - Software & Web Development, A.A.S. (A25590C)

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.

Fall - 1st Semester

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

or

**ACA 122 - College Transfer Success**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

**CTI 115 - Computer System Foundations**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
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**
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.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**Spring - 2nd Semester**

**CIS 115 - Intro to Prog & Logic**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070 Set 3: MAT-060* and MAT-080 Set 4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT 121 Set 8: MAT 171 Set 9: MAT-171 Set 10: MAT 172  
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).

**CTI 110 - Web, Pgm, & DB Foundation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**CTS 115 - Info Sys Bus Concepts**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.
NET 110 - Networking Concepts

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co-requisites
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.

NOS 230 - Windows Administration I

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: NOS 130
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Summer - 3rd Semester

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

MAT 121 - Algebra/Trigonometry I

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.
or

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

or

**MAT 152 - Statistical Methods I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course.

or

**MAT 171 - Precalculus Algebra**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: Take One Set:  
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080  
Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065  
Set 3: MAT-121  
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

- Behavioral/Social Sciences Elective  
- Humanities/Fine Arts Elective

**Fall - 4th Semester**

**CSC 134 - C++ Programming**
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 & ICAA as a premajor and/or elective course requirement.

**CTI 150 - Mobile Computing Devices**

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.

**DBA 120 - Database Programming I**

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.

**NOS 120 - Linux/Unix Single User**

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.

**Spring - 5th Semester**

**CSC 151 - JAVA Programming**

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, and debug JAVA language programs. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**SEC 110 - Security Concepts**

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, and debug JAVA language programs. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
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.

**WEB 115 - Web Markup and Scripting**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

**WEB 141 - Mobile Interface Design**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
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.

**Elective Pick Lists**

**Behavioral/Social Sciences**

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**POL 120 - American Government**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**PSY 150 - General Psychology**
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 210 - Introduction to Sociology

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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 - Social Diversity

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 & ICAA as a general education course in Social/ Behavioral Sciences.

Humanities/Fine Arts

ART 111 - Art Appreciation

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 & ICAA as a general course in Humanities/Fine Arts.

HUM 110 - Technology & Society

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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**Total Semester Hours Credit 64**

**Lateral Entry Teaching - Certificate (C55430)**

**Fall - 1st Semester**

**EDU 131 - Child, Family, & Community**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

**EDU 163 - Classroom Mgmt & Instr**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

**EDU 243 - Learning Theory**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take one set: Set 1: ENG-090 and RED-090 Set 2: ENG-095  
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 244 - Human Growth & Dev**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

**PSY 241 - Developmental Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: PSY 150  
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**EDU 245 - Policies & Procedures**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
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 271 - Educational Technology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials, and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

**Total Semester Hours Credit 18**

*This is a collaborative program. Additional courses must be taken at a partnering senior institution. Interested persons should contact an advisor or the Student Services Department for more information.*

**Magnetic Resonance Imaging - Diploma (D45800)**

**Summer - 1st Semester**
ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

MRI 213 - MR Patient Care & Safety

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisites: MRI 216 and MRI 250
This course covers magnetic field safety issues concerning patients and other healthcare personnel. Emphasis is placed on screening skills, biological magnetic field effects, and the management of an MR facility. Upon completion, the student should be able to demonstrate a safe MR environment for patients and all personnel.

MRI 216 - MRI Instrumentation

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisites: MRI 213 and MRI 250
This course covers instrumentation utilized to produce the magnetic fields allowing MRI imaging to take place. Emphasis will be placed on equipment operations and use, inclusive of the static field, gradient fields, and the radiofrequency fields. Upon completion, the student should be able to demonstrate an understanding of the utilization of all MRI equipment in an MRI facility.

MRI 250 - MRI Clinical Education I

Class: 0 Lab: 0 Clinical: 12 Credit: 4
Corequisites: MRI 213 and MRI 216
This course provides experience in the MR clinical setting with attention to basic MR scan procedures. Emphasis is placed on patient care, screening, contrast administration, and manipulation of MR equipment. Upon completion, students should be able to demonstrate selected MR procedures/techniques in the areas of patient screening, contrast administration, and manipulation of MR equipment.

Fall - 2nd Semester

- Behavioral/Social Sciences Elective

MRI 214 - MRI Procedures I

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisites: MRI 217, MRI 241, and MRI 260
This course introduces scan procedures for the central nervous and musculoskeletal systems with MRI imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the central nervous and musculoskeletal systems.

MRI 217 - MRI Physics I
Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisite: MRI 216
Corequisites: MRI 214, MRI 214, and MRI 260
This course is designed to cover the basic physics fundamentals of magnetic resonance imaging. Emphasis is placed on the historical development, basic imaging principles, and use of basic scan parameters and pulse sequences. Upon completion, the student should be able to demonstrate an understanding of the basic fundamentals of magnetic resonance.

MRI 241 - MRI Anatomy & Pathology I

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisites: MRI 214, MRI 217, and MRI 260
This course covers anatomical and pathological information about the components of the central nervous and musculoskeletal system. Emphasis is placed upon identification of anatomy and pathology on MRI images of the central nervous and musculoskeletal systems. Upon completion, the student should be able to identify anatomy and pathology of the central nervous and musculoskeletal systems.

MRI 260 - MRI Clinical Education II

Class: 0 Lab: 0 Clinical: 21 Credit: 7
Prerequisite: MRI 250
Corequisites: MRI 214, MRI 217, and MRI 241
This course provides advanced experience in the MR clinical setting with attention to central nervous and musculoskeletal system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to central nervous and musculoskeletal system imaging. Upon completion, students should be able to demonstrate selected MR procedures/techniques as they relate to the central nervous system and musculoskeletal imaging.

Spring - 3rd Semester

MRI 242 - MRI Anatomy & Pathology II

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisite: MRI 241
Corequisites: MRI 215, MRI 218, and MRI 270
This course covers anatomical and pathological information about the components of the neck, chest, abdomen, and pelvic systems. Emphasis is placed upon identification of anatomy and pathology on MRI images of the neck, chest, abdomen, and pelvic systems. Upon completion, the student should be able to identify anatomy and pathology of the neck, chest, abdomen, and pelvic systems.

MRI 270 - MRI Clinical Education III

Class: 0 Lab: 0 Clinical: 24 Credit: 8
Prerequisite: MRI 260
Corequisites: MRI 215, MRI 218, and MRI 242
This course provides additional advanced experience in the MR clinical setting with attention to neck, chest, abdomen, and pelvic system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to neck, chest, abdomen, and pelvic system imaging. Upon completion, students should be able to selected MR procedures/techniques that are used in neck, chest, abdomen, and pelvic system imaging.

MRI 271 - MRI Capstone
This course provides experience using 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 knowledge required of any entry level MR technologist.

**MRI 215 - MRI Procedures II**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: MRI 214  
Corequisites: MRI 218, MRI 242, and MRI 270  
This course provides advanced scan procedures for the neck, chest, abdomen, and pelvic systems with MR imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the chest, abdomen, and pelvic systems.

**MRI 218 - MRI Physics II**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: MRI 217  
Corequisites: MRI 215, MRI 242, and MRI 270  
This course is designed to cover the advanced physics concepts of magnetic resonance imaging. Emphasis is placed on advanced imaging parameters and techniques, angiography methods, image artifacts, and quality control. Upon completion, the student should be able to demonstrate an understanding of the advanced physics concepts of magnetic resonance imaging.

**Elective Courses**

**Behavioral/Social Sciences Electives**

- Select 3 SHC from the following list of courses:

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 111 - World Civilizations I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 112 - World Civilizations II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 131 - American History I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 132 - American History II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**POL 120 - American Government**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.
PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 210 - Introduction to Sociology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Total Semester Hours Credit 42

Manicuring Instructor - Certificate (C55380)

Fall - 1st Semester

COS 251 - Manicure Instructor Concepts

Class: 8 Lab: 0 Clinical: 0 Credit: 8
No Pre/Corequisites
This course introduces manicuring 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 supervision techniques, and assess student classroom performance.

COS 252 - Manicure Inst Practicum

Class: 0 Lab: 15 Clinical: 0 Credit: 5
Prerequisite: COS 251
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

Total Semester Hours Credit 13

Manufacturing Technology, A.A.S. (A50320)
Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

or

CIS 111 - Basic PC Literacy

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

or

CIS 113 - Computer Basics

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

ELC 131 - DC/AC Circuit Analysis

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ISC 132 - Mfg Quality Control
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

**MAT 121 - Algebra/Trigonometry I**

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.

**MEC 145 - Manufacturing Materials I**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

**MEC 180 - Engineering Materials**

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

**Spring - 2nd Semester**

**ATR 212 - Industrial Robots**

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.

**DFT 119 - Basic CAD**

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

**MAT 121 - Algebra/Trigonometry I**

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.

**MEC 145 - Manufacturing Materials I**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

**MEC 180 - Engineering Materials**

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

**Spring - 2nd Semester**

**ATR 212 - Industrial Robots**

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.

**DFT 119 - Basic CAD**

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

**DFT 151 - CAD I**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: CIS 110 or CIS 113
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**MEC 111 - Machine Processes I**

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

**MEC 181 - Introduction to CIM**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisite: CIS 110 or CIS 113
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing. This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

**Summer - 3rd Semester**

**ISC 112 - Industrial Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.
ISC 135 - Principles of Industrial Management

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
No Pre/Co Requisites  
This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

Fall - 4th Semester

ELN 237 - Local Area Networks

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: CIS 110 or CIS 113  
This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation, and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

ELN 260 - Prog Logic Controllers

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CIS 110 or CIS 113  
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

MEC 151 - Mechanical Mfg Sys

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servomotors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

Spring - 5th Semester
ATR 218 - Work Cell Integration

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision, and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

ATR 281 - Automated Manufacturing

Class: 3 Lab: 2 Clinical: 0 Credit: 4
No Pre/Co Requisites
This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

HUM 110 - Technology & Society

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

or

HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HYD 110 - Hydraulics/Pneumatics I

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

MEC 231 - Computer-Aided Mfg I

Class: 1 Lab: 4 Clinical: 0 Credit: 3
Prerequisites: CIS 110 or CIS 113, and MEC 111
This course introduces computer-aided design / manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

**PHY 110 - Conceptual Physics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Natural Science.

**PHY 110A - Conceptual Physics Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: PHY 110  
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Major Electives**

These courses offered and scheduled only during summer sessions.

Select 2-3 SHC from the following list of courses:

**ELC 233 - Energy Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

**ISC 120 - Industrial Ecology**
This course introduces concepts and tools used for estimating business costs and environmental risks incurred through the lifetime of projects and associated environmental regulations. Topics include performance audits, examining inputs and outputs of materials and energy, and the associated environmental impacts created within the context of business operations. Upon completion, students should be able to demonstrate an understanding of performance audits and their use to ensure efficiency, quality control, and environmental protection.

**ISC 212 - Intro to Metrology**

This course covers the principles and techniques of modern practical metrology and inspection methods. Topics include precision, accuracy, standards, and calibration. Upon completion, students should be able to perform various roles within a metrology system.

**ISC 220 - Lean Manufacturing**

This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

**ISC 243 - Production & Ops Mgmt I**

This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

**MEC 155 - Environmentally Benign Manufacturing**

This course introduces environmental issues involving the generation and management of hazardous materials and wastes in manufacturing operations. Topics include the analysis of manufacturing trends, pollution minimization strategies, and the advantages of incorporating a sustainable approach to manufacturing. Upon completion, students should be able to discuss analysis and modification of industrial processes in manufacturing facilities toward a sustainable end.

**Total Semester Hours Credit 71-75**

**Manufacturing - Energy Management Systems Certificate (C50320A)**

Required Courses
ATR 111 - Automated Systems

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

ELC 131 - DC/AC Circuit Analysis

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050  
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 233 - Energy Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

ELN 260 - Prog Logic Controllers

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CIS 110 or CIS 113  
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

MEC 181 - Introduction to CIM

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: CIS 110 or CIS 113  
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing. This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

Total Semester Hours Credit 17
Manufacturing - Management and Operations Certificate (C50320B)

Required Courses

**ISC 112 - Industrial Safety**

- Class: 2 Lab: 0 Clinical: 0 Credit: 2
- No Pre/Corequisites
- This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**ISC 132 - Mfg Quality Control**

- Class: 2 Lab: 3 Clinical: 0 Credit: 3
- Prerequisites: DMA-010, DMA-020, DMA-030, and DMA-040
- This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

**ISC 220 - Lean Manufacturing**

- Class: 2 Lab: 2 Clinical: 0 Credit: 3
- No Pre/Corequisites
- This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

**ISC 243 - Production & Ops Mgmt I**

- Class: 2 Lab: 3 Clinical: 0 Credit: 3
- No Pre/Corequisites
- This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

**MEC 181 - Introduction to CIM**

- Class: 2 Lab: 0 Clinical: 0 Credit: 2
- Prerequisite: CIS 110 or CIS 113
- This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing. This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.
MEC 273 - Manufacturing Regs

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers applicable regulatory agency requirements as they relate to products and manufacturing processes. Emphasis is placed on understanding the regulations and designing the product and process to meet those regulations. Upon completion, students should be able to analyze a product or process to ensure that it meets regulatory requirements.

Total Semester Hours Credit 17

Manufacturing - Sustainable Mfg Technology Certificate (C50320C)

Required Courses

ELC 233 - Energy Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

ISC 120 - Industrial Ecology

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces concepts and tools used for estimating business costs and environmental risks incurred through the lifetime of projects and associated environmental regulations. Topics include performance audits, examining inputs and outputs of materials and energy, and the associated environmental impacts created within the context of business operations. Upon completion, students should be able to demonstrate an understanding of performance audits and their use to ensure efficiency, quality control, and environmental protection.

ISC 220 - Lean Manufacturing

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

ISC 243 - Production & Ops Mgmt I
This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.

**MEC 181 - Introduction to CIM**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: CIS 110 or CIS 113  
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing. This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

**MEC 273 - Manufacturing Regs**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course covers applicable regulatory agency requirements as they relate to products and manufacturing processes. Emphasis is placed on understanding the regulations and designing the product and process to meet those regulations. Upon completion, students should be able to analyze a product or process to ensure that it meets regulatory requirements.

**Total Semester Hours Credit 16**

**Manufacturing - Automation Technology Certificate (C50320D)**

**Required Courses**

**ATR 111 - Automated Systems**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

**ATR 212 - Industrial Robots**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**ATR 218 - Work Cell Integration**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision, and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

**ELC 131 - DC/AC Circuit Analysis**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050  
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELN 260 - Prog Logic Controllers**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CIS 110 or CIS 113  
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

**Total Semester Hours Credit 18**

**Manufacturing - Industrial Networks Certificate (C50320E)**

**Required Courses**

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

or

**CIS 113 - Computer Basics**
ATR 111 - Automated Systems

This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

ELC 131 - DC/AC Circuit Analysis

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELN 237 - Local Area Networks

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation, and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

ELN 260 - Prog Logic Controllers

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

Total Semester Hours Credit 16-18

Manufacturing - Computer Integrated Machining Certificate (C50320F)

Required Courses
CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

or

CIS 113 - Computer Basics

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

DFT 119 - Basic CAD

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: CIS 110
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.

MEC 111 - Machine Processes I

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 145 - Manufacturing Materials I

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

MEC 181 - Introduction to CIM

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisite: CIS 110 or CIS 113
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students
should be able to explain the major components of computer-integrated manufacturing. This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

**MEC 231 - Computer-Aided Mfg I**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
Prerequisites: CIS 110 or CIS 113, and MEC 111  
This course introduces computer-aided design / manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

**Total Semester Hours Credit 14-16**

**Manufacturing - Robotic Welding Certificate (C50320G)**

**Required Courses**

**ATR 212 - Industrial Robots**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

or

**CIS 113 - Computer Basics**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**DFT 119 - Basic CAD**
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.

