

# **COASTAL CAROLINA COMMUNITY COLLEGE**



**2014 – 2015 College Catalog**

## **Mission**

As a member of the North Carolina Community College System, Coastal Carolina Community College provides opportunities for quality post-secondary education, college transfer, workforce training and lifelong learning for the civilian and military population of Onslow County, within the limits of available resources. Coastal values academic excellence, focuses on learning outcomes and student success, provides leadership for community cooperation, and actively contributes to the economic development of Onslow County.

### **Coastal Carolina Community College provides:**

- Associate Degrees, Diplomas and Certificates
- Workforce Development
- Customized Training
- Developmental Education and Adult Basic Skills
- Accessible Education Including Distance Learning
- Lifelong Learning
- Personal and Cultural Enrichment
- Comprehensive Student Support
- Aggressive Economic Development

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# ACADEMIC CALENDAR

**Note:** Fall and Spring Semesters include a four day formal exam period. The ten-week summer session includes a two day formal exam period. Five-week sessions do not include a formal exam period.

## SUMMER SEMESTER 2014

May 19	Monday	Summer Semester Full (10-week) and First (5-week) Sessions Begin
May 26	Monday	Memorial Day Holiday
June 20	Friday	First (5-week) Session Ends
June 23-27	Monday-Friday	Summer Break (Curriculum classes only)
June 30	Monday	Second (5-week) Session Begins
July 4	Friday	Independence Day Holiday
August 7	Thursday	Summer Semester Full (10-week) and Second (5-week) Session Ends
August 8	Friday	Weather day, if needed

## FALL SEMESTER 2014

August 14-15	Thursday-Friday	Faculty Workshops
August 18	Monday	Fall Semester (16-week) and First (8-week) Sessions Begin
September 1	Monday	Labor Day Holiday
September 16	Tuesday	Fall (12-week) Session Begins
October 13	Monday	Fall Break (Curriculum classes only/weather day)
October 14	Tuesday	First (8-week) Session Ends
October 16	Thursday	Second (8-week) Session Begins
November 11	Tuesday	Veterans' Day Holiday
November 26	Wednesday	Thanksgiving Break (Curriculum classes only)
November 27-28	Thursday-Friday	Thanksgiving Holidays
December 17	Wednesday	Fall Semester Full (16-week), 12-week and Second (8-week) Sessions End
December 18-19	Thursday-Friday	Weather days, if needed

### **SPRING SEMESTER 2015**

January 6	Tuesday	Faculty Workshops
January 7	Wednesday	Spring Semester Full (16-week) and First (8-week) Sessions Begin
January 19	Monday	Martin Luther King, Jr. Holiday
February 5	Thursday	Spring (12-week) Session Begins
March 4	Wednesday	First (8-week) Session Ends
March 6	Friday	Second (8-week) Session Begins
March 30-April 2	Monday-Thursday	Spring Break
April 3	Friday	Good Friday Holiday
April 6	Monday	Easter Monday Break (Weather Day)
May 11	Monday	Spring Semester Full (16-week), 12-week, and Second (8-week) Sessions End
May 12-13	Tuesday-Wednesday	Weather days, if needed
May 16	Saturday	Graduation

### **SUMMER SEMESTER 2015**

May 18	Monday	Summer Semester Full (10-week) and First (5-week) Sessions Begin
May 25	Monday	Memorial Day Holiday
June 19	Friday	First (5-week) Session Ends
June 22-26	Monday-Friday	Summer Break (Curriculum classes only)
June 30	Tuesday	Second (5-week) Session Begins
July 3	Friday	Independence Day Holiday
August 5	Wednesday	Summer Semester Full (10-week) and Second (5-week) Session Ends
August 6	Thursday	Weather day, if needed

# **GENERAL INFORMATION**

## **STATEMENT OF CATALOG POLICY**

Coastal Carolina Community College issues this catalog for the purpose of furnishing students and other interested persons with information about the College and its programs. The provisions in this publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The College reserves the right to add or withdraw course offerings and to change any provisions or requirement at any time within the student's enrollment.

## **REQUEST FOR ACCOMMODATION**

In order to receive a reasonable accommodation regarding any disability, a student should contact the Admissions Office and complete the request for accommodation form. This form should be completed prior to placement testing. If accommodation is not requested in advance, in order to provide the College sufficient and adequate time to meet the student's needs, the College cannot guarantee the availability of a reasonable accommodation when the student needs it.

## **HISTORY**

Coastal Carolina Community College evolved out of a need to provide higher education and training to the people of Onslow County, to improve their quality of life, to help them achieve their dreams, and to make this community a better place to live.

As early as 1957, the State of North Carolina recognized the need to offer additional post-high school education and training for its residents. By 1962, the General Assembly approved the development of twenty industrial education centers. The next year, the Onslow County Board of Education and the Superintendent of Public Schools, Mr. J. Paul Tyndall, asked the Onslow County Commissioners to purchase forty acres on U.S. Highway 17 to establish an industrial education center as a satellite of the Lenoir County Technical Institute.

The untiring efforts of Representatives Hugh A. Ragsdale and William D. Mills, and Senator Carl Venters, led to the appropriation from the 1965 General Assembly for a separate institution for Onslow County. The North Carolina State Board of Education approved the Onslow Industrial Education Center on July 1, 1965.

The first curriculum classes—Brick Masonry, Welding, Auto Mechanics, Air Conditioning and Refrigeration, and Licensed Practical Nursing—were offered during the evening in September 1965.

Early on, the rising enrollment at the Industrial Education Center made it clear that the post-secondary education needs in the area were wide and varied. In the fall of 1965, the people of Onslow County voted by

referendum for a seven-cents-per-one-hundred-dollars ad valorem tax increase to support the Industrial Education Center. The Board of Trustees, realizing that a technical institute could more adequately provide vocational and technical education opportunity for the area, requested that the State Board of Education grant technical institute status to the center. Onslow Industrial Education Center became Onslow Technical Institute on May 4, 1967.

Once again, the rapidly increasing educational demands on Onslow Technical Institute encouraged the Board of Trustees to seek new status. Just between the years 1968 and 1969, student enrollment grew from 281 to 1,142. Onslow Technical Institute was granted community college status July 1, 1970, and became Coastal Carolina Community College.

In 1972, seventy-five acres on Western Boulevard were secured for the new community college. That same year, with the dedication of the Hugh A. Ragsdale Building, the Board of Trustees started to relocate the College to its new campus on Western Boulevard. For several years thereafter, the College operated on a split campus until relocation was completed in 1978. The timing couldn't have been better, because 1978 was the first year that Coastal's enrollment exceeded 3,000 students.

To fund the 1970 master plan of Coastal, which included ten buildings, a \$4 million bond issue was proposed. In November 1974, 58 percent of Onslow County voters approved the bond issue. Ten buildings would be constructed over the next seventeen years.

From 1963 to 1988, under the leadership of Dr. James Leroy Henderson, Jr., the Onslow County Industrial Education Center grew from one full-time employee, 325 extension students, and 40 acres on an abandoned prison camp to a community college with 200 employees, fifty-seven curricula, 3,385 curriculum students, 3,795 extension students, and a 98-acre main campus, with education units at Marine Corps Base Camp Lejeune and Marine Corps Air Station New River.

Dr. Henderson was the first and only President of Coastal until his retirement on June 30, 1988. His guidance, vision, and extraordinary commitment to the College over a twenty-five year period helped to make the institution what it is today. Because of his steadfast dedication and loyalty to this institution for a quarter of a century, the College bestowed on Dr. Henderson the title, President Emeritus.

In 1988, Dr. Ronald K. Lingle became the College's second President. Under Dr. Lingle's leadership, Coastal re-committed itself to educational excellence through a series of themes—educational quality, student success, investment in technology, promotion of economic development, and commitment to teamwork and partnerships. Those themes became the benchmark on which the College would measure its value and worth.

Under Dr. Lingle's leadership, Coastal has taken on an even greater role in the economic development of the community, helping to diversify the local labor market and pointing out the county's best assets, including the community college, to businesses interested in relocating here.

His understanding of and belief in partnerships has taken the College's relationship with Marine Corps Base Camp Lejeune and Marine Corps Air Station New River to new heights, as well as its relationship with the University of North Carolina Wilmington (UNCW).

In 1995, Coastal and UNCW formed an articulation agreement, which guarantees that Coastal Associate in Arts and Associate in Science graduates who have maintained at least a "B" average will be admitted to UNCW as juniors. Also, Coastal, UNCW, Onslow County Schools, and Marine Corps Base Camp Lejeune have developed a partnership to offer "two plus two" teacher training for elementary education. Onslow County citizens can complete all of their coursework on Coastal's campus, and Onslow County Schools have an invaluable source of additional—and badly needed—certified teachers.

Coastal takes great pride in its partnership with the local military community, which has grown tremendously over the years and has expanded in new directions. Forty to fifty percent of the students enrolled at Coastal are active duty military and their family members. The College offers eight-week semester courses on Marine Corps Base Camp Lejeune and on Marine Corps Air Station New River to accommodate the rigorous and unpredictable military work schedule. More than six hundred Marines, Sailors, and their family members enroll in Coastal's fifty college transfer classes offered on the base and on the air station. Hundreds of Marines and Sailors enroll in online classes while they are deployed and when their work schedule prevents them from taking traditional classes. Coastal's Division of Continuing Education serves more military personnel than any of the other fifty-seven community colleges in the state.

As the number of students has grown at the College, so has the need to house those students. In 1991, the College opened the new A.D. Guy Business Technology Building. The building was named in honor of Senator A.D. Guy for his many years of long, continuous, and outstanding service to the College. Five years later, the College celebrated the new Kenneth B. Hurst Continuing Education Building. Mr. Hurst served as a College Trustee for twenty-three years.

In 2000, the approval of the state's largest higher education bond referendum of \$3.1 billion gave Coastal \$19.4 million to upgrade its infrastructure and to build a new Math and Science Technology Building that would accommodate the growing demand for science classes and labs. This building opened for spring semester 2007.

Since 2007, the College has focused on enhancing the overall campus appearance in order to create a physical environment conducive to student engagement and learning. Within the available resources, the College has added covered walkways, provided outside gathering spaces with enhanced landscaping, provided vehicular and pedestrian signage, renovated the College cafeteria, and installed wireless internet access throughout the campus.

Coastal's unwavering commitment to educational quality and student success has made its transfer students and its graduates some of the most competitive individuals in higher education and in the workforce.

### **SACSCOC ACCREDITATION**

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

### **OTHER ACCREDITING AGENCIES**

- The National Accrediting Agency for Clinical Laboratory Sciences  
5600 N. River Road, Suite 720  
Rosemont, IL 60018-5119  
Telephone Number 773-714-8880
- Commission on Dental Accreditation
- Approved-N.C. State Board of Education
- Approved-N.C. Board of Nursing
- Commission on Accreditation of Allied Health Education Programs
- N.C. Criminal Justice Education and Training Commission
- Approved-N.C. State Bar/Board of Paralegal Certification

## **North Carolina Community College System 2013 Performance Measures for Student Success**

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual report is based on data compiled from the previous year and serves to inform colleges and the public on the performances of the 58 community colleges. In 2010, President Scott Rawls established a Performance Measures Committee to develop new performance-based student success measures to go into effect in 2013. In November 2011, the State Board formally approved the eight Performance Measures. These measures were then submitted to the General Assembly by March 2012 and later adopted in June 2012 through Section 8.5 of S.L. 2012-142. The results for 2011-2012, as shown in the North Carolina Community College System's 2013 Performance Measures for Student Success, are as follows.

### **CRITERIA AND OUTCOMES FOR 2013 PERFORMANCE REPORT PERFORMANCE FUNDING AND ACCOUNTABILITY MEASURES**

**A. Basic Skills Student Progress**

The percentage of students who progress as defined by an educational functioning level.

Data Source: Literacy Education Information System annual data file

Goal: 51.2%      Baseline: 20.6%

Coastal's 2011-2012 performance level: 37.9%

**B. GED Diploma Passing Rate**

The percentage of students taking at least one GED test during a program year who receive a GED diploma during the program year.

Data Source: Literacy Education Information System annual data file;

Oklahoma Scoring GED test files

Goal: 82.0%      Baseline: 49.3%

Coastal's 2011-2012 performance level: 64.4%

**C. Developmental Student Success Rate in College-Level English Courses**

The percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of "P", "C", or better upon the first attempt.

Data Source: Curriculum Registration, Progress, Financial Aid Report (CRPFAR) data file

Goal: 74.9%      Baseline: 45.2%

Coastal's 2011-2012 performance level: 70.0%



**D. Developmental Student Success Rate in College-Level Math Courses**

The percentage of previous developmental math students who successfully complete a credit math course with a “C” or better upon the first attempt.

Data Source: Curriculum Registration, Progress, Financial Aid Report (CRPFAR) data file

Goal: 75.4%      Baseline: 47.5%

Coastal's 2011-2012 performance level: 62.7%

**E. First Year Progression**

The percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete (“P”, “C”, or better) at least twelve of those hours.

Data Source: Curriculum Registration, Progress, Financial Aid Report (CRPFAR) data file; National Student Clearinghouse

Goal: 74.6%      Baseline: 53.2%

Coastal's 2011-2012 performance level: 72.4%

**F. Curriculum Student Completion**

The percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.

Data Source: Curriculum Registration, Progress, Financial Aid Report (CRPFAR) data file; National Student Clearinghouse

Goal: 45.6%      Baseline: 28.6%

Coastal's 2011-2012 performance level: 45.1%

**G. Licensure and Certification Passing Rate**

The aggregate institutional passing rate of first-time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.

Data Source: Licensing agencies

Goal: 91.7%      Baseline: 71.0%

Coastal's 2011-2012 performance level: 94.3%

**H. College Transfer Performance**

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

Data Source: Curriculum Registration, Progress, Financial Aid Report (CRPFAR) data file; National Student Clearinghouse; UNC-General Administration; Participating NC Independent Colleges and Universities including Barton College, Campbell University, Catawba College, Chowan University, Gardner-Webb University, Mars Hill College, Meredith College, Methodist University, and Mount Olive College.