**MEC 111 - Machine Processes I**

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

**MEC 145 - Manufacturing Materials I**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

**MEC 181 - Introduction to CIM**

This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

Total Semester Hours Credit 14-16

**Mechanical Drafting - Computer Design Certificate (C50340A)**

**Required Courses**

**CIS 110 - Introduction to Computers**

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 & ICAA as a general education course in Mathematics (Quantitative).
DFT 119 - Basic CAD

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: CIS 110
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151 - CAD I

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: CIS 110 or CIS 113
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 - CAD II

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: CIS 110 or CIS 113
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

MEC 111 - Machine Processes I

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

MEC 231 - Computer-Aided Mfg I

Class: 1 Lab: 4 Clinical: 0 Credit: 3
Prerequisites: CIS 110 or CIS 113, and MEC 111
This course introduces computer-aided design / manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

Total Semester Hours Credit 17

Medical Assisting, A.A.S. (A45400)

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**MED 110 - Orientation to Medical Asst**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Co Requisites  
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 - Admin Office Procedures I**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Co Requisites  
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.
OST 131 - Keyboarding

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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. Basic word processing functions and document formatting are introduced.

Spring - 2nd Semester

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

MAT 110 - Math Measurement & Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA 010, DMA-020, and DMA-030
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MED 122 - Medical Terminology II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 131 - Admin Office Procedures II

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 130
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 232 - Medical Insurance Coding
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

Summer - 3rd Semester

**MED 114 - Professional Interactions in Health Care**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Co Requisites
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

**MED 140 - Exam Room Procedures I**

Class: 3 Lab: 4 Clinical: 0 Credit: 5
No Pre/Co Requisites
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Fall - 4th Semester

**MED 118 - Medical Law and Ethics**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Co Requisites
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 150 - Laboratory Procedures I**
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**MED 183 - Electronic Medical Records I**

Class: 3 Lab: 2 Clinical: 3 Credit: 5  
Prerequisite: MED 131  
Corequisite: CIS 110, CIS 111, or OST 131  
This course introduces students to the design and creation of Electronic Medical Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

**MED 240 - Exam Room Procedures II**

Class: 3 Lab: 4 Clinical: 0 Credit: 5  
Prerequisite: MED 140  
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

**MED 272 - Drug Therapy**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: BIO 163 or MED 276  
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

- Humanities/Fine Arts Elective

**Spring - 5th Semester**

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**MED 260 - MED Clinical Externship**
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

**MED 262 - Clinical Perspectives**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Co Requisites
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

**MED 264 - Medical Assisting Overview**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisites: MED 150 and MED 240
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**MED 270 - Symptomatology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**Elective Courses**

**Humanities/Fine Arts Elective**

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

**HUM 115 - Critical Thinking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**Total Semester Hours Credit 76**

**Medical Assisting - Electronic Health Record Certificate (C45400A)**

**Fall - 1st Semester**

**MED 110 - Orientation to Medical Asst**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Co Requisites  
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.
MED 121 - Medical Terminology I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 - Admin Office Procedures I

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Co Requisites
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

OST 131 - Keyboarding

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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. Basic word processing functions and document formatting are introduced.

Spring - 2nd Semester

MED 122 - Medical Terminology II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 131 - Admin Office Procedures II

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 130
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 183 - Electronic Medical Records I

Class: 3 Lab: 2 Clinical: 3 Credit: 5
Prerequisite: MED 131
Corequisite: CIS 110, CIS 111, or OST 131
This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to
healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

Total Semester Hours Credit 18

**Medical Assisting - Clinical Certificate (C45400B)**

**Fall - 1st Semester**

**MED 110 - Orientation to Medical Asst**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Co Requisites
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 - Admin Office Procedures I**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Co Requisites
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**OST 131 - Keyboarding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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. Basic word processing functions and document formatting are introduced.

**Spring - 2nd Semester**

**MED 114 - Professional Interactions in Health Care**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Co Requisites
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 140 - Exam Room Procedures I**

Class: 3 Lab: 4 Clinical: 0 Credit: 5  
No Pre/Co Requisites  
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**Total Semester Hours Credit 17**

**Medical Office Administration, A.A.S. (A25310)**

**Required Courses**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA 010, DMA 020, & DMA 030  
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 163 - Basic Anatomy & Physiology**
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 & ICAA as a premajor and/or elective course requirement.

CIS 110 - Introduction to Computers

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 & ICAA as a general education course in Mathematics (Quantitative).

COM 231 - Public Speaking

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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

ENG 114 - Prof Research & Reporting

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 & ICAA as a general education course in English Composition.

CTS 130 - Spreadsheet

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.

ENG 111 - Writing & Inquiry
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 & ICAA as a general education course in English Composition.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 - Admin Office Procedures I**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**OST 181 - Intro to Office Systems**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 134 or OST 136  
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

**MED 134 - Medical Transcription**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.
OST 131 - Keyboarding

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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. Basic word processing functions and document formatting are introduced.

OST 136 - Word Processing

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 131
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 148 - Med Coding Billing & Ins

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 - Medical Legal Issues

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the complex legal, moral, and ethical issues involved in providing healthcare services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164 - Text Editing Applications

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: OST 131
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 184 - Records Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 236 - Adv Word/Info Processing
Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 136
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

**OST 243 - Medical Office Simulation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 148
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**OST 247 - Procedure Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 121 or OST-141
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 - Diagnostic Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 121 or OST-141
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**MED 131 - Admin Office Procedures II**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 130
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

or

**OST 289 - Admin Office Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: OST 134 or OST 136; and OST 164
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

**Behavioral/Social Sciences Elective**

3 credit hours

- Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.
Humanities/Fine Arts Elective

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

Elective Courses

Select 4-6 SHC from the following list of courses.

BUS 121 - Business Math

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, & DMA-030
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.

WBL 111 - Work Based Learning I

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Corequisite: WBL 115
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 - Work Experience Seminar I

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

WBL 121 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of
study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 122 - Work Based Learning II**

Class: 0 Lab: 0 Clinical: 20 Credit: 2  
Prerequisite: WBL 111 or WBL 112  
Corequisite: WBL 125  
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 125 - Work Experience Seminar II**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124  
Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

**DBA 110 - Database Concepts**

Class: 1 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**OST 122 - Office Computations**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

**OST 134 - Text Entry & Formatting**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

**OST 135 - Adv Text Entry & Formatting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: OST 134  
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is
placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

**OST 137 - Office Software Applications**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
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 249 - CPC Certification**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: OST 247 and OST 248  
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

**Total Semester Hours Credit 70-76**

**Medical Office Administration - Medical Billing Certificate (C25310A)**

**Required Courses**

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**OST 131 - Keyboarding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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. Basic word processing functions and document formatting are introduced.

**OST 148 - Med Coding Billing & Ins**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

**OST 149 - Medical Legal Issues**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the complex legal, moral, and ethical issues involved in providing healthcare services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

**OST 243 - Medical Office Simulation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 148  
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**Total Semester Hours Credit 17**

**Medical Office Administration - Medical Office Coding Certificate (C25310B)**

**Required Courses**

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 - Medical Terminology II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: MED 121  
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms...
that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**OST 148 - Med Coding Billing & Ins**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

**OST 247 - Procedure Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 121 or OST-141
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 - Diagnostic Coding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 121 or OST-141
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**OST 249 - CPC Certification**

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: OST 247 and OST 248
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

Total Semester Hours Credit 17

**Nurse Aide - Certificate (C45840)**

**Required Courses**

**HSC 110 - Orientation to Health Careers**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

**HSC 120 - CPR**
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.

**NAS 101 - Nurse Aide I**

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**

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.

**Total Semester Hours Credit 14**

**Nursing - Associate, A.A.S. (A45110)**

**Required Courses**

**ACA 122 - College Transfer Success**

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.

**BIO 168 - Anatomy & Physiology I**

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 & ICAA as a premajor and/or elective course requirement.

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 175 - General Microbiology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168  
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**NUR 111 - Intro to Health Concepts**

Class: 4 Lab: 6 Clinical: 6 Credit: 8  
Corequisite: ACA 118  
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

Class: 3 Lab: 0 Clinical: 6 Credit: 5
Prerequisite: NUR 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 - Family Health Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5
Prerequisite: NUR 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 - Holistic Health Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5
Prerequisite: NUR 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 - Healthcare Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5
Prerequisite: NUR 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 - Health System Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5
Prerequisite: NUR 211
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
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.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**PSY 241 - Developmental Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**Humanities/Fine Arts Elective**

Select 3 SHC from the following list of courses:

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

**DRA 111 - Theatre Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.
ENG 232 - American Literature II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course.

HUM 110 - Technology & Society

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 115 - Critical Thinking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

MUS 110 - Music Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/Fine Arts.

PHI 240 - Introduction to Ethics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

REL 110 - World Religions

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 212 - Intro to New Testament

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 221 - Religion in America

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

Total Semester Hours Credit 70

Nursing - Advanced Placement for LPN's (A45110)

Required Courses

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

Or

ACA 122 - College Transfer Success

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.
BIO 168 - Anatomy & Physiology I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099
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 & ICAA as a premajor and/or elective course requirement.

BIO 169 - Anatomy & Physiology II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: BIO 168
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BIO 175 - General Microbiology

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Or
**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**NUR 214 - Nursing Transition Concepts**

Class: 3 Lab: 0 Clinical: 3 Credit: 4  
No Pre/Corequisites

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 221 - LPN to ADN Concepts I**

Class: 6 Lab: 0 Clinical: 9 Credit: 9  
No Pre/Co Requisites

This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 223 - LPN to ADN Concepts II**

Class: 6 Lab: 0 Clinical: 9 Credit: 9  
Prerequisite: NUR 221

This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099

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 & ICAA as a general education course in Social/Behavioral Sciences.

**PSY 241 - Developmental Psychology**
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Humanities/Fine Arts Elective**

Select 3 SHC from the following list of courses:

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

**DRA 111 - Theatre Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**ENG 232 - American Literature II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 115 - Critical Thinking**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 212 - Intro to New Testament**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 221 - Religion in America**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

Total Semester Hours Credit 70

Nursing - Practical Diploma (D45660)

Required Courses

BIO 168 - Anatomy & Physiology I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099
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 & ICAA as a premajor and/or elective course requirement.

BIO 169 - Anatomy & Physiology II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: BIO 168
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

NUR 101 - Practical Nursing I

Class: 7 Lab: 6 Clinical: 6 Credit: 11
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/ professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 102 - Practical Nursing II
Class: 7 Lab: 0 Clinical: 9 Credit: 10
Prerequisite: NUR 101
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 103 - Practical Nursing III

Class: 6 Lab: 0 Clinical: 9 Credit: 9
Prerequisite: NUR 102
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Total Semester Hours Credit 44

Office Administration, A.A.S. (A25370)

Required Courses

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

ACC 120 - Principles of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical
considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, & DMA-030  
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**CTS 130 - Spreadsheet**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: CIS 110, CIS 111, or OST 137.  
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.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**COM 231 - Public Speaking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

or

**ENG 114 - Prof Research & Reporting**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

OST 122 - Office Computations

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131 - Keyboarding

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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. Basic word processing functions and document formatting are introduced.

OST 134 - Text Entry & Formatting

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 131
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 135 - Adv Text Entry & Formatting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisite: OST 134
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.
OST 136 - Word Processing

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 131
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 - Office Software Applications

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 131
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 164 - Text Editing Applications

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: OST 131
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 - Intro to Office Systems

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 134 or OST 136
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 - Records Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 236 - Adv Word/Info Processing

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 136
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 289 - Admin Office Management
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

**Behavioral/Social Sciences Elective**

3 credit hours

- Select 3 SHC from the following prefixes: ANT, GEO, HIS, POL, PSY, or SOC.

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Elective Courses**

Select 4-6 SHC from the following list of courses.

**ACC 149 - Intro to Acct Spreadsheets**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

or

**BUS 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.
WBL 111 - Work Based Learning I

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Corequisite: WBL 115
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 - Work Experience Seminar I

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

WBL 121 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 122 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 125 - Work Experience Seminar II

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124
Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).
DBA 110 - Database Concepts

Class: 1 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

MED 121 - Medical Terminology I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 - Medical Terminology II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Total Semester Hours Credit 68-70

Office Administration - Office Skills Certificate (C25370A)

Required Courses

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

OST 131 - Keyboarding

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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. Basic word processing functions and document formatting are introduced.

**OST 134 - Text Entry & Formatting**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

**OST 164 - Text Editing Applications**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
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 184 - Records Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Total Semester Hours Credit 14**

**Office Administration - Office Software Certificate (C25370B)**

**Required Courses**

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**CTS 130 - Spreadsheet**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: CIS 110, CIS 111, or OST 137.  
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.

**DBA 110 - Database Concepts**

Class: 1 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**OST 131 - Keyboarding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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. Basic word processing functions and document formatting are introduced.

**OST 136 - Word Processing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**OST 236 - Adv Word/Info Processing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 136  
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

**Total Semester Hours Credit 17**

**Radiography, A.A.S. (A45700)**

**Fall - 1st Semester**

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**RAD 110 - Radiography Introduction & Patient Care**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Corequisites: RAD 111 and RAD 151  
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 - Radiography Procedures I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Corequisites: RAD 110 and RAD 151  
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. 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 151 - Radiography Clinical Ed I**

Class: 0 Lab: 0 Clinical: 6 Credit: 2  
Corequisites: RAD 110 and RAD 111  
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.
Spring - 2nd Semester

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**RAD 112 - Radiography Procedures II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: RAD 110, RAD 111, and RAD 151  
Corequisites: RAD 121 and RAD 161  
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

**RAD 121 - Radiographic Imaging I**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisites: RAD 110, RAD 111, and RAD 151  
Corequisites: RAD 112 and RAD 161  
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 161 - Radiography Clinical Ed II**

Class: 0 Lab: 0 Clinical: 15 Credit: 5  
Prerequisites: RAD 110, RAD 111, and RAD 151  
Corequisites: RAD 112 and RAD 121  
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Summer - 3rd Semester
RAD 122 - Radiographic Imaging II

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 - Radiographic Physics I

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 171
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 171 - Radiography Clinical Ed III

Class: 0 Lab: 0 Clinical: 12 Credit: 4
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Fall - 4th Semester

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

Or

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.
RAD 211 - Radiography Procedures III

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisites: RAD 112, and RAD 122
Corequisites: RAD 231, RAD 241, and RAD 251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 - Radiographic Physics II

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 241, and RAD 251
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

RAD 241 - Radiobiology / Protection

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisites: RAD 112, RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 251 - Radiography Clinical Ed IV

Class: 0 Lab: 0 Clinical: 21 Credit: 7
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Spring - 5th Semester

RAD 245 - Image Analysis

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisite: RAD 261
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

RAD 261 - Radiography Clinical Ed V
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**

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.

- Humanities/Fine Arts Elective

**Humanities/Fine Arts Elective**

Select 3 SHC from the following list of courses:

**ART 111 - Art Appreciation**

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 & ICAA as a general course in Humanities/Fine Arts.

**DRA 111 - Theatre Appreciation**

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**ENG 231 - American Literature I**

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 is a Universal General Education Transfer Component (UGETC) course

**ENG 232 - American Literature II**
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 is a Universal General Education Transfer Component (UGETC) course.

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 115 - Critical Thinking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 212 - Intro to New Testament**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 221 - Religion in America**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**Total Semester Hours Credit 76**

**Respiratory Therapy, A.A.S. (A45720)**

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem-solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management, and education of patients with cardiopulmonary diseases.

The Respiratory Therapy program is accredited by the Committee on Accreditation for Respiratory Care (Co ARC). Local oversight is provided by Lindsey E. deGuehery, M.D. Serving as Medical Director of the Respiratory Therapy Program since 1988, Dr. deGuehery specializes in both Internal Medicine and Pulmonology.

**Admission Policy for the Respiratory Therapy Program**

Admittance to the respiratory therapy program follows policies established by the faculty and approved by the administration. The college does not guarantee admission to all students who apply to the respiratory therapy program. Admission is competitive and based on a points-based ranking system. Completion of the program does not guarantee success in passing the national exams.
A student must be admitted/readmitted to the respiratory therapy program to receive credit for any respiratory therapy (RCP) course. Students may take curriculum courses other than RCP courses before or after admission to the program in the sequence offered.