Goal: 93.8%      Baseline: 71.2%

Coastal's 2011-2012 performance level: 90.1%

**In the 2011-2012 academic year, Coastal Carolina Community College met and/or exceeded all state mandated performance measures.**

## **PHYSICAL FACILITIES**

Coastal Carolina Community College is located on a ninety-eight (98) acre campus at 444 Western Boulevard. Modern classroom buildings, including the Hugh A. Ragsdale Building; Lloyd P. Respass Trades Building; C. Louis Shields Learning Resources Center; Student Center; Health Occupational Science Building; James Leroy Henderson, Jr. Administration Building; Fine Arts Building; James S. Melton Vocational Skills Center; A. D. Guy Business Technology Building; Math and Science Technology Building; Classroom Building A; Classroom Building B; Kenneth B. Hurst Continuing Education Building; and Maintenance Building have been completed at this location.

## **LEARNING RESOURCES CENTER (LIBRARY)**

The C. Louis Shields Learning Resources Center (LRC-Library) is designed to serve and support the institutional, instructional, and individual needs of Coastal students, faculty and staff. The LRC is also open to the residents of Onslow County. The LRC hours are Monday-Thursday, 7:00 a.m.-9:30 p.m., Friday, 7:00 a.m.-5:00 p.m. Saturday hours are 9:00 a.m.-5:00 p.m. during the Fall and Spring Semesters and 9:00 a.m.-3:00 p.m. during the Summer Semester. Hours may vary during semester breaks. The two-story facility offers an atmosphere conducive to study and research. A readily accessible print collection of over 50,000 volumes, covering academic, technical, and vocational fields is available for circulation. Numerous periodicals and a wide variety of non-print media, including audio-books, DVD's, and microfilm are also available. The C. Louis Shields Learning Resources Center is part of the consortium of Community College Libraries in North Carolina (CCLINC) which provides online access to the collections at each of the libraries. The LRC offers computers and a wireless network for students to access databases, including NCLIVE, and other electronic resources for research and class assignments. Study rooms are available, including a handicapped accessible room for both group and individual study. Other services include printing, photocopying, scanner and fax machine, inter-library loans, test proctoring, Notary Public, and information literacy instruction.

## **COMPUTER SKILLS LABORATORIES**

Computer Skills Laboratories, located in the Kenneth B. Hurst Continuing Education Building, Hugh A. Ragsdale Building, Health Occupational Science Building, and the Math and Science Technology Building are available for use by Coastal students, faculty, and staff. Laboratory coordinators are available to assist persons who want to make use of personal computers. Schedules are posted on the classroom doors each semester showing when the laboratories are open and when laboratory coordinators are available. Computer Skills Laboratories are available to users at no cost.

## **DISTANCE LEARNING**

Coastal Carolina Community College offers opportunities for completion of courses outside the traditional classroom via the Internet, the North Carolina Information Highway, and blended courses. Distance learning courses meet academic standards established by the North Carolina Community College System and are accepted as part of the graduation requirement for an approved degree, diploma, or certificate.

Curriculum credit for distance learning courses is equivalent in credit hours to on-campus sections of the same courses listed in the College catalog. Due to the nature of online courses, students must be extremely self-motivated and self-directed. Basic computer skills, including word processing, are required.

Students enrolled in distance learning courses pay tuition and student fees in accordance to residence status requirements and study under the College's rules and regulations. Students are provided access to faculty, student services, and the C. Louis Shields Learning Resources Center (Library). Some Internet courses may require students to secure access to specific computer resources. Instructions and procedures for executing Internet courses are provided to students upon their registration. Regular contact with the course instructor is required. Students should contact the appropriate program area department for additional information.

## **PRIVACY FOR DISTANCE LEARNERS**

The Information Resources Department secures the privacy of student data by maintaining all official records on a secure virtual local area network with limited access, firewalls, and requirements for frequent password changes for access to that data. Furthermore, those requesting access to student records are granted that access upon application by his/her supervisor on a form which is reviewed and approved by the appropriate data manager and vice president. These permissions are reviewed and re-approved semi-annually. Also, all users annually sign a statement of understanding encompassing their individual responsibility in maintaining the confidentiality and the appropriate use of any data accessed.

## **ACADEMIC STUDIES CENTER**

The Academic Studies Center is an important adjunct to the total College instructional program. The center is designed to provide tutorial assistance to students. Instructional resources are available to meet the needs of individuals at all levels. The center is essentially an individualized study lab, and qualified instructors are available for tutoring students in specific content areas.

The center, located in the Kenneth B. Hurst Continuing Education Building, room 200, is open Monday through Thursday, 7:30 a.m. - 9:00 p.m. and 7:30 a.m. - 5:00 p.m. on Friday. Appointments are not necessary, and no fees are charged with the exception of proctoring fees, as applicable. Schedules of instructor hours are available each semester.

The Academic Studies Center is also the location to register for Basic Skills Education and GED testing. Call (910) 938-6259 for more information.

## **CAFETERIA**

The cafeteria is located in the Student Center and operates 7:00 a.m. - 8:00 p.m. Monday through Thursday and 7:00 a.m. - 3:00 p.m. on Friday. A variety of food selections is offered.

## **THE COLLEGE STORE**

The College Store, also located in the Student Center, provides required textbooks, study materials, and supplies. Business hours are Monday through Thursday, 8:00 a.m. - 6:00 p.m., and Friday, 8:00 a.m. - 3:00 p.m. The College Store is open extended hours during the beginning of each semester to include some Saturday hours. Extended hours will be posted outside The College Store. Textbooks can also be purchased via The College Store website at [www.coastalcarolina.edu/bookstore](http://www.coastalcarolina.edu/bookstore) or by following the links from the Coastal website home page. Textbook buy-backs are scheduled during the days of final exams for the purpose of buying and recycling textbooks for the next semester. The College Store offers Coastal clothing as well as a selection of insignia merchandise and gifts. The telephone number is (910) 938-6295.

## **OFF CAMPUS SITES ABOARD CAMP LEJEUNE AND MCAS NEW RIVER**

The College maintains extension offices aboard Camp Lejeune and MCAS New River. Classroom facilities for curriculum courses offered aboard Camp Lejeune are located in the John A. Lejeune Education Center (Building 825). The MCAS New River Office and curriculum classes are located in Building AS-212.

Military personnel, their adult dependents, and civilians can receive services and information about the College including admissions, placement testing, academic counseling, and registration. The extension offices can also provide information about various military educational opportunities and services, such as Tuition Assistance and Servicemembers Opportunity Colleges (SOC).

In addition to curriculum course offerings, Camp Lejeune provides various continuing education courses and a learning lab with free tutoring and placement testing for students.

Upon request, the College offers courses at various other locations aboard the Marine Corps bases in Onslow County, such as Camp Geiger, Camp Johnson, the Naval Hospital, Courthouse Bay, Tarawa Terrace, and others.

## **SECURITY SERVICES**

The Security Services Department provides assistance, information, and support to assure the safety and welfare of all persons connected with Coastal Carolina Community College, to include all visitors with an outside interest at the College. Security services are available through its headquarters on campus in the Student Center and through on-site assistance from security officers. The Security Services Department publishes and distributes a Campus Security Handbook annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A copy of the handbook is available through the Security Services Department or via the College website.