Respiratory therapy students are assigned clinical rotations with area healthcare facilities. Students must meet employee health standards and the criminal background and drug screening requirements of the agencies at the student’s expense at any time after admission to the program.

The respiratory therapy applicant is required to meet steps I-IV before enrollment in the first fall semester. Students must complete each phase of the admission process before advancing. Program academic policies apply to all students and faculty regardless of the location of instruction.

**Step I Application Process**

1. Submit an Edgecombe Community College Admission Application.
2. Submit an official transcript of high school graduation or GED. Currently enrolled high school students should submit a partial transcript. The student should submit a final transcript at the time of graduation.
3. Submit official transcripts from all colleges attended.
4. Attend a mandatory Respiratory Therapy information session before March 1st of the anticipated admission year. The student must attend each year that application is made to be aware of curriculum and admission policy changes.
5. Complete a Respiratory Therapy program application at the session. If additional space becomes available in the program before the fall semester, the college will schedule subsequent application deadlines.

**Step II TEAS V**

1. Take the Test of Essential Academic Skills (TEAS V) before March 1st.
2. TEAS V scores must meet the following criteria to be eligible for ranking:
   - A minimum overall score of 62%.
   - Testing occurred within the 24 months before the March 1st application deadline
   - The student has released the scores to ECC with ATI for testing at a site other than ECC, OR the proctoring school delivers the official scores to ECC.
   - The student completed all four sections of the TEAS test.
   - TEAS V may be taken up to twice in an academic year, at least 28 days apart.
3. The ranking process will use the highest of up to four TEAS scores.

**Step III Ranking and Conditional Acceptance**

1. Students who score a 62% on the TEAS V will be competitively ranked.
2. Points from the TEAS score and the GPA earned from all ECC Respiratory Therapy curriculum general education courses completed at any college, including grades less than a C, are included in the calculation. Curriculum courses completed more than once are factored into the ranking GPA as well.
3. The highest ranking applicants will receive a letter of conditional acceptance.
4. Students must accept or reject an offered seat in writing to the Respiratory Therapy Admissions Counselor.
5. Any remaining eligible applicants will receive a waiting list letter.
6. Students will continue to be accepted from the waiting list until the program is full.

**Step IV Full Acceptance**
After accepting a seat in the respiratory therapy program, the student must fully meet the following requirements for official acceptance:

1. Attend a mandatory Health Science Orientation and Respiratory Therapy Orientation sessions.
2. Submit a completed medical form provided by the college, including required immunizations, performed within a 12-month time frame by the required deadline.
3. Before enrolling in the program, students must complete any required developmental prerequisites for ECC Respiratory Therapy curriculum general education courses.
4. Demonstrate a 2.5 GPA on all ECC Respiratory Therapy curriculum general education classes completed up to the point of enrollment in the program. The highest grade from all completed courses at any college, including grades less than C, will be used in this calculation.
5. Demonstrate an overall 2.0 GPA on courses completed at ECC up to the point of enrollment.
6. Submit a criminal background check and a drug screen before the required deadline.
7. Failure to meet deadlines will result in withdrawal of acceptance status.

Fall - 1st Semester

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090  Set 2: BIO 094 and ENG-095  Set 3: BIO 094 and DRE 098  Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**CIS 113 - Computer Basics**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is
placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**RCP 110 - Intro to Respiratory Care**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Corequisites: RCP 113 and RCP 132  
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

**RCP 113 - Respiratory Pharmacology**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisites: RCP 113 and RCP 132  
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations. This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.

**RCP 132 - Respiratory Clinical Practice I**

Class: 0 Lab: 0 Clinical: 6 Credit: 2  
Corequisite: RCP 110 and RCP 113  
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.

**Spring - 2nd Semester**

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**RCP 111 - Therapeutics/Diagnostics**

Class: 4 Lab: 3 Clinical: 0 Credit: 5  
Prerequisite: RCP 110  
Corequisites: RCP 114 and RCP 145
This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

**RCP 114 - Cardio Anatomy & Physiology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: BIO-165 or BIO 168  
Corequisites: RCP 111 and RCP 145  
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 145 - Respiratory Clinical Practice II**

Class: 0 Lab: 0 Clinical: 15 Credit: 5  
Prerequisite: RCP 110  
Corequisites: RCP 111 and RCP 114  
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.

- Humanities/Fine Arts Elective

**Summer - 3rd Semester**

**RCP 112 - Patient Management**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: RCP 111  
Corequisites: RCP 115 and RCP 153  
This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

**RCP 115 - Cardio Pathophysiology**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: RCP 111  
Corequisites: RCP 112 and RCP 153  
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

**RCP 153 - Respiratory Clinical Practice III**

Class: 0 Lab: 0 Clinical: 9 Credit: 3  
Prerequisite: RCP -11  
Corequisites: RCP 112 and RCP 115  
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.
Fall - 4th Semester

**COM 231 - Public Speaking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

Or

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**RCP 213 - Neonatal/Peds Concepts**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: RCP 112  
Corequisites: RCP 210 and RCP 235  
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

**RCP 235 - Respiratory Clin Practice IV**

Class: 0 Lab: 0 Clinical: 15 Credit: 5  
Prerequisite: RCP 112  
Corequisites: RCP 210 and RCP 213  
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 210 - Critical Care Concepts**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: RCP 112  
Corequisites: RCP 213 and RCP 235  
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.
Spring - 5th Semester

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.  

Or

**SOC 210 - Introduction to Sociology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**RCP 211 - Adv Monitoring/Procedures**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: RCP 210  
Corequisites: RCP 215 and RCP 246  
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

**RCP 215 - Career Prep - Adv Level**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Prerequisite: RCP 210  
Corequisites: RCP 211 and RCP 246  
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

**RCP 246 - Respiratory Clin Practice V**

Class: 0 Lab: 0 Clinical: 18 Credit: 6  
Prerequisite: RCP 210  
Corequisites: RCP 211 and RCP 215  
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.
Elective Courses

Humanities/Fine Arts Elective

3 credit hours

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general course in Humanities/Fine Arts.

**DRA 111 - Theatre Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**ENG 232 - American Literature II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: ENG 112, ENG 113, or ENG 114  
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course.

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 115 - Critical Thinking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 212 - Intro to New Testament**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 221 - Religion in America**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**Total Semester Hours Credit 76**
School Age Education, A.A.S. (A55440)

Required Courses

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

**or**

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**COM 231 - Public Speaking**
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

or

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**EDU 118 - Prin & Prac of Instr Asst**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

or

**EDU 216 - Foundations of Education**

Class: 4 Lab: 0 Clinical: 0 Credit: 4
Corequisite: DRE 098
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement at select institutions.

**EDU 131 - Child, Family, & Community**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

**EDU 144 - Child Development I**
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 145 - Child Development II

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 151 - Creative Activities

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments.

EDU 151A - Creative Activities Lab

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 - Health, Safety, & Nutrition

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 153A - Health, Safety, & Nutrition Lab

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences
that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

**EDU 163 - Classroom Mgmt & Instr**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

**EDU 221 - Children with Exceptionalities**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take one set: Set 1: EDU 144, EDU 145  
Set 2: PSY-244 PSY-245  
Corequisite: DRE 098  
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EDU 251 - Exploration Activities**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

**EDU 251A - Exploration Activities Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: EDU 251  
This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

**EDU 271 - Educational Technology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials, and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon
completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

**EDU 280 - Language & Literacy Exp**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences.

**EDU 285 - Internship Exp School Age**

Class: 1 Lab: 0 Clinical: 9 Credit: 4  
Prerequisites: Take One Set: Set 1: EDU 144, EDU 145, EDU 118, EDU 163 Set 2: PSY 244, PSY 245, EDU 118, EDU 163 Set 3: PSY 244, EDU 145, EDU 118, EDU 163 Set 4: EDU 144, PSY 245, EDU 118, EDU 163 Set 5: PSY 244, PSY 245, EDU 216, EDU 163 Set 6: EDU 144, EDU 145, EDU 216, EDU 163 Set 7: EDU 144, PSY 245, EDU 216, EDU 163 Set 8: PSY 244, EDU 216, EDU 163  
Corequisite: DRE 098  
This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

**EDU 289 - Adv Issues School Age**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisite: DRE 098  
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**PSY 118 - Interpersonal Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

or

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Elective Courses**

Select 6 SHC from the following list of courses.

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**EDU 119 - Intro to Early Childhood Ed**

Class: 4 Lab: 0 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism, and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children.
EDU 146 - Child Guidance

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.

EDU 157 - Active Play

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 235 - School-Age Dev & Programs

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 282 - Early Childhood Literature

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

PSY 115 - Stress Management

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

Total Semester Hours Credit 67-69
**School Age Education - Diploma (D55440)**

**Required Courses**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BIO 110 - Principles of Biology**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set:  
Set 1: ENG-090 and RED-090  
Set 2: ENG-095  
Set 3: DRE 098  
Set 4: DRE 099  
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

or

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**EDU 118 - Prin & Prac of Instr Asst**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

**EDU 131 - Child, Family, & Community**
EDU 144 - Child Development I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.

EDU 145 - Child Development II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.

EDU 151 - Creative Activities

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments.

EDU 151A - Creative Activities Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Co-requisites: DRE 097 and EDU 151
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 - Health, Safety, & Nutrition

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

**EDU 153A - Health, Safety, & Nutrition Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisites: DRE 097 and EDU 153  
This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

**EDU 163 - Classroom Mgmt & Instr**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

**EDU 221 - Children with Exceptionalities**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take one set: Set 1: EDU 144, EDU 145 Set 2: PSY-244 PSY-245  
Corequisite: DRE 098  
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.*

**EDU 271 - Educational Technology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials, and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

**EDU 280 - Language & Literacy Exp**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 098  
This course is designed to expand students' understanding of children's language and literacy development and provides
strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences.

**EDU 285 - Internship Exp School Age**

Class: 1 Lab: 0 Clinical: 9 Credit: 4
Prerequisites: Take One Set: Set 1: EDU 144, EDU 145, EDU 118, EDU 163 Set 2: PSY 244, PSY 245, EDU 118, EDU 163 Set 3: PSY 244, EDU 145, EDU 118, EDU 163 Set 4: EDU 144, PSY 245, EDU 118, EDU 163 Set 5: PSY 244, PSY 245, EDU 216, EDU 163 Set 6: EDU 144, EDU 145, EDU 216, EDU 163 Set 7: EDU 144, PSY 245, EDU 216, EDU 163 Set 8: PSY 244, EDU 216, EDU 163
Corequisite: DRE 098
This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

**EDU 289 - Adv Issues School Age**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: DRE 098
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**Total Semester Hours Credit 45-46**

**School Age Education - Certificate (C55440)**

**Required Courses**

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students
should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114  
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).

**EDU 118 - Prin & Prac of Instr Asst**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

**EDU 131 - Child, Family, & Community**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

**EDU 144 - Child Development I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.**

**EDU 145 - Child Development II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and / or elective course requirement.**
EDU 151 - Creative Activities

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments.

EDU 151A - Creative Activities Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisites: DRE 097 and EDU 151
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

Total Semester Hours Credit 18

Supply Chain Management - Distribution Management, A.A.S. (A25620A)

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

BUS 110 - Introduction to Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

BUS 121 - Business Math

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, & DMA-030
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.

**LOG 110 - Introduction to Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

**LOG 210 - Fleet Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

**Spring - 2nd Semester**

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA 010, DMA 020, & DMA 030  
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.
LOG 120 - Global Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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 220 - Logistics Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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.

Summer - 3rd Semester

ENG 114 - Prof Research & Reporting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

GEO 111 - World Regional Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative
information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

- Humanities/Fine Arts Elective

**Fall - 4th Semester**

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**INT 110 - International Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**LOG 230 - Transportation Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

**MKT 120 - Principles of Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Spring - 5th Semester**

**BUS 116 - Business Law II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: BUS 115  
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.
**BUS 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**ECO 251 - Principles of Microeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

Or

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**LOG 211 - Distribution Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

**Total Semester Hours Credit 65**

**Supply Chain Management - Distribution Management Diploma (D25620A)**

Fall - 1st Semester

**ACA 111 - College Student Success**

461
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.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**LOG 110 - Introduction to Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

**LOG 210 - Fleet Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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 230 - Transportation Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

**Spring - 2nd Semester**

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA 010, DMA 020, & DMA 030  
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to
prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**LOG 120 - Global Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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 211 - Distribution Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

**LOG 220 - Logistics Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

**Summer - 3rd Semester**

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Total Semester Hours Credit 38**

**Supply Chain Management - Distribution Management Certificate (C25620AA)**

**Fall - 1st Semester**

**LOG 110 - Introduction to Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

**LOG 210 - Fleet Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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 230 - Transportation Management**
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.

**Spring - 2nd Semester**

**LOG 120 - Global Logistics**

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 211 - Distribution Management**

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 220 - Logistics Management**

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.

**Supply Chain Management - Global Logistics Certificate (C25620AB)**

**Fall - 1st Semester**

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

LOG 110 - Introduction to Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 210 - Fleet Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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.

Spring - 2nd Semester

BUS 137 - Principles of Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

LOG 120 - Global Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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 220 - Logistics Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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.
Total Semester Hours Credit 18

**Supply Chain Management - Trucking Operations, A.A.S. (A25620B)**

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, & DMA-030  
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.

**LOG 110 - Introduction to Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

**LOG 210 - Fleet Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

Spring - 2nd Semester

ACC 120 - Principles of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BUS 153 - Human Resource Mgmt

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

ENG 111 - Writing & Inquiry

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

TOM 130 - Fleet Maintenance

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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.

Summer - 3rd Semester

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.
  - Humanities/Fine Arts Elective

Fall - 4th Semester

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
INT 110 - International Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

LOG 125 - Transportation Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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.

MKT 120 - Principles of Marketing

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Spring - 5th Semester

BUS 116 - Business Law II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: BUS 115
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 137 - Principles of Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

ECO 251 - Principles of Microeconomics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures,
factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

Or

**ECO 252 - Principles of Macroeconomics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**TOM 250 - Operations of Trucking I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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.

**Humanities/Fine Arts Elective**

3 credit hours

- Select 3 SHC from the following courses: ENG 231, ENG 232, or any of the following prefixes: ART, DRA, HUM, MUS, PHI, or REL.

**Total Semester Hours Credit 65**

**Supply Chain Management - Trucking Operations Diploma (D25620B)**

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
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.
BUS 110 - Introduction to Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

LOG 110 - Introduction to Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 125 - Transportation Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
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

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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.

Spring - 2nd Semester

ACC 120 - Principles of Financial Accounting

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: DMA 010, DMA 020, & DMA 030
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

BUS 153 - Human Resource Mgmt

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

**TOM 130 - Fleet Maintenance**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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.

**Summer - 3rd Semester**

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-
developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**GEO 111 - World Regional Geography**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**Total Semester Hours Credit 38**

**Supply Chain Management - Trucking Operations Certificate (C25620BA)**

**Fall - 1st Semester**

**LOG 110 - Introduction to Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

**LOG 125 - Transportation Logistics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

**Spring - 2nd Semester**
BUS 153 - Human Resource Mgmt

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

TOM 130 - Fleet Maintenance

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Total Semester Hours Credit 18

Surgical Technology - Degree (A45740)

Fall - 1st Semester

ACA 111 - College Student Success

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 122 - College Transfer Success

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 &
ICAA as a premajor and/or elective course requirement.

Or

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO
094 and DRE 098 Set 4: BIO 094 and DRE 099
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 &
ICAA as a premajor and/or elective course requirement.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a
recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development,
audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-
developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA
as a general education course in English Composition.

**SUR 110 - Intro to Surgical Technology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: SUR 111
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 - Perioperative Patient Care**

Class: 5 Lab: 6 Clinical: 0 Credit: 7
Corequisite: SUR 110
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.