Additionally, Coastal Carolina Community College has partnered with Crime Stoppers to help make Coastal and Onslow County a safer place. Crime Stoppers functions by publicizing facts regarding unsolved crimes in the local media and requesting that citizens with information about those crimes, or any other crime, call a 24-hour hotline number, (910) 938-3273. Callers never have to give their names and can receive cash rewards up to \$2,500.00 if information provided leads to an arrest or apprehension.

## **REPORTING EMERGENCIES OR ACCIDENTS**

All emergencies or accidents must be reported to Security Services. The location, nature of the emergency or accident, and the name of the individual or individuals involved should be reported for inclusion in the mandatory incident report filed by Security Services.

## **VISITORS**

Visitors are always welcome at Coastal Carolina Community College. Normal operating hours are 8:00 a.m. - 10:00 p.m. Monday through Thursday and 8:00 a.m. - 5:00 p.m. on Friday. The Student Services Division will provide campus tours by appointment for groups or individuals on weekdays 8:30 a.m. - 5:00 p.m.

## **STUDENT COMPLAINTS**

Coastal Carolina Community College seeks to resolve student complaints in an expeditious manner. As a matter of practice, Coastal subscribes to the philosophy that student complaints are best resolved on an informal basis.

### **Informal Complaint Process**

When a student has a complaint, he/she should initially seek an informal resolution by raising the complaint directly with the relevant staff or faculty member. All unresolved complaints should be referred to the direct supervisor.

Note: While students are encouraged to talk about their complaints directly with the person concerned, this approach may not always be appropriate. In circumstances in which students believe it is not appropriate to raise the issue directly with the person(s) of concern, they may make the complaint to the appropriate supervisor.

## **Written Student Complaints**

When informal procedures do not resolve concerns, for privacy and/or security reasons, all written complaints must be submitted through traditional or electronic mail to the Office of the Executive Vice President, who will determine the appropriate College personnel to review the complaint.

It is expected that students making written complaints will demonstrate they have attempted to resolve their concerns through informal procedure. The written complaint should include the name and contact information of the student filing the complaint, and a brief description of the complaint or concern.

The student should receive written acknowledgement of the complaint within ten (10) working days.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the complaint, the student will receive notification of the resolution of the complaint, or of the College's position concerning the complaint, from the appropriate Vice President.

## **SEXUAL HARASSMENT**

Coastal Carolina Community College is committed to an environment free of inappropriate and disrespectful conduct and communication of a sexual nature. Coastal Carolina Community College strongly opposes sexual harassment in any form. Sexual harassment is against College policy and is a violation of Title VII of the Civil Rights Act of 1964, as well as the applicable laws of this state.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a complaint to the Office of the Executive Vice President or his designee through the appropriate supervisor.

# **ADMISSIONS REQUIREMENTS**

## **ADMISSIONS POLICY**

Coastal Carolina Community College maintains an open door admissions policy for all applicants. The College serves students regardless of race, creed, sex, national origin, age, or physical handicap. Selective placement of individual students in the different programs of study within the College is determined by the Admissions Office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered.

## **ADMISSIONS REQUIREMENTS**

The admissions requirements for Coastal Carolina Community College will comply with current adopted rules under the State Board of Community College Code regarding open door admissions of applicants (1D SBCCC 400.2). The College serves students regardless of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status.

An applicant for admission to a curriculum program of study at Coastal Carolina Community College must be a high school graduate (recognized by a state accredited provider) or have GED® scores (recognized by a state accredited provider) which qualify as a high school equivalency certificate within any of the fifty states or an equivalent secondary education approved by the Admissions Office. A "certificate of attendance" does not constitute high school graduation nor is the certificate deemed equivalent to high school completion. All other qualified applicants will be admitted as special credit students. Special credit students are not eligible to receive financial aid funds, veterans program benefits, or graduate from a program.

Selective placement of individual students in the different programs of study within the College is determined by the Admissions Office, within the guidelines established by the State Board of Community Colleges and the North Carolina Community College System for each program of study and course offered.

A student desiring to transfer to Coastal Carolina Community College must be able to meet the admissions requirements in effect at the time of application.

To enroll in courses offered in continuing education, a student should be eighteen (18) years of age or older. Individuals, ages 16 and 17, can be served, if a minor applicant form is provided before class. Certain classes require a background check, placement test, and/or high school diploma or High School Equivalency. North Carolina legislation states that a student enrolling in the same occupational extension course more than twice within a five-year period will be subject to additional charges.

## **ONLINE COURSE ADMISSIONS**

Admissions criteria regarding online courses are the same as those for traditional courses. The College does not alter its admissions requirements for distance learners. However, when geographical distance from outside the College's service delivery area poses difficulty with an applicant's ability to comply with the requirements of the admissions process, the applicant must either contact the Admissions Office by e-mail at [admissions@coastalcarolina.edu](mailto:admissions@coastalcarolina.edu) or by telephone at (910) 938-6394 and request individualized assistance. Assistance with the admissions process does not guarantee an applicant's enrollment into a specific program of study or online course(s) offered by the College. Sufficient time must be allowed for the College to respond effectively. For more information regarding distance learning, see "Distance Learning" section in this catalog.

## **ADMISSIONS PROCEDURE**

Except for the continuing adult education programs, the admissions procedure requires that the student fulfill the following requirements.

1. Submit an application. Admission applications may be submitted to the College in person, by mail, or via the College website ([www.coastalcarolina.edu](http://www.coastalcarolina.edu)). Applications are also available through the website of the College Foundation of North Carolina ([www.CFNC.org](http://www.CFNC.org)).
2. Submit an official high school transcript showing proof of graduation, or GED® scores (recognized by a state accredited provider) which qualify as a high school equivalency certificate within any of the fifty states.
3. Submit official transcripts from all post-secondary educational institutions attended.
4. Take any required placement tests (placement tests are valid for 60 consecutive months from the month of administration). Students may take the entire placement test twice under the administration of the College within a one-year period.
5. Meet with an academic counselor.

The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek admission to the College.



## **READMISSION OF CURRICULUM STUDENTS**

Curriculum students must fulfill readmission requirements with the College after one or more semesters of absence (excluding summer semester) or upon graduation with a certificate, diploma, or degree from a designated program of study. To fulfill readmission requirements, students must:

1. Submit a new admissions application;
2. Meet with an academic counselor;
3. Meet the admissions requirements for the identified program of study.

If approved for readmission, the student must follow the catalog of record that is current for the term that the readmission becomes effective. Students seeking readmission into Associate Degree Nursing, Cosmetology, Dental Hygiene, Dental Assisting, Emergency Medical Science, Medical Laboratory Technology, Practical Nursing, and/or Surgical Technology may have additional requirements. Readmission requirements for programs listed above must be approved by the Department Head and Division Chair of that program. The College reserves the right to refuse readmission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek readmission to the College.

## **SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT**

Students seeking admission to a limited enrollment program must comply with special requirements. A student who is admitted to a limited enrollment program must take all required courses within the semester designated in his/her catalog of record. Exceptions must be approved by the appropriate Department Head and Division Chair. Contact the Admissions Office for more information. Limited enrollment programs are Air Conditioning, Heating, and Refrigeration Technology; Architectural Technology; Associate Degree Nursing; Collision Repair and Refinishing Technology; Automotive Systems Technology; Basic Law Enforcement Training; Cosmetology; Cosmetology Instructor; Dental Assisting; Dental Hygiene; Electrical Systems Technology; Electronics Engineering Technology; Emergency Medical Science; Diesel and Heavy Equipment Technology; Manicuring/Nail Technology; Medical Laboratory Technology; Practical Nursing; Surgical Technology; and Welding Technology.

Additional admission requirements and deadlines for limited enrollment programs such as Associate Degree Nursing, Basic Law Enforcement Training (BLET), Cosmetology, Dental Hygiene, Dental Assisting, Emergency Medical Science, Manicuring/Nail Technology, Medical Laboratory Technology, Nursing Assistant, Practical Nursing, and Surgical Technology are outlined in the admissions information bulletins. Contact the Admissions Office for more information.

## **PROVISIONAL STUDENT**

A provisional student is a student who has not met all admissions requirements at the time of enrollment. Provisional students must complete all admission requirements by the end of the semester in which the student enrolls in a program of study. Provisional students are not eligible to receive financial aid funds, veterans educational benefits, or graduate from a program.

## **SPECIAL CREDIT STUDENT**

A special credit student is a student who wishes to take one or more courses not leading to a degree, diploma, or certificate. All special credit students must submit a completed admissions application and meet Coastal's course placement requirements. Special credit students are not eligible to receive financial aid funds, veterans program benefits, or graduate from a program.

## **VISITING STUDENT**

A visiting student is defined as a student who is currently admitted/enrolled at another college/university and wishes to enroll at Coastal. All visiting students must submit a visiting student letter/form from their college, complete a Coastal admissions application and meet Coastal's course placement requirements.

Visiting students currently receiving federal financial aid (Pell) or veterans' assistance with their current college are required to also submit written notification from their school to both the Office of Financial Aid and the Office of Veterans Programs, prior to enrolling.

## **SPECIAL ADMISSIONS POLICY FOR ADVANCED PLACEMENT OF LICENSED PRACTICAL NURSES ENTERING THE ASSOCIATE DEGREE NURSING PROGRAM/ADN-TRANSITION PROGRAM**

Licensed Practical Nurses desiring advanced placement in the Associate Degree Nursing program must meet the following requirements in addition to the standard admission requirements of the Associate Degree Nursing program.

1. Current licensure as a licensed practical/vocational nurse;
2. Satisfactory completion of all first-year related courses;  
Minimum acceptable cumulative average of 2.0  
BIO 168, 169 (within five (5) years)  
ENG 111  
PSY 150, 241
3. Acceptable score on "PN Gap" or current mobility examination; and
4. A professional recommendation documenting at least six months of employment as an LPN providing nursing care within the last three years; and one other letter of reference.

Credit for NUR 111, 112, 117, and 211 will be awarded upon successful completion of a required battery of qualifying examinations and NUR 189. Students must enroll in and successfully complete all other nursing and related courses.

### **SPECIAL ADMISSIONS POLICY FOR EMERGENCY MEDICAL SCIENCE BRIDGING PROGRAM**

The Emergency Medical Science (EMS) Bridging applicant who meets all admission requirements as outlined in the EMS Bridging Admission Bulletin will receive a total of forty-six (46) transfer hours. Following an official transcript evaluation, the "sixty-five (65) percent of total required hours rule" may be waived by the Vice President for Instruction and Information Resources or his designee. EMS Bridging students must be enrolled in and successfully complete all other EMS and related courses to be eligible to graduate.

### **SPECIAL ADMISSIONS REQUIREMENTS FOR ENROLLING HIGH SCHOOL STUDENTS CAREER AND COLLEGE PROMISE PROGRAM**

The North Carolina Career and College Promise Program provides specific guidelines for providing seamless dual enrollment educational opportunities for eligible high school students in order to accelerate completion of college certificates, diplomas and associate degrees that lead to college transfer or provide entry-level job skills. Eligible high school students may enroll in a College Transfer Pathway program of study leading to the awarding of specific college transfer credit and/or Career and Technical Education Pathway program of study leading to a certificate or diploma aligned with an identified career cluster.

Eligible college courses will be selected from authorized programs of study which are beyond the scope of high school offerings and will be of the same length and rigor as those offered to regular college students. College credit will be awarded upon successful completion of courses. High school credit may be awarded upon successful completion, based on credit hour equivalencies.

Public high schools will document and validate student eligibility criteria as part of the application process. A home school or non-public high school must submit a transcript and official scores from an approved assessment or placement test.

To be eligible for enrollment in a College Transfer Pathway program of study, a high school student must:

1. Be a high school junior or senior;
2. Have a weighted GPA of 3.0 on high school courses; and
3. Demonstrate college readiness in English, reading, and mathematics on an approved assessment or placement test.

To be eligible for enrollment in a Career and Technical Education Pathway program of study a high school student must:

1. Be a high school junior or senior;
2. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or designee; and
3. Meet the prerequisites for the career pathway.

To maintain eligibility for continued enrollment, a student must:

1. Continue to make progress toward high school graduation; and
2. Maintain a 2.0 in college coursework after completing two courses.

The enrollment of high school students cannot displace adult college students. Enrollment of eligible Career and College Promise Program high school students during the summer semester is permitted. With appropriate approvals, eligible high school students may enroll in selected continuing education courses for specific enrichment or training purposes only (no high school college transfer or career technical awards). Adult High School or high school equivalency courses are not eligible.

## **EQUAL EDUCATION OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

No person shall on the basis of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status, except where age or physical disabilities are found to be a bona fide occupational qualification, be excluded from employment or participation in, be denied the benefits of, or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical disabilities.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles so that buildings, restrooms, laboratories, and classrooms are readily accessible to and usable by those with physical disabilities.

Any student or applicant for admission with a disability who wishes to request some accommodation must contact the Admissions Office and ask for the Coastal Carolina Community College Request for Accommodation form. If accommodation is not requested in advance in order to provide the College sufficient and adequate time to meet the student or applicant's needs, Coastal cannot guarantee the availability of a reasonable accommodation when it is needed.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any College employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning this policy, should contact the following designated responsible employee: Affirmative Action Officer and Title IX Coordinator, Henderson Administration Building, (910) 938-6788.

## **GRIEVANCE PROCEDURE**

### **Purpose**

The purpose of the student grievance procedure is to provide a system to channel complaints against a faculty or staff member concerning the following.

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

Sexual harassment complaints should be directed to the Office of the Executive Vice President or his designee.

2. Academic matters, excluding course grade(s), in which a student has a grievance.

The right of student appeal related to course grade(s) received is addressed in the section entitled "Right of Appeal Related to Course Grades Received."

### **Procedures**

Step 1: The student must go to the faculty or staff member where the alleged problem originated. A conference will be scheduled to resolve the matter equitably and informally at this level. The conference should take place within five (5) working days of the incident that generated the complaint. In resolving complaints of alleged discrimination, a student may seek the alternate assistance of an appropriate College faculty or staff member instead of the individual with whom the alleged problem originated.