Spring - 2nd Semester

BIO 169 - Anatomy & Physiology II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: BIO 168
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

MAT 143 - Quantitative Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

SUR 122 - Surgical Procedures I

Class: 5 Lab: 3 Clinical: 0 Credit: 6
Prerequisites: SUR 110 and SUR 111
Corequisite: STP-101 or SUR 123
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 - Surgical Clinical Practice I

Class: 0 Lab: 0 Clinical: 21 Credit: 7
Prerequisites: SUR 110 and SUR 111
Corequisite: SUR 122
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.

Summer - 3rd Semester
**BIO 175 - General Microbiology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168  
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PSY 150 - General Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SOC 210 - Introduction to Sociology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**SUR 134 - Surgical Procedures II**

Class: 5 Lab: 0 Clinical: 0 Credit: 5  
Prerequisite: STP-101 or SUR 123  
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 - Surgical Clinical Practice II**

Class: 0 Lab: 0 Clinical: 12 Credit: 4  
Prerequisite: SUR 123  
Corequisite: SUR 134  
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.
Fall - 4th Semester

BUS 137 - Principles of Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

COM 231 - Public Speaking

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

Or

ENG 112 - Writing/Research in the Disciplines

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

SUR 137 - Professional Success Preparation

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Prerequisite: SUR 123
Corequisites: SUR 134 and SUR 135
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.
Elective Courses

Humanities/Fine Arts

3 credit hours

- Select 3 SHC from the following courses:

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general course in Humanities/Fine Arts.

**DRA 111 - Theatre Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**ENG 232 - American Literature II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 115 - Critical Thinking**
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 & ICAA as a general education course in Humanities/Fine Arts.

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/Fine Arts.

**PHI 240 - Introduction to Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**REL 110 - World Religions**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 212 - Intro to New Testament**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
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 & ICAA as a general education course in Humanities/Fine Arts.

**REL 221 - Religion in America**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**Total Semester Hours Credit 66**

**Surgical Technology - Diploma (D45740)**

**Required Courses**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 175 - General Microbiology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168  
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**PSY 118 - Interpersonal Psychology**
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. 

or

**PSY 150 - General Psychology**

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 & ICAA as a general education course in Social/Behavioral Sciences.

**SUR 110 - Intro to Surgical Technology**

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 - Perioperative Patient Care**

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**

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 - Surgical Clinical Practice I**

This course provides...
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**

Class: 5 Lab: 0 Clinical: 0 Credit: 5  
Prerequisite: STP-101 or SUR 123  
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 - Surgical Clinical Practice II**

Class: 0 Lab: 0 Clinical: 12 Credit: 4  
Prerequisite: SUR 123  
Corequisite: SUR 134  
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

**SUR 137 - Professional Success Preparation**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
Prerequisite: SUR 123  
Corequisites: SUR 134 and SUR 135  
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.

**Total Semester Hours Credit 48**

**Therapeutic & Diagnostic Services: Nurse Aide Diploma (D45970)**

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098  
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**HSC 120 - CPR**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
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.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**NAS 101 - Nurse Aide I**

Class: 3 Lab: 4 Clinical: 3 Credit: 6  
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

**Spring - 2nd Semester**

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a premajor and/or elective course requirement.
BIO 168 - Anatomy & Physiology I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099
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 & ICAA as a premajor and/or elective course requirement.

HSC 110 - Orientation to Health Careers

Class: 1 Lab: 0 Clinical: 0 Credit: 1
This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

MED 122 - Medical Terminology II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

PSY 150 - General Psychology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Summer - 3rd Semester

BIO 169 - Anatomy & Physiology II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: BIO 168
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

NAS 102 - Nurse Aide II
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.

**PSY 241 - Developmental Psychology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**Therapeutic & Diagnostic Services: Nurse Aide Certificate (C45970A)**

**Welding Technology, A.A.S. (A50420)**

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Corequisites

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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites

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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a
recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ISC 112 - Industrial Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**WLD 110 - Cutting Processes**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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.

**Spring - 2nd Semester**

**DFT 119 - Basic CAD**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: CIS 110
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.

**MAT 121 - Algebra/Trigonometry I**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

**WLD 115 - SMAW (Stick) Plate**
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 121 - GMAW (MIG) FCAW/Plate**

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.

**Summer - 3rd Semester**

**BUS 230 - Small Business Mgmt**

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.

**HUM 115 - Critical Thinking**

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 & ICAA as a general education course in Humanities/Fine Arts.

**PSY 150 - General Psychology**

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 & ICAA as a general education course in Social/Behavioral Sciences.

**WLD 141 - Symbols & Specifications**

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.

Fall - 4th Semester

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed
on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written
presentations. Upon completion, students should be able to work individually and collaboratively to produce well-
designed business and professional written and oral presentations. This course has been approved for transfer under the
CAA & ICAA as a general education course in English Composition.

**WLD 116 - SMAW (stick) Plate/Pipe**

Class: 1 Lab: 9 Clinical: 0 Credit: 4  
Take WLD-115  
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on
advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be
able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead
positions.

**WLD 131 - GTAW (TIG) Plate**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Co Requisites  
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 151 - Fabrication I**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Co Requisites  
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout
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.

Spring - 5th Semester

**WLD 132 - GTAW (TIG) Plate/Pipe**

Class: 1 Lab: 6 Clinical: 0 Credit: 3  
Take WLD-131  
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint
preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe.
Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

**WLD 215 - SMAW (stick) Pipe**

Class: 1 Lab: 9 Clinical: 0 Credit: 4  
Take One: WLD-115 or WLD-116  
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

**WLD 251 - Fabrication II**

Class: 1 Lab: 6 Clinical: 0 Credit: 3  
Take WLD-151  
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

**WLD 261 - Certification Practices**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
Take All: WLD-115, WLD-121, and WLD-131  
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

**WLD 262 - Inspection & Testing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

Total Semester Hours Credit 69

**Welding - Diploma (D50420)**

**Fall - 1st Semester**

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**CIS 110 - Introduction to Computers**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**WLD 110 - Cutting Processes**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
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**

Class: 2 Lab: 9 Clinical: 0 Credit: 5
No Pre/Corequisites
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 121 - GMAW (MIG) FCAW/Plate**
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**

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.

**Spring - 2nd Semester**

**MAT 121 - Algebra/Trigonometry I**

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.

**WLD 116 - SMAW (stick) Plate/Pipe**

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 132 - GTAW (TIG) Plate/Pipe**

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**

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.
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 215 - SMAW (stick) Pipe**

Class: 1 Lab: 9 Clinical: 0 Credit: 4
Take One: WLD-115 or WLD-116
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

**WLD 261 - Certification Practices**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Take All: WLD-115, WLD-121, and WLD-131
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

**WLD 262 - Inspection & Testing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

**Total Semester Hours Credit 46**

**Course Notations and Descriptions**

Curriculum courses are designated by a three-letter prefix followed by three numbers that are sometimes followed by a letter (i.e., ENG 090, BIO 168, ENG 090A). The prefix indicates the subject area, such as ENG (English), BIO (biology), or PED (physical education). The letter after the course number provides various kinds of information, such as whether a science course is a lecture or a lab, whether a music course is in the area of piano or voice, and whether a course is divided into subsections (e.g., A, B, C). Numbers that begin with zero denote developmental courses.

A series of numbers following the title of the course specifies course hours and credits. The first number is the number of hours of lecture or discussion in the classroom per week. The second number is the number of hours spent per week in the laboratory, shop, or studio. The third number is the number of hours spent in clinical or work experience. The fourth number indicates the credit hours awarded for the course.

Some course descriptions list a prerequisite and/or a corequisite course or courses. A prerequisite course is one that must be taken prior to another course. A corequisite course is one that must be taken prior to or at the same time as another course. Some courses have an italicized statement following the course description indicating that the course will transfer to a four-year institution.

**Academic Related**
**ACA 090 - Student Success Strategies**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to meet educational and life goals.

**ACA 111 - College Student Success**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

**ACA 122 - College Transfer Success**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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.

**Accounting**

**ACC 120 - Principles of Financial Accounting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA 010, DMA 020, & DMA 030  
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ACC 121 - Prin of Managerial Acct**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: ACC 120  
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
ACC 122 - Prin of Financial Acct II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ACC 120
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 131 - Federal Income Taxes

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 - Payroll Accounting

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 149 - Intro to Acct Spreadsheets

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150 - Acct Software Applications

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC-115 or ACC 120
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 151 - Acct Spreadsheet Applications

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: ACC 149
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 152 - Adv Software Applications**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: ACC 150  
This course provides continued exposure to commercial accounting software and the opportunity to refine skills developed in ACC 150. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

**ACC 180 - Practices in Bookkeeping**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
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 business.

**ACC 220 - Intermediate Accounting I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: ACC 120  
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 240 - Govt & Not-for-Profit Acct**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 121  
This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 269 - Audit & Assurance Services**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 220  
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.

**Air Conditioning, Heating, & Refrigeration**

**AHR 110 - Intro to Refrigeration**
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**

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 160 - Refrigerant Certification**

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.

### Anthropology

**ANT 210 - General Anthropology**

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 & ICAA as a general education course in Social/Behavioral Sciences.

**ANT 240 - Archaeology**

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 & ICAA as a general education course in Social/Behavioral Sciences.

### Art

**ART 110 - Introduction to Art**

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.
This course is designed to introduce an awareness of art in the everyday world. Emphasis is placed on art as visual communication. Upon completion, students should be able to demonstrate an understanding of the meanings and purposes of art. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**ART 111 - Art Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general course in Humanities/Fine Arts.

**ART 131 - Drawing I**

Class: 0 Lab: 6 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**ART 132 - Drawing II**

Class: 0 Lab: 6 Clinical: 0 Credit: 3  
Prerequisite: ART 131  
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

**Astronomy**

**AST 111 - Descriptive Astronomy**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
Corequisite: AST 111A  
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 & ICAA as a general education course in Natural Science.

**AST 111A - Descriptive Astronomy Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisite: AST 111  
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
AST 151 - General Astronomy I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Natural Science.

AST 151A - General Astronomy I Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: AST 151
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

AST 152 - General Astronomy II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: AST 151
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 & ICAA as a general education course in Natural Science.

AST 152A - General Astronomy II Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Prerequisite: AST 151
Corequisite: AST 152
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

Automation Training

ATR 111 - Automated Systems

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces automation in today's industrial environment and provides an overview of the many different elements which form an automation system. Topics include hydraulics/pneumatics, sensors/transducers, electronic motor controls, input/output interfaces between PLCs/sensors/transducers, and analysis of malfunctions based on measurements, physical symptoms, operating history, and observations. Upon completion, students should be able to understand the operation of various elements in an automation system.

ATR 212 - Industrial Robots
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.

**ATR 218 - Work Cell Integration**

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxes, vision, and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

**ATR 281 - Automated Manufacturing**

This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing processes.

**Automotive**

**AUT 113 - Automotive Servicing 1**

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**

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**

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 123 - Powertrain Diag & Service**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course covers the diagnosis, repair, and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service, and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

**AUT 141 - Suspension & Steering Sys**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

**AUT 151 - Brake Systems**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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, hydram-booster, 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 181 - Engine Performance 1**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

**AUT 183 - Engine Performance 2**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisite: AUT 181  
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.
Automotive Body Repair

AUB 111 - Painting & Refinishing I

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 - Painting & Refinishing II

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisite: AUB 111
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 - Special Finishes

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: AUB 111
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 - Non-Structural Damage I

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 - Non-Structural Damage II

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 - Structural Damage I

Class: 2 Lab: 4 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

**AUB 132 - Structural Damage II**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
Prerequisite: AUB 131  
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis, and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**AUB 136 - Plastics & Adhesives**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

**AUB 150 - Automotive Detailing**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior, and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

**Barbering**

**BAR 111 - Barbering Concepts I**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: BAR 112  
This course introduces basic barbering concepts and includes careers in barber styling and various hair treatments. Emphasis is placed on sanitizing equipment, professional ethics, skin, scalp and hair disorders and treatment and safe work practices. Upon completion, students should be able to safely and competently apply barbering concepts in the shop setting.

**BAR 112 - Barbering Clinic I**

Class: 0 Lab: 24 Clinical: 0 Credit: 8  
Corequisite: BAR 111  
This course introduces basic clinic services. Topics include a study of sanitizing procedures for implements and equipment, determination of hair texture, hair cutting, and hair processing. Upon completion, students should be able to safely and competently demonstrate shop services.

**BAR 113 - Barbering Concepts II**
This course covers more comprehensive barbering concepts. Topics include safety and sanitation, product knowledge as well as both wet and thermal hairstyling. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

**BAR 114 - Barbering Clinic II**

Class: 0 Lab: 24 Clinical: 0 Credit: 8  
Corequisite: BAR 113  
This course provides experience in a simulated shop setting. Topics include draping, shampooing, hair cutting, and hair drying as well as chemical processing. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

**BAR 115 - Barbering Concepts III**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: BAR 116  
This course covers more comprehensive barbering concepts. Topics include hair processing as well as finger waving, wet and thermal hairstyling, skin care, including electricity/light therapy, and manicuring. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

**BAR 116 - Barbering Clinic III**

Class: 0 Lab: 12 Clinical: 0 Credit: 4  
Corequisite: BAR 115  
This course covers more comprehensive barbering concepts. Emphasis is placed on intermediate-level of skin care manicuring, scalp treatments, hair design, chemical restructuring, and other related topics. Upon completion, students should be able to safely and competently apply these barbering concepts in the shop setting.

**BAR 117 - Barbering Concepts IV**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisite: BAR 118  
This course covers advanced barbering concepts. Topics include hair color, advanced hair cutting techniques, hair styling, shaving, skin care, retailing, and preparing for a job interview. Upon completion, students should be able to demonstrate an understanding of these barbering concepts and meet program completion requirements.

**BAR 118 - Barbering Clinic IV**

Class: 0 Lab: 21 Clinical: 0 Credit: 7  
Corequisite: BAR 117  
This course provides advanced experience in a simulated shop setting. Emphasis is placed on efficient and competent delivery of all shop services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in the areas covered on the Barbering Licensing Examination and meet entry-level employment requirements.

**Biology**

**BIO 094 - Concepts of Human Biology**
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106 - Intro to Anat/Phys/Micro

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

BIO 110 - Principles of Biology

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Under the CAA & ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.

BIO 111 - General Biology I

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

BIO 112 - General Biology II

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

BIO 140 - Environmental Biology

This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
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 & ICAA as a general education course in Natural Science.

**BIO 140A - Environmental Biology Lab**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: BIO 140  
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**BIO 155 - Nutrition**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

**BIO 163 - Basic Anatomy & Physiology**

Class: 4 Lab: 2 Clinical: 0 Credit: 5  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 168 - Anatomy & Physiology I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1: BIO 094, ENG-090, and RED-090 Set 2: BIO 094 and ENG-095 Set 3: BIO 094 and DRE 098 Set 4: BIO 094 and DRE 099  
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 & ICAA as a premajor and/or elective course requirement.

**BIO 169 - Anatomy & Physiology II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: BIO 168  
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body.
Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 175 - General Microbiology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: BIO 110, BIO 111, BIO 163, BIO-165, or BIO 168  
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification, and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BIO 176 - Adv General Microbiology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: BIO 175  
This course is a continuation of BIO 175. Emphasis is placed on microbial metabolism, genetics, and environmental and food microbiology. Upon completion, students should be able to identify unknown microbes and demonstrate an understanding of the fundamentals of molecular biology and microbial ecology. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**Blueprint Reading**

**BPR 130 - Print Reading/Construction**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Business**

**BUS 110 - Introduction to Business**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 115 - Business Law I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be
able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**BUS 116 - Business Law II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: BUS 115  
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 121 - Business Math**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, & DMA-030  
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS 125 - Personal Finance**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 135 - Principles of Supervision**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

**BUS 137 - Principles of Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**BUS 139 - Entrepreneurship I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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 151 - People Skills**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

**BUS 153 - Human Resource Mgmt**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**BUS 225 - Business Finance**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 230 - Small Business Mgmt**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 239 - Bus Applications Seminar**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO-151, ECO 251, or ECO 252  
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

**BUS 240 - Business Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: BUS 139  
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 255 - Org Behavior in Bus**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 280 - REAL Small Business**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

**Chemistry**

**CHM 131 - Introduction to Chemistry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090, MAT 070, and RED-090 Set 2: ENG-095 and MAT 070 Set 3: DRE 098 and MAT 070 Set 4: DRE 099 and MAT 070  
Corequisite: CHM 131A  
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 & ICAA as a general education course in Natural Science.