Step 2: If the grievance is not resolved at the informal conference with the faculty or staff member, the student should meet with the faculty or staff member's direct supervisor within five (5) working days after satisfying Step 1. As part of the effort to resolve the student's issue, the supervisor will consult with the employee against whom the grievance was filed and the appropriate academic Division Chair or College program director. The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten (10) working days of the date presented.

- Step 3: If the grievance is not resolved with the direct supervisor, the student may file a written complaint with the Division Chair for Student Services within five (5) working days after satisfying Step 2. The written complaint shall include: (a) date of incident and brief description of the student's grievance; (b) a summary of the supervisor's response; and (c) the reason the supervisor's response is unsatisfactory. If the complaint (inclusive of required information (a) - (c) listed above) is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 2 of this grievance procedure. Upon receipt of the written student complaint, the Division Chair for Student Services will have five (5) working days to notify the employee against whom the grievance was filed that Step 3 of the Grievance Procedure has been initiated. Upon notification, the employee shall be given an opportunity to respond in writing to the Division Chair for Student Services within five (5) working days. It is the responsibility of the Division Chair for Student Services to refer the written student complaint along with the written employee response to the appropriate Vice President or designee of the President for action within fifteen (15) working days after initial receipt of the written student complaint. All subsequent decisions concerning the student or the employee against whom the grievance was filed rests with the appropriate Vice President (hereinafter) referred to as the "Vice President" or designee of the President.
- Step 4: The Vice President or designee of the President will hear the grievance, review all written information, and interview any persons necessary to render a written decision within ten (10) working days after receipt of the student's grievance from the Division Chair for Student Services. The decision will be forwarded to the grievant and other persons involved.
- Step 5: The decision of the Vice President or designee of the President may be appealed to the President by either party involved within ten (10) working days of the decision. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds: that the finding is not supported by substantial evidence, that a fair hearing was not afforded to the individual, or that the outcome of the decision was excessive or inappropriate. It is the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) working days after receipt of the complete record of appeal.

## **RESIDENCE STATUS FOR TUITION PURPOSES**

### **N.C. GENERAL STATUTE 116-143.1**

According to the North Carolina General Statute 116-143.1, provisions for determining resident status for tuition purposes include the following.

- a) As defined under this section:
  - 1) A “legal resident” or “resident” is a person who qualifies as a domiciliary of North Carolina; a “non-resident” is a person who does not qualify as a domiciliary of North Carolina.
  - 2) A “resident for tuition purposes” is a person who qualifies for the in-state tuition rate; a “non-resident for tuition purposes” is a person who does not qualify for the in-state tuition rate.
  - 3) “Institution of higher education” means any of the constituent institutions of the University of North Carolina, and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Community Colleges.
- b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 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 length of residence in the state.
- c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-state tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-state tuition rate.
- e) When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside that state shall not be prima facie evidence of the individual's legal residence if the individual

has lived in this state the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

- f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section,
  - 1) No person shall be precluded, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes.
  - 2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes.
  - 3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
- g) Any non-resident person, irrespective of sex, who marries a legal resident of this state or marries one later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.
- h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this state.
  - 1) Any member of a North Carolina National Guard unit who is a non-resident shall be eligible to be charged the in-state tuition rate and shall pay the full amount of the in-state tuition rate and applicable mandatory fees. This subsection applies to members in a reserve or active duty status.
- i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in the state institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-state tuition rates for a statutory grace period. This grace period shall be measured from the date on which the culminating circumstances arose that caused loss of legal residence and shall continue for



12 months; provided, that a resident's marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12 month period ends during a semester or academic term in which such a former resident is enrolled at a state institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term.

- j) Notwithstanding the prima facie evidence of legal residence of an individual derived pursuant to subsection (e), notwithstanding the presumptions of the legal residence of a minor established by common law, and notwithstanding the authority of a judicially determined custody award of a minor, for purposes of this section, the legal residence of a minor whose parents are divorced, separated, or otherwise living apart shall be deemed to be North Carolina for the time period relative to which either parent is entitled to claim and does in fact claim the minor as a dependent for North Carolina individual income tax purposes. The provisions of this subsection shall pertain only to a minor who is claimed as a dependent by a North Carolina legal resident. Any person who immediately prior to his or her eighteenth birthday would have been deemed under this subsection a North Carolina legal resident but who achieves majority before enrolling at an institution of higher education shall not lose the benefit of this subsection if that person:
  - 1) Upon achieving majority, acts, to the extent that the person's degree of actual emancipation permits, in a manner consistent with bona fide legal residence in North Carolina; and
  - 2) Begins enrollment at an institution of higher education not later than the fall academic term next following completion of education prerequisite to admission at such institution.
- k) Notwithstanding other provisions of this section, a minor who satisfies the following conditions immediately prior to commencement of an enrolled term at an institution of higher education, shall be accorded resident tuition status for that term:
  - 1) The minor has lived for five or more consecutive years continuing to such term in North Carolina in the home of an adult relative other than a parent, domiciled in this state; and
  - 2) The adult relative has functioned during those years as a de facto guardian of the minor and exercised day-to-day care, supervision, and control of the minor.

- l) A person who immediately prior to his or her eighteenth birthday qualified for or was accorded resident status for tuition purposes pursuant to this subsection shall be deemed upon achieving majority to be a legal resident of North Carolina of at least 12 months' duration; provided, that the legal residence of such an adult person shall be deemed to continue in North Carolina only so long as the person does not abandon legal residence in this state.
- m) Any person who ceases to be enrolled at or graduates from an institution of higher education while classified as a resident for tuition purposes and subsequently abandons North Carolina domicile shall be permitted to reenroll at an institution of higher education as a resident for tuition purposes without necessity of meeting the 12-month durational requirement of this section if the person reestablishes North Carolina domicile within 12 months of abandonment of North Carolina domicile and continuously maintains the reestablished North Carolina domicile at least through the beginning of the academic term(s) for which in-state tuition status is sought. The benefit of this subsection shall be accorded not more than once to any one person.
- n) Notwithstanding subsection (b) of this section, a person who is a full-time employee of the University of North Carolina, or is the spouse or dependent child of a full-time employee of the University of North Carolina, and who is a legal resident of North Carolina, qualifies as a resident for tuition purposes without having maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes.

## **RESIDENCY CLASSIFICATION**

As part of the admissions procedure, every prospective or returning student application, except continuing education, is classified according to his or her state of legal residence. The initial classification is done by Admissions Office personnel.

## **REGULATIONS/RESIDENCE STATUS**

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual To Assist The Public Higher Education Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes. Each enrolled student is responsible for knowing the contents of that manual, which is the controlling administrative statement of policy on this subject. Copies of the manual are available on request at the Coastal Carolina Community College Admissions Office.

Students who wish to be classified as in-state residents for tuition purposes may be required to complete the Application for Classification As A Legal Resident (Domiciliary) of North Carolina for Tuition Purposes. Students may also be required to provide other documents that can show additional proof of residence.