**CHM 131A - Introduction to Chemistry Lab**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
Corequisite: CHM 131  
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.
CHM 132 - Organic & Biochemistry

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: CHM 131 and CHM 131A; or CHM 151
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

CHM 151 - General Chemistry I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090, MAT 080, and RED-090 Set 2: ENG-095 and MAT 080 Set 3: DRE 098 and MAT 080 Set 4: DRE 099 and MAT 080
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

CHM 152 - General Chemistry II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: CHM 151
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

Communications

COM 120 - Intro to Interpersonal Comm

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

COM 140 - Intro to Intercultural Comm

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

**COM 231 - Public Speaking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set:  Set 1: ENG-090 and RED-090  Set 2: ENG-095  Set 3: DRE 098  Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts (Substitute).

**Computed Tomography**

**CAT 210 - CT Physics & Equipment**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

**CAT 211 - CT Procedures**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
Corequisite: CAT 210  
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents’ use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

**CAT 231 - CT Clinical Practicum**

Class: 0 Lab: 0 Clinical: 33 Credit: 11  
No Pre/Corequisites  
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedure, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

**CAT 261 - CT Exam Prep**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
This course is a review of the components specific to CT imaging technology as practiced in didactic and clinical settings. Emphasis is placed on content specifications of the ARRT post primary certification in CT. Upon completion, students should be able to demonstrate an understanding of the topics presented for successful completion of the ARRT post-primary certification exam.
Computer Information Technology

CTS 115 - Info Sys Bus Concepts

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

CTS 120 - Hardware/Software Support

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: CIS 110 or CIS 111
This course covers the basic hardware of a personal computer, including installation, operations, and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 - Spreadsheet

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: CIS 110, CIS 111, or OST 137.
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 155 - Tech Support Functions

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
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 210 - Computer Ethics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Co Requisites
This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

CTS 250 - User Support & Software Evaluation
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 285 - Systems Analysis & Design**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: CIS 115  
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

**CTS 287 - Emerging Technologies**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

**CTS 289 - System Support Project**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
Prerequisite: CTS 285  
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

**Computer Science**

**CSC 134 - C++ Programming**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CSC 139 - Visual BASIC Programming**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CSC 151 - JAVA Programming**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, and debug JAVA language programs. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**Computer Technology Integration**

**CTI 110 - Web, Pgm, & DB Foundation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 System Foundations**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
This course introduces the basic hardware components of a personal computer workstation and their operations and interactions with software. Topics include installing and updating system software, application software programs, and device drivers. Upon completion, students should be able to set up a workstation, install software, and establish network connectivity.

**CTI 120 - Network & Sec Foundation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media, and protocols.

**CTI 140 - Virtualization Concepts**

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
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 150 - Mobile Computing Devices

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

Construction

CST 238 - Weatherization

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the use of current energy efficiency methods, materials, and techniques as applied to the weatherization of commercial and residential structures. Topics include the assessment of environmental impacts on energy consumption and building modifications that yield decreases in energy usage and increases in energy efficiency. Upon completion, students should be able to demonstrate competencies in building envelop analysis, energy-efficiency plan design, and implementation of weatherization plan.

CST 244 - Sustainable Building Design

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building’s occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency, and conservation of natural resources in relation to basic construction practices.

Cosmetology

COS 111 - Cosmetology Concepts I

Class: 4 Lab: 0 Clinical: 0 Credit: 4
Corequisite: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 - Salon I

Class: 0 Lab: 24 Clinical: 0 Credit: 8
Corequisite: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 - Cosmetology Concepts II
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 114 - Salon II**

Class: 0 Lab: 24 Clinical: 0 Credit: 8
Corequisite: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS 115 - Cosmetology Concepts III**

Class: 4 Lab: 0 Clinical: 0 Credit: 4
Corequisite: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS 116 - Salon III**

Class: 0 Lab: 12 Clinical: 0 Credit: 4
Corequisite: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS 117 - Cosmetology Concepts IV**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

**COS 118 - Salon IV**

Class: 0 Lab: 21 Clinical: 0 Credit: 7
Corequisite: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.
COS 119 - Esthetics Concepts I

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: COS 120
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

Class: 0 Lab: 18 Clinical: 0 Credit: 6
Corequisite: COS 119
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

Class: 4 Lab: 6 Clinical: 0 Credit: 6
No Pre/Corequisites
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 - Esthetics Concepts II

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: COS 126
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

Class: 0 Lab: 18 Clinical: 0 Credit: 6
Corequisite: COS 125
This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 - Manicure/Nail Technology II

Class: 4 Lab: 6 Clinical: 0 Credit: 6
Prerequisite: COS 121
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.
**COS 251 - Manicure Instructor Concepts**

Class: 8 Lab: 0 Clinical: 0 Credit: 8  
No Pre/Corequisites  
This course introduces manicuring 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 supervision techniques, and assess student classroom performance.

**COS 252 - Manicure Inst Practicum**

Class: 0 Lab: 15 Clinical: 0 Credit: 5  
Prerequisite: COS 251  
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

**COS 253 - Esthetics Inst Concepts I**

Class: 6 Lab: 15 Clinical: 0 Credit: 11  
No Pre/Corequisites  
This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, and student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

**COS 254 - Esthetics Inst Concepts II**

Class: 6 Lab: 15 Clinical: 0 Credit: 11  
No Pre/Corequisites  
This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development, and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

**COS 271 - Instructor Concepts I**

Class: 5 Lab: 0 Clinical: 0 Credit: 5  
Corequisite: COS 272  
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

**COS 272 - Instructor Practicum I**

Class: 0 Lab: 21 Clinical: 0 Credit: 7  
Corequisite: COS 271  
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory
setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

**COS 273 - Instructor Concepts II**

Class: 5 Lab: 0 Clinical: 0 Credit: 5  
Prerequisites: COS 271 and COS 272  
Corequisite: COS 274  
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development, and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

**COS 274 - Instructor Practicum II**

Class: 0 Lab: 21 Clinical: 0 Credit: 7  
Prerequisites: COS 271 and COS 272  
Corequisite: COS 273  
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

**Criminal Justice**

**CJC 111 - Intro to Criminal Justice**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CJC 112 - Criminology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

**CJC 113 - Juvenile Justice**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics.
Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

**CJC 120 - Interview/Interrogations**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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 Ops**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CJC 131 - Criminal Law**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 141 - Corrections**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**CJC 161 - Intro to Homeland Security**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 211 - Counseling**
CJC 212 - Ethics & Comm Relations

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215 - Org & Administration

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 - Investigative Principles

Class: 3 Lab: 2 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 231 - Constitutional Law

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 233 - Correctional Law

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.
**CJC 241 - Comm-Based Corrections**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Cyber Crime Technology**

**CCT 110 - Intro to Cyber Crime**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 systems and apply ethical considerations in identifiable cyber crime investigations.

**CCT 121 - Comp Crime Investigation**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
No Pre/Corequisites  
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 and Law**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

**CCT 240 - Data Recovery Techniques**
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 - Adv Data Recover Techniques**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: CCT 240
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**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: NET 110
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**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: CCT 250
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 285 - Trends in Cyber Crime**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: CCT-110
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.

**CCT 289 - Capstone Project**

Class: 1 Lab: 6 Clinical: 0 Credit: 3
Prerequisite: CCT 231 or CCT-220
This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence, and testify in mock proceedings against these criminal entrepreneurs.
Database Management Technology

**DBA 110 - Database Concepts**

Class: 1 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

**DBA 120 - Database Programming I**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

Developmental Disabilities

**DDT 110 - Developmental Disabilities**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090, PSY 150, and RED-090 Set 2: ENG-095 and PSY 150 Set 3: DRE 098 and PSY 150 Set 4: DRE 099 and PSY 150  
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

Drafting

**DFT 119 - Basic CAD**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: CIS 110  
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

**DFT 151 - CAD I**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: CIS 110 or CIS 113  
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

**DFT 152 - CAD II**
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

**Developmental Mathematics**

**DMA 010 - Operations With Integers**

Class: .75 Lab: .50 Clinical: 0 Credit: 1  
No Pre/Co Requisites  
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

**DMA 020 - Fractions and Decimals**

Class: .75 Lab: .50 Clinical: 0 Credit: 1  
Prerequisite: DMA 010  
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

**DMA 030 - Proportion/Ratio/Rate/Percent**

Class: .75 Lab: .5 Clinical: 0 Credit: 1  
Prerequisites: DMA 010, and DMA 020  
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

**DMA 040 - Expressions, Linear Equations, Inequalities**

Class: .75 Lab: .5 Clinical: 0 Credit: 1  
Prerequisites: DMA 010, DMA 020, and DMA 030  
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

**DMA 050 - Graphs and Equations of Lines**

Class: .75 Lab: .5 Clinical: 0 Credit: 1  
Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040  
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.
DMA 065 - Algebra for Precalculus

Class: 1.5 Lab: 1 Clinical: 0 Credit: 2
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.

Drama/Theatre

DRA 111 - Theatre Appreciation

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

DRA 112 - Literature of the Theatre

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

DRA 120 - Voice for Performance

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

DRA 126 - Storytelling

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, 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 & ICAA as a general education course in Humanities/Fine Arts.

DRA 128 - Children's Theatre
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 & ICAA as a premajor and/or elective course requirement.

**DRA 130 - Acting I**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

**DRA 131 - Acting II**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
Prerequisite: DRA 130
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**DRA 132 - Stage Movement**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Corequisite: DRA 111
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 & ICAA as a premajor and/or elective course requirement.

**DRA 140 - Stagecraft I**

Class: 0 Lab: 6 Clinical: 0 Credit: 3
Prerequisite: DRE 098
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.

**DRA 142 - Costuming**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
DRA 145 - Stage Make-up

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

DRA 170 - Play Production I

Class: 0 Lab: 9 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

DRA 171 - Play Production II

Class: 0 Lab: 9 Clinical: 0 Credit: 3
Prerequisites: DRA 170
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 211 - Theatre History I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

DRA 240 - Lighting for the Theatre

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

DRA 260 - Directing

Class: 0 Lab: 6 Clinical: 0 Credit: 3
Prerequisite: DRA 130
Corequisite: DRA-140
This course provides an analysis and application of the techniques of theatrical directing. Topics include script
selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**Developmental Reading**

**DRE 096 - Integrated Reading and Writing**

Class: 2.5 Lab: 1 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark.

**DRE 097 - Integrated Reading and Writing II**

Class: 2.5 Lab: 1 Clinical: 0 Credit: 3  
Prerequisite: DRE 096  
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.

**DRE 098 - Integrated Reading and Writing III**

Class: 2.5 Lab: 1 Clinical: 0 Credit: 3  
Prerequisite: DRE 097  
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

**DRE 099 - Integrated Reading and Writing III**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: DRE 097  
Corequisite: ENG 111  
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.
Economics

ECO 251 - Principles of Microeconomics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

ECO 252 - Principles of Macroeconomics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Education

EDU 118 - Prin & Prac of Instr Asst

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy.

EDU 119 - Intro to Early Childhood Ed

Class: 4 Lab: 0 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism, and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children.

EDU 131 - Child, Family, & Community

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and
community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

**EDU 144 - Child Development I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.**

**EDU 145 - Child Development II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. **This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.**

**EDU 146 - Child Guidance**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. **This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.**

**EDU 151 - Creative Activities**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: DRE 097  
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments.

**EDU 151A - Creative Activities Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Corequisites: DRE 097 and EDU 151  
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences
that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

**EDU 153 - Health, Safety, & Nutrition**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

**EDU 153A - Health, Safety, & Nutrition Lab**

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisites: DRE 097 and EDU 153
This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

**EDU 157 - Active Play**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

**EDU 163 - Classroom Mgmt & Instr**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 097
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

**EDU 216 - Foundations of Education**

Class: 4 Lab: 0 Clinical: 0 Credit: 4
Corequisite: DRE 098
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement at select institutions.
EDU 221 - Children with Exceptionalities

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take one set: Set 1: EDU 144, EDU 145 Set 2: PSY-244 PSY-245
Corequisite: DRE 098
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course is no longer approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 234 - Infants, Toddlers, & Twos

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: EDU 119
Corequisite: DRE 098
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care, and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 235 - School-Age Dev & Programs

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 243 - Learning Theory

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take one set: et 1: ENG-090 and RED-090 Set 2: ENG-095
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 244 - Human Growth & Dev

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.
EDU 245 - Policies & Procedures

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
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 251 - Exploration Activities

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: DRE 098
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A - Exploration Activities Lab

Class: 0 Lab: 2 Clinical: 0 Credit: 1
Corequisite: EDU 251
This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259 - Curriculum Planning

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: EDU 119
Corequisite: DRE 098
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 - Early Childhood Admin I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisites: DRE 098 and EDU 119
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262 - Early Childhood Admin II
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271 - Educational Technology

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials, and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources, and demonstrate appropriate technology skills in educational environments.

EDU 280 - Language & Literacy Exp

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 282 - Early Childhood Literature

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.

EDU 284 - Early Child Capstone Prac

This course is designed to allow students to apply skills in a three stars (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/ professional behaviors as indicated by assignments and onsite faculty visits.
EDU 285 - Internship Exp School Age

Class: 1 Lab: 0 Clinical: 9 Credit: 4
Prerequisites: Take One Set: Set 1: EDU 144, EDU 145, EDU 118, EDU 163 Set 2: PSY 244, PSY 245, EDU 118, EDU 163 Set 3: PSY 244, EDU 145, EDU 118, EDU 163 Set 4: EDU 144, PSY 245, EDU 118, EDU 163 Set 5: PSY 244, PSY 245, EDU 216, EDU 163 Set 6: EDU 144, EDU 145, EDU 216, EDU 163 Set 7: EDU 144, PSY 245, EDU 216, EDU 163 Set 8: PSY 244, EDU 216, EDU 163
Corequisite: DRE 098
This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 289 - Adv Issues School Age

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisite: DRE 098
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

Electricity

ELC 111 - Intro to Electricity

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 - DC/AC Electricity

Class: 3 Lab: 6 Clinical: 0 Credit: 5
Corequisites: DMA-010, DMA-020, and DMA-030
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, troubleshoot, and repair DC/AC circuits.

ELC 113 - Basic Wiring I

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.
ELC 114 - Basic Wiring II

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisite: ELC 112
This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 117 - Motors & Controls

Class: 2 Lab: 6 Clinical: 0 Credit: 4
Prerequisite: ELC 112
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 126 - Electrical Computations

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: ELC 112
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

ELC 128 - Introduction to PLC

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: ELC 112
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 - DC/AC Circuit Analysis

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 233 - Energy Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management
parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

Electronics

**ELN 229 - Industrial Electronics**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: ELC 112 or ELC 131  
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

**ELN 231 - Industrial Controls**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: ELN 229  
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

**ELN 237 - Local Area Networks**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
Prerequisite: CIS 110 or CIS 113  
This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation, and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

**ELN 260 - Prog Logic Controllers**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: CIS 110 or CIS 113  
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

Engineering

**EGR 150 - Intro to Engineering**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.
English

**ENG 102 - Applied Communications II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.

**ENG 111 - Writing & Inquiry**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 090 and RED 090, ENG 095, or DRE 098
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 112 - Writing/Research in the Disciplines**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 114 - Prof Research & Reporting**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA & ICAA as a general education course in English Composition.

**ENG 231 - American Literature I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 112, ENG 113, or ENG 114
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course.

**ENG 232 - American Literature II**
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 is a Universal General Education Transfer Component (UGETC) course.

**Entrepreneurship**

**ETR 220 - Innovation and Creativity**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ACC 120  
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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.