### **APPEAL OF RESIDENCE STATUS**

Prospective or returning students who disagree with the residency classification as determined by the Admissions Office may, if they wish, file written petition of appeal to the Division Chair for Student Services or his/her designee within ten (10) working days of the date their classification notice is received. An individual wishing to petition the decision of the Admissions Office (hereinafter referred to as petitioner) must personally sign a written notice containing a simple declaration of intention of process and appeal before the Residency Appeals Committee.

The Division Chair for Student Services, upon receipt of notice of appeal, shall have ten (10) working days to prepare and transmit to the Residency Appeals Committee the complete institutional record with a letter acknowledging receipt of the petitioner's notice of appeal.

The Residency Appeals Committee, composed of the Vice President for Instruction and Information Resources (chairperson), the Director for Admissions and Data Management Services/Registrar and one faculty member, meets as needed to consider appeals. The petitioner may be present and speak to clarify any statements in the record. The petitioner may be allowed to choose one person present during the appeals proceedings; however, only the petitioner will be allowed to address the committee. In the event new substantive evidence is submitted, reclassification may be made by the committee after due consideration.

Decisions of the Residency Appeals Committee are forwarded in writing to the petitioner and the Division Chair for Student Services within ten (10) working days of the date of the decision.

Any petitioner who disagrees with the decision of the Residency Appeals Committee may schedule a meeting with the Vice President for Instruction and Information Resources within ten (10) working days to initiate a formal appeal with the State Residency Committee. A copy of the policies and procedures of the State Residency Committee is available from the Assistant Registrar/Coordinator for Admissions and Data Management Services.

## **TRANSFER OF CREDIT TO OTHER INSTITUTIONS**

### **STUDENT'S RESPONSIBILITY**

The College faculty and counseling staff will make every effort to assist students in planning appropriate transfer programs. The courses in the transfer curriculum have been designed to maximize transferability to area senior institutions. Nonetheless, acceptability of transfer courses may vary from one institution to another institution. It is the responsibility of students to work closely with appropriate faculty and academic counselors in order to maximize ease of transfer to a senior institution.

In general, applicants to senior institutions are considered for transfer if they have maintained an overall "C" average on coursework attempted and are in good standing in other respects at the institution from which they are transferring. Also, in some instances, senior institutions will require applicants to take certain standardized tests to provide supplemental information on academic aptitude and/or achievement. Finally, although transfer is possible without completion of the two-year degree, the receipt of the degree may be beneficial to transfer students in gaining acceptance to senior institutions in that it demonstrates ability to persist in the achievement of a significant educational goal.

The transfer student should begin appropriate planning during the first semester at Coastal in accordance with the following guidelines.

Each transfer student should:

1. Consult with an academic counselor during the first semester about long-range educational and/or career goals and determine which senior institutions have appropriate educational programs for the achievement of these goals;
2. Discuss with the academic counselor other factors that are important in choosing a senior institution such as tuition cost, distance from home, institution size, and available extracurricular programs;
3. Determine with the academic counselor which senior institutions are best suited in relation to all factors considered;
4. Write and/or visit the chosen senior institutions to consult with appropriate admissions officers and/or faculty as to the appropriateness of the planned course of study at Coastal and the appropriateness of the institutions for the student's particular goals;
5. Continue to consult with the academic counselor each semester to review the progress at Coastal in relation to transfer goals, making any desirable or necessary adjustments in planning; and
6. Apply to more than one senior institution of his/her choice at the earliest possible date during the second year at Coastal. Application deadline dates vary from one institution to another. Check by telephone or letter to ensure that the completed applications have been received and are under consideration.

## COMPREHENSIVE ARTICULATION AGREEMENT

The Comprehensive Articulation Agreement (CAA) addresses the admission of community college graduates to UNC institutions and the transfer of credits between institutions within the North Carolina Community College System and institutions within the University of North Carolina.

The CAA enables North Carolina community college graduates of two-year Associate in Arts (AA) and Associate in Science (AS) degree programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower-division general education requirements.

The CAA assures admission to one of the 16 UNC institutions with the following stipulations.

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina Community College with an Associate in Arts or Associate in Science Degree.
- Students must meet all requirements of the Comprehensive Articulation Agreement.
- A student must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which he or she graduated, and a grade of "C" or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which the student applies.
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

### *Transfer of Courses Not Originated at North Carolina Community Colleges*

Transfer credit for courses that originate at a UNC institution or independent college or university that is part of the CAA is acceptable as part of a student's successfully completed general education core or Associate in Arts or Associate in Science program under the CAA.

Transfer courses that do not originate at a NC community college may be used under the CAA with the following stipulations.

- Courses must be from a regionally accredited (e.g., SACSCOC) institution of higher education; and
- Courses must meet general education requirements

The CAA policies extend to high school students taking college coursework through the NC Community College System and/or the constituent universities of the University of North Carolina.

### *Transfer of Courses for Non-Graduates*

A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a Universal General Education Transfer Component course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

In accordance with the terms of the CAA, any transfer student who disagrees with the amount of transfer credit accepted by a North Carolina community college or by an institution in the UNC system may file a grievance within the first six weeks of the beginning of the term for which admission was offered. A student may obtain a CAA Student Grievance Form from the Admissions Office of the college or university to which he/she was admitted.

If a student is denied admission to a UNC institution, then he or she will receive a letter from that institution directing the student to the College Foundation of North Carolina (CFNC) website at [www.CFNC.org](http://www.CFNC.org). At the CFNC website, the student will be presented with the conditions of the Transfer Assured Admissions Policy and if these conditions are met, the student will be given information regarding space availability and contacts within the UNC system. The student should contact those institutions to get specific information about admissions and available majors.

In the rare instance that the previous steps do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

### **INDEPENDENT COMPREHENSIVE ARTICULATION AGREEMENT**

The Independent Comprehensive Articulation Agreement (ICAA) establishes the transfer of credits from the North Carolina Community College System (NCCCS) to signatory institutions of the North Carolina Independent Colleges and Universities (NCICU). The ICAA does not address admission requirements. Admission requirements are determined by each independent institution. Guidelines for transfer are outlined in the articulation agreement between these two entities and are available in the Student Services Division.

## **UNIVERSITY OF NORTH CAROLINA WILMINGTON EXTENSION SITE IN ONSLOW COUNTY**

UNCW Extension offices are located on the Coastal Carolina Community College campus, Marine Corps Base Camp Lejeune, and MCAS New River to assist prospective students concerning extension programs.

Currently, UNCW offers the following bachelor degree programs through the Onslow Extension site: Business Administration, Clinical Research, Criminology, Elementary Education, Nursing, and Social Work. In addition, students possessing a bachelor's degree can earn teacher licensures for Elementary Education and Early Childhood Education, and a graduate certificate in Conflict Management and Resolution. A Master of Arts in Liberal Studies, Master of Education in Elementary Education, Master of Science in Chemistry, Master of Science in Clinical Research, and a Master of Science in Instructional Technology are also offered through the UNCW Onslow Extension site. Coastal students who plan to enter any of these degree programs should see a UNCW counselor in addition to their academic counselor at Coastal. For additional information, call the UNCW extension admissions office at (910) 346-8246 or the Marine Corps Base Camp Lejeune office at (910) 451-5266.