**Facilities Maintenance Worker**

**FMW 100 - Intro to Natl Electrical Code**
Class: 1 Lab: 0 Clinical: 0 Credit: 1
Prerequisite: FMW 102
The course covers the use of the National Electrical Code. Topics include wiring methods, grounding, general areas of the NEC, and other related topics. Upon completion, students should be able to use the code effectively

**FMW 101 - Basic Natl Elec Code Problems**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers sections of the NEC related to calculations. Topics include branch circuits, sizes, wire, conduit, and house problems. Upon completion, students should be able to use the code to find wire and conduit sizes.

**FMW 102 - Practical Wiring I**

Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the tools and materials commonly used in the electrical field. Emphasis is placed on mounting, installing, and wiring electrical fixtures common to residential and simple commercial installations. Upon completion, students should be able to properly install boxes, wires, and switches.

**FMW 105 - Basic Heating**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the fundamentals of heating systems, including oil, gas, and electrical systems and heat pumps. Topics include safety precautions, tools, and materials needed to safely troubleshoot and repair heating systems. Upon completion, students should be able to explain and repair the major components of a heating system.

**FMW 106 - Domestic Air Conditioning**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the principles of air conditioning, including terminology, identification, and function of component. Topics include compressors, condensers, and motors and controls with emphasis on practical work with hand tools and materials in the installation of air conditioning systems. Upon completion, students should be able to repair an air conditioning system.

**FMW 107 - Introduction to Carpentry**

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces basic carpentry skills. Emphasis is placed on the proper and safe use of hand and power tools used by a beginning carpenter. Upon completion, students should be able to perform basic tasks involving forming, framing, and repair of windows and doors.

**FMW 108 - Electrical Blueprints**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the basic principles of blueprint reading for residential electrical systems. Topics include floor
plans, switch and receptacle layouts, lighting fixtures, and finished installations. Upon completion, students should be able to interpret basic blueprints.

**Geographic Information Systems**

**GIS 111 - Intro to Geographic Info Sys**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**GIS 112 - Introduction to GPS**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.

**GIS 120 - Introduction to Geodesy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the fundamental concepts behind map projections, datums, and coordinate systems. Topics include the theory of how the earth's shape is defined and how geographic features are positioned using spherical coordinate systems. Upon completion, students should be able to demonstrate an understanding of the fundamentals of geodesy as it relates to the measurement and representation of the earth.

**GIS 121 - Georeferencing & Mapping**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

**GIS 215 - GIS Data Models**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability.
**GIS 222 - Internet Mapping**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course is designed as an introduction to multimedia, interactive, animated, and Web cartography. Topics include the principles of effective cartographic communication, and stressing the new and important roles digital cartography is coming to play in cyberspace. Upon completion, students should be able to demonstrate the ability to evaluate digital cartographic information and create effective internet maps.

**GIS 230 - GIS Data Creation**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the fundamental concepts of primary GIS data creation. Topics include the collection of field data, digital conversion of existing hardcopy maps, and the construction of spatial data from known geodetic locations. Upon completion, students should be able to demonstrate an ability to collect, create, and process spatial data within a variety of environments.

**GIS 235 - Raster GIS**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: GIS 111 and GIS 121  
This course will provide students with the fundamentals of analyzing remotely sensed data. Emphasis is placed on digital image enhancement as a means to further data analysis. Upon completion, students will be able to accurately interpret and analyze remotely sensed data for use in a raster or vector GIS.

**GIS 245 - Intro to Spatial Analysis**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: GIS 111 and GIS 121  
This course is designed to expose students to various components of spatial analysis. Emphasis is placed on modeling and decision making with the use of spatial data. Upon completion, students will be able to utilize statistical models in the process of spatial analysis.

**GIS 249 - Remote Sensing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: GIS 111 and GIS-240 Set 2: GIS 111 and GIS 235  
This course introduces remote sensing and presents an overview of the use of satellite imagery within the field of geospatial technology. Topics will include the principles of remote sensing, satellite platforms, and sensors. Upon completion, students should be able to demonstrate an understanding of data sources, uses, and analysis techniques of remote sensing.

**GIS 255 - Advanced Spatial Analysis**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: GIS 111 and GIS 121  
This course provides an opportunity to combine the constituents of Geographic Information Science. Emphasis is placed on the acquisition, refinement, and analysis of data from numerous sources. Upon completion, students will be able to extract tangible results gained from the manipulation of a diversified group of information resources. This course provides an opportunity to combine the constituents of Geographic Information Science. Emphasis is placed on
the acquisition, refinement, and analysis of data from numerous sources. Upon completion, students will be able to extract tangible results gained from the manipulation of a diversified group of information resources.

Geography

GEO 111 - World Regional Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

GEO 112 - Cultural Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

GEO 130 - General Physical Geography

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

GEO 131 - Physical Geography I

Class: 3 Lab: 2 Clinical: 0 Credit: 4
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

Geology

GEL 111 - Introductory Geology

Class: 3 Lab: 2 Clinical: 0 Credit: 4
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Natural Science.

### Gerontology

**GRO 120 - Gerontology**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

### Health

**HEA 110 - Personal Health/Wellness**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

**HEA 112 - First Aid & CPR**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

**HEA 130 - Health-Adult Sexuality**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides information about health issues related to adult human sexuality. Topics include basic reproductive anatomy, contraceptive methods, STDs, and related information. Upon completion, students should be able to identify various related community agencies and available resources relating to sexual issues.

### Health Information Technology

**HIT 110 - Fundamentals of HIM**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and
disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

**HIT 112 - Health Law & Ethics**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures, and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

**HIT 114 - Health Data Sys/Standards**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

**HIT 122 - Prof Practice Experience I**

Class: 0 Lab: 0 Clinical: 3 Credit: 1  
No Pre/Corequisites  
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 124 - Professional Practice Experience II**

Class: 0 Lab: 0 Clinical: 3 Credit: 1  
No Pre/Co Requisites  
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

**HIT 210 - Healthcare Statistics**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: MAT-110 or MAT 115 or MAT 143  
This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

**HIT 211 - ICD Coding**
This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient, and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology, and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

**HIT 214 - CPT/Other Coding Systems**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
Prerequisite: HIT 211  
This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

**HIT 215 - Reimbursement Methodology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: HIT 212  
This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

**HIT 216 - Quality Management**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisite: HIT 114  
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/ performance improvement programs and monitor compliance measures.

**HIT 218 - Mgmt Principles in HIT**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/ training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

**HIT 220 - Health Informatics & EHRs**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Prerequisites: CIS 110 or CIS 111; and HIT 114  
This course covers EHR systems, design, implementation, and application. Topics include EHR, Informatics, speech & imaging technology, information/ network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.
HIT 221 - Lifecycle of HER

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the system selection, design, and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222 - Prof Practice Experience III

Class: 0 Lab: 0 Clinical: 6 Credit: 2
Prerequisite: HIT-212
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 224 - Prof Practice Experience IV

Class: 0 Lab: 0 Clinical: 6 Credit: 2
Prerequisite: HIT-212
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 225 - Healthcare Informatics

Class: 3 Lab: 2 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues, and make improvement recommendations.

HIT 226 - Principles of Disease

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: BIO-166 or BIO 169
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 227 - Info Project Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare
disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

**HIT 280 - Professional Issues**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: HIT 211  
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

**Health Sciences Careers**

**HSC 110 - Orientation to Health Careers**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

**HSC 120 - CPR**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
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.

**Historic Preservation**

**HPT 110 - Hist & Cultural Landscape**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces historical trends in the settlement of North America. Topics include geography, immigrant migrations, and changes in social perception from the seventeenth through twentieth centuries in North America. Upon completion, students will be able to demonstrate an understanding of the cultural landscape of North America and its development.

**HPT 111 - Prin of Historic Preservation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course provides an introduction to federal, state, and local preservation laws and regulations. Emphasis is placed on understanding the content and applicability of these laws for local preservation programs and public projects. Upon completion, students will be able to demonstrate a working knowledge of preservation law.

**HPT 115 - Introduction to Archaeology**
This course introduces the methodological and theoretical elements of modern prehistoric archaeology. Topics include theories of cultural change, dating methods, sampling studies, and the reconstruction of economic, social and religious patterns in prehistoric and historic societies. Upon completion, students will be able to demonstrate the basic methods and theoretical models necessary to comprehend and participate effectively in professional archaeological research.

**HPT 116 - Historical Drafting**

This course covers the use of publically and commercially available 3D modeling and drafting software as applied to historical preservation projects. Topics include creation of diagrams, drawings, and designs of historic hardware, historic architecture trim, and traditional structural framing. Upon completion, students should be able to demonstrate competency in the creating and manipulation of 3D models and rendering architectural plans of historic structures.

**HPT 130 - Historic Painting & Finishing**

This course introduces the history of wall coverings and paints, methods for applying and repairing surfaces, and decisions on choice and placement of historical colors. Topics include surface condition assessment, paint removal techniques, brush care, surface preparation, paint, finish, and wallpaper application, painting and finishing materials, tools, and techniques. Upon completion, students should be able to assess surface conditions, and utilize methods for choosing, applying, and repairing historical surface coverings and finishes.

**HPT 131 - Fund of Carpentry & Const**

This course is designed to develop hands-on training in basic carpentry and construction skills necessary for all restoration work. Topics include restoration materials, tools, carpentry skills, and construction terminology. Upon completion, students will be able to demonstrate basic construction skills and restoration techniques.

**HPT 133 - Historic Building Analysis**

This course provides a survey of unique challenges associated with historic building preservation. Emphasis is placed on the deterioration of building materials and systems, techniques needed to perform building evaluations, existing condition assessments, and weatherization and stabilization reports. Upon completion, students should be able to provide examples of unique restoration challenges and solutions specific to historic buildings.

**HPT 230 - Historic Roof Structures**

This course includes examination and installation of the various materials used to provide roof coverings on residential and commercial historic buildings. Emphasis is placed on installation of slate, wood, clay, composition, built-up asphaltic, rubber membrane, and metal roofing materials, assessing deterioration problems, and performing repairs. Upon completion, students should be able to safely demonstrate basic roofing installation and repair techniques on historic structures.
HPT 233 - Historic Const Methods
Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the methods used in the construction of houses prior to the 1900s. Topics include availability of modern materials, tools, regional and socio-economic variations, practical experience working with these tools, and duplicating style with modern tools. Upon completion, students will be able to demonstrate a working knowledge of construction methods and the tools used prior to the twentieth century.

HPT 235 - Building Codes & Regulations
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to develop an in-depth understanding of current building codes and regulations. Emphasis is placed on the mitigate conflicts that may arise from adherence to modern building codes within the context of restoration projects. Upon completion, students will be able to demonstrate a working knowledge of modern building codes and regulations.

HPT 237 - HAZMAT & OSHA Regs
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces safety procedures and protective methods required for many construction and restoration projects. Topics include first-aid, general safety, hazard identification, hazardous materials, and protective equipment. Upon completion, students will be able to demonstrate a working knowledge of compliance procedures for Occupational Safety and Health Administration (OSHA) regulations regarding HAZMAT and general construction safety.

HPT 239 - Specialized Const Trades
Class: 1 Lab: 15 Clinical: 0 Credit: 6
No Pre/Corequisites
This course covers the restoration of a variety of materials that require specialized construction trade skills. Topics include masonry, wood structures, interior and exterior finishes, mechanical systems, and electrical and lighting systems. Upon completion, students will be able to evaluate the project, estimate materials and labor, and perform skills necessary to complete the work in one or more of the topic areas.

HPT 241 - Historic Masonry
Class: 2 Lab: 6 Clinical: 0 Credit: 4
No Pre/Corequisites
This course will introduce students to the historic masonry techniques of the 18th, 19th, and 20th century. Topics include mortar analysis, material selection, regional variation in design and construction, and repair and restoration techniques. Upon completion, students should be able to demonstrate proficiency in tuck pointing, striking, bond pattern and mortar replication, and scaffolding construction.

HPT 250 - Pres Planning & Hist Settings
Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: HPT 111
This course introduces a framework for the management of historic properties in both urban and rural contexts.
Emphasis is placed on property management, zoning, and the development of historic properties as both educational and historic resources for the surrounding community. Upon completion, students will be able to advise and assist in the development of preservation plans for historic sites.

**HPT 252 - Recording Hist Properties**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces detailed research methods for the documentation of historic properties. Emphasis is placed on both archival research and physical recording techniques. Upon completion, students should be able not only to record any existing structures but also to identify an ownership history and historic context for historic properties.

**HPT 254 - Real Est Dev & A/E Use of Hist Struct**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the principles of real estate development ranging from contracts, brokerage, leases, residual land value analysis, discounted cash flow, and net present value techniques. Emphasis is placed on issues and procedures involved in extending the productivity of buildings through a combination of lectures, field trips to sites throughout North Carolina, and in class projects. Upon completion, students should be able to develop and present feasibility studies for the reuse of endangered or underutilized properties.

**HPT 260 - Historic Preservation Law**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to prepare students with detailed knowledge of the defining legal cases and judgments in areas of historic preservation on the Federal, State, and local levels. Topics include the National Historic Preservation Act, Maher v. City of New Orleans, Penn Central v. The City of New York, Federal funding programs, preservation easements, revolving funds, and tax credits. Upon completion, students should be able to demonstrate a working knowledge of preservation law as applicable to historic restoration and project management.

**HPT 270 - 18th & 19th Cen American Arch**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces students to the architecture of 18th and 19th centuries in North Carolina. Emphasis is placed on site investigation and documentation of a group of the region's most important ante-bellum structures. Upon completion, students should be able to demonstrate a working knowledge of Ante-bellum architecture and its significance.

**History**

**HIS 111 - World Civilizations I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 112 - World Civilizations II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 116 - Current World Problems**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a premajor and/or elective course requirement.

**HIS 131 - American History I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 132 - American History II**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Social/Behavioral Sciences.

**HIS 141 - Genealogy & Local History**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 a major research project on local or family history. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**HIS 226 - The Civil War**
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 & ICAA as a premajor and/or elective course requirement.

**HIS 236 - North Carolina History**

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 & ICAA as a premajor and/or elective course requirement.

**Human Services**

**HSE 110 - Intro to Human Services**

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

**HSE 112 - Group Process I**

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

**HSE 123 - Interviewing Techniques**

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

**HSE 125 - Counseling**
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

**HSE 210 - Human Services Issues**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

**HSE 220 - Case Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: HSE 110
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

**HSE 225 - Crisis Intervention**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: HSE 110 and HSE 123
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

**Humanities**

**HUM 110 - Technology & Society**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 115 - Critical Thinking**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.
HUM 120 - Cultural Studies

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 122 - Southern Culture

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 130 - Myth in Human Culture

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 140 - History of Architecture

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

HUM 150 - American Women's Studies

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
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 & ICAA as a general education course in Humanities/Fine Arts.

HUM 160 - Introduction to Film

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: ENG 111
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 180 - International Cultural Explorer**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a general education course in Humanities/Fine Arts.

**HUM 211 - Humanities I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**HUM 220 - Human Values & Meaning**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: ENG 111  
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

**Hydraulics**

**HYD 110 - Hydraulics/Pneumatics I**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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.

**Imaging**

**IMG 110 - Fundamentals of Imaging I**

Class: 2 Lab: 0 Clinical: 6 Credit: 4  
No Pre/Corequisites
This course provides an overview of the principles of imaging for radiography, nuclear medicine, ultrasound, and radiation therapy. Emphasis is placed on image production and anatomical relationships in radiography, nuclear medicine, ultrasound, and radiation therapy. Upon completion, students should be able to identify basic anatomy on, and differentiate between, radiography, nuclear medicine, radiation therapy, and ultrasound images.

**IMG 111 - Fundamentals of Imaging II**

Class: 2 Lab: 0 Clinical: 6 Credit: 4  
Prerequisite: IMG 110  
This course provides an overview of the principles of imaging for CT, PET, CT/PET and MRI. Emphasis is placed on image production and anatomical relationships in CT, PET, CT/PET, and MRI. Upon completion, students should be able to identify basic anatomy on, and differentiate between, CT, PET, CT/ PET, and MRI images.

**IMG 120 - Patient Care Medical Imaging**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course is designed to provide the basic concepts of patient care in a healthcare facility. Topics include routine and emergent patient care procedures, infection control procedures, and usage of universal precautions. Upon completion, students should be able to demonstrate competence in these areas.

**IMG 130 - Imaging Ethics & Law**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the legalities of relationships between health care workers and patients. Emphasis is placed on professional malpractice, patient rights, legal and professional standards, and ethical considerations. Upon completion, students should be able to demonstrate the legal and ethical responsibilities of a diagnostic imaging professional.

**Industrial Science**

**ISC 112 - Industrial Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
No Pre/Corequisites  
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**ISC 115 - Construction Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
No Pre/Corequisites  
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 120 - Industrial Ecology**
This course introduces concepts and tools used for estimating business costs and environmental risks incurred through the lifetime of projects and associated environmental regulations. Topics include performance audits, examining inputs and outputs of materials and energy, and the associated environmental impacts created within the context of business operations. Upon completion, students should be able to demonstrate an understanding of performance audits and their use to ensure efficiency, quality control, and environmental protection.

**ISC 132 - Mfg Quality Control**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, and DMA-040
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

**ISC 135 - Principles of Industrial Management**

Class: 4 Lab: 0 Clinical: 0 Credit: 4
No Pre/Co Requisites
This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

**ISC 212 - Intro to Metrology**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers the principles and techniques of modern practical metrology and inspection methods. Topics include precision, accuracy, standards, and calibration. Upon completion, students should be able to perform various roles within a metrology system.

**ISC 220 - Lean Manufacturing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

**ISC 243 - Production & Ops Mgmt I**

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems.
Information Systems

CIS 110 - Introduction to Computers

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Mathematics (Quantitative).

CIS 111 - Basic PC Literacy

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 113 - Computer Basics

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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.

CIS 115 - Intro to Prog & Logic

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisite: Take One Set: Set 1: DMA-010, DMA-020, DMA-030, and DMA-040 Set 2: MAT-060* and MAT-070 Set 3: MAT-060* and MAT-080 Set 4: MAT-060* and MAT-090 Set 5: MAT-095 Set 6: MAT-120 Set 7: MAT 121 Set 8: MAT 171 Set 9: MAT-171 Set 10: MAT 172
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the CAA & ICAA as a general education course in Mathematics (Quantitative).

Information Systems Security

SEC 110 - Security Concepts

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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.

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SEC 160 - Security Administration I

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: NET 110 or NET 125, and SEC 110
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.

International Business

INT 110 - International Business

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

INT 210 - International Trade

Class: 3 Lab: 0 Clinical: 0 Credit: 3
This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace.

Logistics

LOG 110 - Introduction to Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 120 - Global Logistics

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: LOG 110
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
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**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
This course covers the management of transportation, fleet operations, and safety. Emphasis is placed on DOT safety regulations in the hiring, training, and supervision of drivers in transportation. Upon completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.

**LOG 211 - Distribution Management**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.

**LOG 220 - Logistics Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
This course covers the management of the movement and storage of goods and analysis of total costs involved. Emphasis is placed on the monitoring of inventory using automated systems, managing the storage function, warehousing, and distribution. Upon completion, students should be able to describe warehousing and facility layouts, identify material handling methods, and apply inventory control procedures.

**LOG 230 - Transportation Management**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Prerequisite: LOG 110  
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.

**Magnetic Resonance Imaging**

**MRI 210 - MRI Physics & Equipment**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging
parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

**MRI 211 - MRI Procedures**

Class: 4 Lab: 0 Clinical: 0 Credit: 4  
No Pre/Corequisites  
This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

**MRI 213 - MR Patient Care & Safety**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisites: MRI 216 and MRI 250  
This course covers magnetic field safety issues concerning patients and other healthcare personnel. Emphasis is placed on screening skills, biological magnetic field effects, and the management of an MR facility. Upon completion, the student should be able to demonstrate a safe MR environment for patients and all personnel.

**MRI 214 - MRI Procedures I**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisites: MRI 217, MRI 241, and MRI 260  
This course introduces scan procedures for the central nervous and musculoskeletal systems with MRI imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the central nervous and musculoskeletal systems.

**MRI 215 - MRI Procedures II**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: MRI 214  
Corequisites: MRI 218, MRI 242, and MRI 270  
This course provides advanced scan procedures for the neck, chest, abdomen, and pelvic systems with MR imaging. Emphasis is placed on patient set-up, scan parameters, methods of data acquisition, and contrast administration with each of these types of procedures. Upon completion, students should be able to demonstrate all aspects of MR imaging to successfully scan the chest, abdomen, and pelvic systems.

**MRI 216 - MRI Instrumentation**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisites: MRI 213 and MRI 250  
This course covers instrumentation utilized to produce the magnetic fields allowing MRI imaging to take place. Emphasis will be placed on equipment operations and use, inclusive of the static field, gradient fields, and the radiofrequency fields. Upon completion, the student should be able to demonstrate an understanding of the utilization of all MRI equipment in an MRI facility.

**MRI 217 - MRI Physics I**
This course is designed to cover the basic physics fundamentals of magnetic resonance imaging. Emphasis is placed on the historical development, basic imaging principles, and use of basic scan parameters and pulse sequences. Upon completion, the student should be able to demonstrate an understanding of the basic fundamentals of magnetic resonance.

**MRI 218 - MRI Physics II**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: MRI 217  
Corequisites: MRI 215, MRI 242, and MRI 270  
This course is designed to cover the advanced physics concepts of magnetic resonance imaging. Emphasis is placed on advanced imaging parameters and techniques, angiography methods, image artifacts, and quality control. Upon completion, the student should be able to demonstrate an understanding of the advanced physics concepts of magnetic resonance imaging.

**MRI 231 - MRI Clinical Practicum**

Class: 0 Lab: 0 Clinical: 33 Credit: 11  
No Pre/Corequisites  
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

**MRI 241 - MRI Anatomy & Pathology I**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Corequisites: MRI 214, MRI 217, and MRI 260  
This course covers anatomical and pathological information about the components of the central nervous and musculoskeletal system. Emphasis is placed upon identification of anatomy and pathology on MRI images of the central nervous and musculoskeletal systems. Upon completion, the student should be able to identify anatomy and pathology of the central nervous and musculoskeletal systems.

**MRI 242 - MRI Anatomy & Pathology II**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
Prerequisite: MRI 241  
Corequisites: MRI 215, MRI 218, and MRI 270  
This course covers anatomical and pathological information about the components of the neck, chest, abdomen, and pelvic systems. Emphasis is placed upon identification of anatomy and pathology on MRI images of the neck, chest, abdomen, and pelvic systems. Upon completion, the student should be able to identify anatomy and pathology of the neck, chest, abdomen, and pelvic systems.

**MRI 250 - MRI Clinical Education I**

Class: 0 Lab: 0 Clinical: 12 Credit: 4  
Corequisites: MRI 213 and MRI 216  
This course provides experience in the MR clinical setting with attention to basic MR scan procedures. Emphasis is placed on patient care, screening, contrast administration, and manipulation of MR equipment. Upon completion,
students should be able to demonstrate selected MR procedures/techniques in the areas of patient screening, contrast administration, and manipulation of MR equipment.

**MRI 260 - MRI Clinical Education II**

Class: 0 Lab: 0 Clinical: 21 Credit: 7  
Prerequisite: MRI 250  
Corequisites: MRI 214, MRI 217, and MRI 241  
This course provides advanced experience in the MR clinical setting with attention to central nervous and musculoskeletal system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to central nervous and musculoskeletal system imaging. Upon completion, students should be able to demonstrate selected MR procedures/techniques as they relate to the central nervous system and musculoskeletal imaging.

**MRI 270 - MRI Clinical Education III**

Class: 0 Lab: 0 Clinical: 24 Credit: 8  
Prerequisite: MRI 260  
Corequisites: MRI 215, MRI 218, and MRI 242  
This course provides additional advanced experience in the MR clinical setting with attention to neck, chest, abdomen, and pelvic system imaging. Emphasis is placed on demonstration of methods of data acquisition with respect to neck, chest, abdomen, and pelvic system imaging. Upon completion, students should be able to selected MR procedures/techniques that are used in neck, chest, abdomen, and pelvic system imaging.

**MRI 271 - MRI Capstone**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Corequisites  
This course provides experience using 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 knowledge required of any entry level MR technologist.

**Marketing & Retailing**

**MKT 120 - Principles of Marketing**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

**MKT 123 - Fundamentals of Selling**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 125 - Buying & Merchandising**
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 220 - Advertising and Selling

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 224 - International Marketing

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

Masonry

MAS 140 - Introduction to Masonry

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

Mathematics

MAT 110 - Math Measurement & Literacy

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA 010, DMA-020, and DMA-030
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 - Algebra/Trigonometry I

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

**MAT 143 - Quantitative Literacy**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 152 - Statistical Methods I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098  
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 171 - Precalculus Algebra**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: Take One Set:  
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080  
Set 2: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065  
Set 3: MAT-121  
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 172 - Precalculus Trigonometry**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT-171  
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles,
vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 271 - Calculus I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT-172  
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 272 - Calculus II**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT 271  
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course.

**MAT 273 - Calculus III**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT 272  
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 is a Universal General Education Transfer Component (UGETC) course.

**Mechanical**

**MEC 111 - Machine Processes I**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

**MEC 145 - Manufacturing Materials I**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.
MEC 151 - Mechanical Mfg Sys

Class: 1 Lab: 3 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servomotors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

MEC 155 - Environmentally Benign Manufacturing

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
This course introduces environmental issues involving the generation and management of hazardous materials and wastes in manufacturing operations. Topics include the analysis of manufacturing trends, pollution minimization strategies, and the advantages of incorporating a sustainable approach to manufacturing. Upon completion, students should be able to discuss analysis and modification of industrial processes in manufacturing facilities toward a sustainable end.

MEC 180 - Engineering Materials

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 181 - Introduction to CIM

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisite: CIS 110 or CIS 113
This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing. This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

MEC 231 - Computer-Aided Mfg I

Class: 1 Lab: 4 Clinical: 0 Credit: 3
Prerequisites: CIS 110 or CIS 113, and MEC 111
This course introduces computer-aided design / manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

MEC 273 - Manufacturing Regs

Class: 2 Lab: 0 Clinical: 0 Credit: 2
No Pre/Corequisites
This course covers applicable regulatory agency requirements as they relate to products and manufacturing processes. Emphasis is placed on understanding the regulations and designing the product and process to meet those regulations. Upon completion, students should be able to analyze a product or process to ensure that it meets regulatory requirements.

**Medical Assisting**

**MED 110 - Orientation to Medical Asst**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Co Requisites  
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 113 - Orientation to Clinical Setting II**

Class: 0 Lab: 0 Clinical: 6 Credit: 2  
No Pre/Co Requisites  
This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment.

**MED 114 - Professional Interactions in Health Care**

Class: 1 Lab: 0 Clinical: 0 Credit: 1  
No Pre/Co Requisites  
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

**MED 118 - Medical Law and Ethics**

Class: 2 Lab: 0 Clinical: 0 Credit: 2  
No Pre/Co Requisites  
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 121 - Medical Terminology I**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
MED 122 - Medical Terminology II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: MED 121
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 - Admin Office Procedures I

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Co Requisites
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 - Admin Office Procedures II

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 130
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 - Medical Transcription

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: MED 121
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140 - Exam Room Procedures I

Class: 3 Lab: 4 Clinical: 0 Credit: 5
No Pre/Co Requisites
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 - Laboratory Procedures I

Class: 3 Lab: 4 Clinical: 0 Credit: 5
Prerequisite: MED 140
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.
MED 183 - Electronic Medical Records I

Class: 3 Lab: 2 Clinical: 3 Credit: 5
Prerequisite: MED 131
Corequisite: CIS 110, CIS 111, or OST 131
This course introduces students to the design and creation of Electronic Medical Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

MED 232 - Medical Insurance Coding

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Prerequisite: MED 131
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240 - Exam Room Procedures II

Class: 3 Lab: 4 Clinical: 0 Credit: 5
Prerequisite: MED 140
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 - MED Clinical Externship

Class: 0 Lab: 0 Clinical: 15 Credit: 5
Prerequisites: MED 140
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 - Clinical Perspectives

Class: 1 Lab: 0 Clinical: 0 Credit: 1
No Pre/Co Requisites
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 - Medical Assisting Overview

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisites: MED 150 and MED 240
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment.
Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**MED 270 - Symptomatology**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**MED 272 - Drug Therapy**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
Corequisite: BIO 163 or MED 276  
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

**MED 276 - Patient Education**

Class: 1 Lab: 2 Clinical: 0 Credit: 2  
Corequisite: BIO 163 or MED 116  
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

**Music**

**MUS 110 - Music Appreciation**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
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 & ICAA as a general education course in Humanities/Fine Arts.

**MUS 121 - Music Theory I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisites: Take One Set: Set 1 ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099  
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 & ICAA as a premajor and/or elective course requirement.
MUS 151 - Class Music I

Class: 0 Lab: 2 Clinical: 0 Credit: 1
No Pre/Corequisites
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 & ICAA as a premajor and/or elective course requirement.

MUS 210 - History of Rock Music

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is a survey of Rock music from the early 1950s 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 & ICAA as a general education course in Humanities/ Fine Arts.

Networking Operating System

NOS 110 - Operating System Concepts

Class: 2 Lab: 3 Clinical: 0 Credit: 3
No Pre/Corequisites
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

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: NOS 110
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network, and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 - Windows Single User

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: NOS 110
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 150 - Mac OS Concepts
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 230 - Windows Administration I**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: NOS 130
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

**Networking Technology**

**NET 110 - Networking Concepts**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

**NET 125 - Networking Basics**

Class: 1 Lab: 4 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

**NET 126 - Routing Basics**

Class: 1 Lab: 4 Clinical: 0 Credit: 3
Prerequisite: NET 125
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

**NET 225 - Routing and Switching I**

Class: 1 Lab: 4 Clinical: 0 Credit: 3
Prerequisite: NET 126
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and
demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

**NET 226 - Routing and Switching II**

Class: 1 Lab: 4 Clinical: 0 Credit: 3  
Prerequisite: NET 225  
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, and PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

**NET 241 - Introduction to VoIP**

Class: 2 Lab: 3 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
This course introduces students to the terms and definitions of analog phone systems and voice over internet protocol (VOIP) networks and how to configure, maintain, and troubleshoot said networks. Topics include configuring and maintaining an internet protocol (IP) telephony system, provisioning phones and users, configuring call features, and establishing voicemail over VOIP networks. Upon completion, students should be able to discuss the terms and definitions of VOIP as well as configure and maintain an IP telephony system, provision phones and users, configure call features and voicemail.

**Nurse Aide**

**NAS 101 - Nurse Aide I**

Class: 3 Lab: 4 Clinical: 3 Credit: 6  
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

**NAS 102 - Nurse Aide II**

Class: 3 Lab: 2 Clinical: 6 Credit: 6  
Prerequisite: NAS 101  
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

**Nursing**

**NUR 101 - Practical Nursing I**

Class: 7 Lab: 6 Clinical: 6 Credit: 11  
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is
placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 102 - Practical Nursing II**

Class: 7 Lab: 0 Clinical: 9 Credit: 10
Prerequisite: NUR 101
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 103 - Practical Nursing III**

Class: 6 Lab: 0 Clinical: 9 Credit: 9
Prerequisite: NUR 102
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

**NUR 111 - Intro to Health Concepts**

Class: 4 Lab: 6 Clinical: 6 Credit: 8
Corequisite: ACA 118
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**

Class: 3 Lab: 0 Clinical: 6 Credit: 5
Prerequisite: NUR 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 113 - Family Health Concepts**

Class: 3 Lab: 0 Clinical: 6 Credit: 5
Prerequisite: NUR 111
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.
NUR 113 - Family Health Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5  
Prerequisite: NUR 111  
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 - Holistic Health Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5  
Prerequisite: NUR 111  
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 - Healthcare Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5  
Prerequisite: NUR 111  
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 - Health System Concepts

Class: 3 Lab: 0 Clinical: 6 Credit: 5  
Prerequisite: NUR 211  
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 - Complex Health Concepts

Class: 4 Lab: 3 Clinical: 15 Credit: 10  
Prerequisite: NUR 111  
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212  
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 214 - Nursing Transition Concepts
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 221 - LPN to ADN Concepts I**

Class: 6 Lab: 0 Clinical: 9 Credit: 9
No Pre/Co Requisites
This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 223 - LPN to ADN Concepts II**

Class: 6 Lab: 0 Clinical: 9 Credit: 9
Prerequisite: NUR 221
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

**Office Systems Technology**

**OST 080 - Keyboard Literacy**

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

**OST 122 - Office Computations**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

**OST 131 - Keyboarding**

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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. Basic word processing functions and document formatting are introduced.

**OST 134 - Text Entry & Formatting**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

**OST 135 - Adv Text Entry & Formatting**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: OST 134  
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

**OST 136 - Word Processing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

**OST 137 - Office Software Applications**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
Prerequisite: OST 131  
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 148 - Med Coding Billing & Ins**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

**OST 149 - Medical Legal Issues**

Class: 3 Lab: 0 Clinical: 0 Credit: 3  
No Pre/Corequisites  
This course introduces the complex legal, moral, and ethical issues involved in providing healthcare services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.
OST 164 - Text Editing Applications

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: OST 131
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 - Intro to Office Systems

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 134 or OST 136
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 - Records Management

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 236 - Adv Word/Info Processing

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 136
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 243 - Medical Office Simulation

Class: 2 Lab: 2 Clinical: 0 Credit: 3
Prerequisite: OST 148
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 247 - Procedure Coding

Class: 1 Lab: 2 Clinical: 0 Credit: 2
Prerequisite: MED 121 or OST-141
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 - Diagnostic Coding
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**OST 249 - CPC Certification**

This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

**OST 289 - Admin Office Management**

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

**Philosophy**

**PHI 240 - Introduction to Ethics**

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

**Physical Education**

**PED 110 - Fit and Well for Life**

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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 113 - Aerobics I**

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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 114 - Aerobics II

Class: 0 Lab: 3 Clinical: 0 Credit: 1
Prerequisite: PED 113
This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 115 - Step Aerobics I

Class: 0 Lab: 3 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 116 - Step Aerobics II

Class: 0 Lab: 3 Clinical: 0 Credit: 1
Prerequisite PED 115
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 117 - Weight Training I

Class: 0 Lab: 3 Clinical: 0 Credit: 1
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

PED 119 - Circuit Training

Class: 0 Lab: 3 Clinical: 0 Credit: 1
No Pre/Corequisites
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.
**PED 121 - Walk, Jog, Run**

Class: 0 Lab: 3 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 128 - Golf - Beginning**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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 knowledge of the rules and etiquette of golf. This course requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 130 - Tennis - Beginning**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 131 - Tennis - Intermediate**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
Prerequisite: PED 130  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 142 - Lifetime Sports**

Class: 0 Lab: 2 Clinical: 0 Credit: 1  
No Pre/Corequisites  
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

**PED 143 - Volleyball - Beginning**
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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 147 - Soccer

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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PED 149 - Flag Football

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 requires active, physical participation both inside and outdoors. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

Physics

PHY 101 - Fundamentals of Physics I

This course introduces fundamental physical concepts with emphasis on applications. 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 to their specific programs.

PHY 110 - Conceptual Physics

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 & ICAA as a general education course in Natural Science.

PHY 110A - Conceptual Physics Lab

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 & ICAA as a general education course in Natural Science.

**PHY 151 - College Physics I**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: MAT 171, MAT-171, or MAT 172  
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 & ICAA as a general education course in Natural Science.

**PHY 152 - College Physics II**

Class: 3 Lab: 2 Clinical: 0 Credit: 4  
Prerequisite: PHY 151  
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**PHY 251 - General Physics I**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisite: MAT 271  
Corequisite: MAT 272  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**PHY 252 - General Physics II**

Class: 3 Lab: 3 Clinical: 0 Credit: 4  
Prerequisites: MAT 272 and PHY 251  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA & ICAA as a general education course in Natural Science.

**Plumbing**

**PLU 130 - Plumbing Systems**
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.

**Political Science**

**POL 120 - American Government**

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

**POL 130 - State & Local Government**

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 & ICAA as a premajor and/or elective course requirement.

**Process Control Instrumentation**

**PCI 264 - Process Control with PLCs**

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

**Psychology**

**PSY 115 - Stress Management**

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.
PSY 118 - Interpersonal Psychology
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 - Death & Dying
Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

PSY 241 - Developmental Psychology
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

PSY 263 - Educational Psychology
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: PSY 150
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved for transfer under the CAA & ICAA as a premajor and/or elective course requirement.

PSY 281 - Abnormal Psychology
Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and PSY 150
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA & ICAA as a general education course in Social/Behavioral Sciences.

Radiography

RAD 110 - Radiography Introduction & Patient Care

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Corequisites: RAD 111 and RAD 151
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 - Radiography Procedures I

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Corequisites: RAD 110 and RAD 151
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. 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 - Radiography Procedures II

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 161
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 - Radiographic Imaging I

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 161
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

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors
that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 - Radiographic Physics I

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 171
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 - Radiography Clinical Ed I

Class: 0 Lab: 0 Clinical: 6 Credit: 2
Corequisites: RAD 110 and RAD 111
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 - Radiography Clinical Ed II

Class: 0 Lab: 0 Clinical: 15 Credit: 5
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 - Radiography Clinical Ed III

Class: 0 Lab: 0 Clinical: 12 Credit: 4
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211 - Radiography Procedures III

Class: 2 Lab: 3 Clinical: 0 Credit: 3
Prerequisites: RAD 112, and RAD 122
Corequisites: RAD 231, RAD 241, and RAD 251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 - Radiographic Physics II

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This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

**RAD 241 - Radiobiology / Protection**

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

**RAD 245 - Image Analysis**

This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

**RAD 251 - Radiography Clinical Ed IV**

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 - Radiography Clinical Ed V**

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**

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on
critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

Religion

REL 110 - World Religions

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 111 - Eastern Religions

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 112 - Western Religions

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

REL 211 - Intro to Old Testament

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

REL 212 - Intro to New Testament

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: ENG 111
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 & ICAA as a general education course in Humanities/Fine Arts.
REL 221 - Religion in America

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Humanities/Fine Arts.

Respiratory Care

RCP 110 - Intro to Respiratory Care

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Corequisites: RCP 113 and RCP 132
This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111 - Therapeutics/Diagnostics

Class: 4 Lab: 3 Clinical: 0 Credit: 5
Prerequisite: RCP 110
Corequisites: RCP 114 and RCP 145
This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 112 - Patient Management

Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: RCP 111
Corequisites: RCP 115 and RCP 153
This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 113 - Respiratory Pharmacology

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Corequisites: RCP 113 and RCP 132
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. 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 - Cardio Anatomy & Physiology
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 - Cardio Pathophysiology**

- Class: 2 Lab: 0 Clinical: 0 Credit: 2
- Prerequisite: RCP 111
- Corequisites: RCP 112 and RCP 153

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

**RCP 132 - Respiratory Clinical Practice I**

- Class: 0 Lab: 0 Clinical: 6 Credit: 2
- Corequisite: RCP 110 and RCP 113

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 145 - Respiratory Clinical Practice II**

- Class: 0 Lab: 0 Clinical: 15 Credit: 5
- Prerequisite: RCP 110
- Corequisites: RCP 111 and RCP 114

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 - Respiratory Clinical Practice III**

- Class: 0 Lab: 0 Clinical: 9 Credit: 3
- Prerequisite: RCP -11
- Corequisites: RCP 112 and RCP 115

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**

- Class: 3 Lab: 3 Clinical: 0 Credit: 4
- Prerequisite: RCP 112
- Corequisites: RCP 213 and RCP 235

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

**RCP 211 - Adv Monitoring/Procedures**
Class: 3 Lab: 3 Clinical: 0 Credit: 4
Prerequisite: RCP 210
Corequisites: RCP 215 and RCP 246
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

**RCP 213 - Neonatal/Peds Concepts**

Class: 2 Lab: 0 Clinical: 0 Credit: 2
Prerequisite: RCP 112
Corequisites: RCP 210 and RCP 235
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

**RCP 215 - Career Prep - Adv Level**

Class: 0 Lab: 3 Clinical: 0 Credit: 1
Prerequisite: RCP 210
Corequisites: RCP 211 and RCP 246
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

**RCP 235 - Respiratory Clin Practice IV**

Class: 0 Lab: 0 Clinical: 15 Credit: 5
Prerequisite: RCP 112
Corequisites: RCP 210 and RCP 213
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 - Respiratory Clin Practice V**

Class: 0 Lab: 0 Clinical: 18 Credit: 6
Prerequisite: RCP 210
Corequisites: RCP 211 and RCP 215
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.

**Shooting & Hunting Sports Management**

**SSM 110 - Intro to Shooting Sports**

Class: 3 Lab: 3 Clinical: 0 Credit: 4
No Pre/Corequisites
This course covers the theories and fundamentals of shooting sports. Topics include shotgun shooting sports, rifle
shooting sports, and handgun shooting sports. Upon completion, students should be able to identify, explain, and demonstrate the rules, regulations, and equipment used in various shooting sports currently in the United States.

SSM 111 - Gun Shop Management

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces managing a gun shop. Topics include handling firearms safely, federal and state firearms laws, purchasing new and used firearms, purchasing related firearms equipment, supplies and firearms security. Upon completion, students should be able to safely and legally start working a firearms counter.

SSM 112 - Sports Hunting

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course covers the theories and fundamentals of hunting in the world today. Topics include hunting in the United States, as well as the popular hunting spots around the world. Upon completion, students should be able to identify, explain, and demonstrate the firearms and related equipment needed to hunt locally, nationally and in today's world.

SSM 114 - Shooting Sports Mgmt

Class: 3 Lab: 6 Clinical: 0 Credit: 5
No Pre/Corequisites
This course introduces shooting and hunting sports management techniques. Topics include firearms safety, metal finishes, checkering, wood finishing, stock fit, shotgun chokes, basic firearms design, and custom firearms. Upon completion, students should be able to discuss sports management needs with customers and receive firearms for Gunsmithing work.

Social Work

SWK 110 - Introduction to Social Work

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113 - Working with Diversity

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

Sociology
SOC 210 - Introduction to Sociology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 213 - Sociology of the Family

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 220 - Social Problems

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: ENG 111 and SOC 210
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 & ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 - Social Diversity

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisites: Take One Set: Set 1: ENG-090 and RED-090 Set 2: ENG-095 Set 3: DRE 098 Set 4: DRE 099
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 & ICAA as a general education course in Social/Behavioral Sciences.

Spanish

SPA 111 - Elementary Spanish I

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
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 & ICAA as a general education course in Humanities/ Fine Arts.
SPA 112 - Elementary Spanish II

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Prerequisite: SPA 111
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA & ICAA as a general education course in Humanities/Fine Arts.

Substance Abuse

SAB 110 - Substance Abuse Overview

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 130 - Addictive Behavior

Class: 3 Lab: 0 Clinical: 0 Credit: 3
No Pre/Corequisites
This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment.

SAB 210 - Substance Abuse Counseling

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

Surgical Technology

SUR 110 - Intro to Surgical Technology

Class: 3 Lab: 0 Clinical: 0 Credit: 3
Corequisite: SUR 111
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 - Perioperative Patient Care

Class: 5 Lab: 6 Clinical: 0 Credit: 7
Corequisite: SUR 110
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

Class: 5 Lab: 3 Clinical: 0 Credit: 6
Prerequisites: SUR 110 and SUR 111
Corequisite: STP-101 or SUR 123
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 - Surgical Clinical Practice I

Class: 0 Lab: 0 Clinical: 21 Credit: 7
Prerequisites: SUR 110 and SUR 111
Corequisite: SUR 122
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

Class: 5 Lab: 0 Clinical: 0 Credit: 5
Prerequisite: STP-101 or SUR 123
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 - Surgical Clinical Practice II

Class: 0 Lab: 0 Clinical: 12 Credit: 4
Prerequisite: SUR 123
Corequisite: SUR 134
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 - Professional Success Preparation
Sustainability Technologies

SST 120 - Energy Use Analysis

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

Transportation Technology

TRN 110 - Intro to Transport Technology

Class: 1 Lab: 2 Clinical: 0 Credit: 2
No Pre/Corequisites
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 Transport Electricity

Class: 4 Lab: 3 Clinical: 0 Credit: 5
No Pre/Corequisites
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 130 - Intro to Sustainable Transport

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Corequisites
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 170 - PC Skills for Transportation
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 Trans**

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

**Trucking Operations Management**

**TOM 130 - Fleet Maintenance**

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**

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.

**Web Technologies**

**WEB 115 - Web Markup and Scripting**

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

**WEB 140 - Web Development Tools**

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**

Class: 2 Lab: 2 Clinical: 0 Credit: 3  
No Pre/Co Requisites  
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.

**Welding**

**WLD 110 - Cutting Processes**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
No Pre/CoRequisites  
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**

Class: 1 Lab: 3 Clinical: 0 Credit: 2  
No Pre/CoRequisites  
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**

Class: 2 Lab: 9 Clinical: 0 Credit: 5  
No Pre/Co Requisites  
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**

Class: 1 Lab: 9 Clinical: 0 Credit: 4  
Take WLD-115  
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

**WLD 121 - GMAW (MIG) FCAW/Plate**

Class: 2 Lab: 6 Clinical: 0 Credit: 4  
No Pre/Co Requisites
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**

Class: 2  Lab: 6  Clinical: 0  Credit: 4  
No Pre/Co Requisites  
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**

Class: 1  Lab: 6  Clinical: 0  Credit: 3  
Take WLD-131  
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

**WLD 141 - Symbols & Specifications**

Class: 2  Lab: 2  Clinical: 0  Credit: 3  
No Pre/Co Requisites  
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**

Class: 2  Lab: 6  Clinical: 0  Credit: 4  
No Pre/Co Requisites  
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

**WLD 215 - SMAW (stick) Pipe**

Class: 1  Lab: 9  Clinical: 0  Credit: 4  
Take One: WLD-115 or WLD-116  
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

**WLD 251 - Fabrication II**
Class: 1 Lab: 6 Clinical: 0 Credit: 3
Take WLD-151
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

**WLD 261 - Certification Practices**

Class: 1 Lab: 3 Clinical: 0 Credit: 2
Take All: WLD-115, WLD-121, and WLD-131
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

**WLD 262 - Inspection & Testing**

Class: 2 Lab: 2 Clinical: 0 Credit: 3
No Pre/Co Requisites
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

**Work-Based Learning**

**WBL 111 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Corequisite: WBL 115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 112 - Work Based Learning I**

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Corequisite: WBL 115
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL 115 - Work Experience Seminar I**

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 111, WBL 112, WBL-113, or WBL-114
Some topics covered will be: resume writing, job seeking skills, oral communication skills, and debriefing of experiences in corequisite course (WBL 111 or WBL 112).
WBL 121 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 10 Credit: 1
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 122 - Work Based Learning II

Class: 0 Lab: 0 Clinical: 20 Credit: 2
Prerequisite: WBL 111 or WBL 112
Corequisite: WBL 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 125 - Work Experience Seminar II

Class: 1 Lab: 0 Clinical: 0 Credit: 1
Corequisite: WBL 121, WBL 122, WBL-123, or WBL-124
Some topics covered will be: conflict resolution, planning / goal setting, group dynamics, and debriefing of experiences in corequisite course (WBL 121 or WBL 122).

Board of Trustees

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<tr>
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<td>Board of Education</td>
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<tr>
<td>Gloria Wiggins-Hicks, Vice-Chair</td>
<td>County Commissioners</td>
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<td>Barbara Campbell Davis</td>
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<td>Betty Jo Shepheard</td>
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Board of Education

Jerry W. Spruell  
County Commissioners

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Board of Education

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Ed.D., North Carolina State University

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Vice President of Instruction

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