## **TRANSFER TO THE UNIVERSITY OF NORTH CAROLINA WILMINGTON**

Coastal Carolina Community College Associate in Arts or Associate in Science graduates who have maintained at least a "B" average may transfer to UNCW as juniors. The articulation agreement states that the University of North Carolina Wilmington (UNCW) agrees to accept for academic credit college transfer coursework completed at Coastal Carolina Community College in accordance with UNCW's policy on transfer of credit as published in the *UNCW Undergraduate Catalogue* and UNCW Articulation/Transfer Agreement Guidelines. Coastal Carolina Community College students who apply for admission to UNCW and are admitted as transfer students may receive up to 64 semester hours of academic credit from all institutions attended.

The holder of an Associate in Arts or Associate in Science from Coastal with at least a cumulative grade point average (GPA) of 3.0 based on a 4.0 scale will be admitted to UNCW at junior level standing provided all other conditions for admission are satisfied. Additionally, these students will be considered to have satisfied UNCW's basic studies requirements; however, those who have not earned three semester hours of transfer credit in a foreign language must complete UNCW's basic studies foreign language requirements. Admission to the university does not constitute admission to a professional school or specific program. Students may graduate under the provisions of the UNCW undergraduate catalogue in effect at the time of their matriculation at UNCW or any subsequent catalogue, providing all graduation requirements are completed within six years of the expiration date of the catalogue chosen.

The Coastal student is encouraged to contact UNCW's Admissions Office regarding any questions on this issue of transfer.

## **TUITION AND FEES**

In accordance with the basic concept of comprehensive community colleges, all fees are nominal. The tuition rate is subject to change at the direction of the North Carolina General Assembly. For information on tuition and fees, contact the Admissions Office.

### **TUITION AND FEES OF MILITARY PERSONNEL IN THE ARMED SERVICES AND DEPENDENTS ASSIGNED IN NORTH CAROLINA**

According to the North Carolina General Statute 116-143.3, provisions for charging tuition and fees of military personnel in the armed services and dependents assigned in North Carolina include the following.

1. The following definitions apply in this section (1) The term "abode" shall mean the place where a person actually lives, whether temporarily or permanently; the term "abide" shall mean to live in a given place. (2) The term "armed services" shall mean the United States Air Force, Army, Coast Guard, Marine Corps, and Navy; the North Carolina National Guard; and any Reserve Component of the foregoing. (3) The term "tuition assistance" shall be used as defined in the United States Department of Defense Directive 1322.8, implementing 10 U.S.C. 2007.
2. Any active duty member of the armed services qualifying for admission to an institution of higher education as defined in G.S.116-143.1 (a)(3) but not qualifying as a resident for tuition purposes under G.S.116-143.1 shall be charged the in-state tuition rate and applicable mandatory fees for enrollment while the member of the armed services is abiding in this state incident to active military duty in this state. In the event the active duty member of the armed services is reassigned outside of North Carolina or retires, the member shall continue to be eligible for the in-state tuition rate and applicable mandatory fees so long as the member is continuously enrolled in the degree or other program in which the member was enrolled at the time the member is reassigned. In the event the active duty member of the armed services receives an Honorable Discharge from military service, the member shall continue to be eligible for the in-state tuition rate and applicable mandatory fees so long as the member establishes residency in North Carolina within 30 days after the discharge and is continuously enrolled in the degree or other program in which the member was enrolled at the time the member was discharged.



3. Any dependent relative of a member of the armed forces who is abiding in this State incident to active military duty, as defined by the Board of Governors of the University of North Carolina and by the State Board of Community Colleges while sharing the abode of that member shall be eligible to be charged the in-state tuition rate, if the dependent relative qualifies for admission to an institution of higher education as defined in G.S. 116-143.1(a)(3). The dependent relatives shall comply with the requirements of the Selective Service System, if applicable, in order to be accorded this benefit. In the event the member of the armed services is reassigned outside North Carolina or retires, the dependent relative shall continue to be eligible for the in-state tuition rate and applicable mandatory fees so long as the dependent relative is continuously enrolled in the degree or other program in which the dependent relative was enrolled at the time the member is reassigned or retires. In the event the member of the armed services receives an Honorable Discharge from military service, the dependent relative shall continue to be eligible for the in-state tuition rate and applicable mandatory fees so long as the dependent relative establishes residency within North Carolina within 30 days after the discharge and is continuously enrolled in the degree or other program in which the dependent relative was enrolled at the time the member is discharged.
4. The person applying for the benefit of this section has the burden of proving entitlement to the benefit.
5. A person charged less than the out-of-state tuition rate solely by reason of this section shall not, during the period of receiving that benefit, qualify for or be the basis of conferring the benefit of G.S.116-143.1 (g), (h), (i), (j), (k), or (l). (See Residence Status of Tuition Payment, N. C. General Statute 116-143.1).

## **STUDENT FEES**

Student fees are collected each semester and are used to support approved co-curricular and extracurricular programs including student government, clubs and organizations, educational activities, graduation, student handbooks, and other beneficial services for students. Upon payment, student fees are non-refundable.

When a student, having paid the required student fees for a semester, dies during that semester (prior to or on the last day of examinations), fees for that semester may be refunded to the estate of the deceased.

## **TUITION REFUND POLICY**

1. On-Cycle Course Sections:
  - a) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.
  - b) A college shall provide a 100 percent refund to the student if the college cancels the course section in which the student is registered.
  - c) After an on-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on either of the following, as determined by local college policy and noted on the college calendar.
    - (i) The 10 percent point of the academic period, or
    - (ii) The 10 percent point of the course section
2. Off-Cycle Course Sections:
  - a) A college shall provide a 100 percent refund to the student if the student officially withdraws or is officially withdrawn by the College prior to the first day of the off-cycle course section.
  - b) A college shall provide a 100 percent refund to the student if the College cancels the course section in which the student is registered.
  - c) After an off-cycle course section begins, a college shall provide a 75 percent refund to the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the 10 percent point of the course section.
3. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
4. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
5. For classes such as community interest and motorcycle, there are no refunds unless the class is cancelled by the College.

## **MILITARY TUITION REFUND POLICY**

Upon request of the student, each college shall:

1. Grant a full refund of tuition and fees 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 that make it impossible for them to complete their course requirements; and
2. Buy back textbooks through the colleges' bookstore operations to the extent possible.

## **TEXTBOOKS AND SUPPLIES**

Students are required to have the necessary textbooks and supplies for courses. Certain technical and vocational programs require equipment or tools that must be purchased off campus. Books and supplies are available from The College Store. The College Store is located in the Student Center.

## **TEXTBOOK REFUND POLICY**

1. You must have your receipt from The College Store to be eligible to return or exchange a textbook.
2. To receive a refund, books must be returned in the condition they were purchased and within thirty (30) calendar days of purchase.
3. Used textbooks are generally not returnable.
4. For defective (not defaced) books, the student is allowed to have the textbook exchanged for the same title without any additional charge during the same semester the text was purchased.
5. Ancillary items such as Blackboard® codes, access codes, tutorial CDs, videos, and DVDs are single use items and are not eligible for a refund.

# **ACADEMIC REGULATIONS**

## **STUDENT RESPONSIBILITY**

All students are responsible for the proper completion of their academic program, for knowledge of regulations and policies as listed in the College catalog and student handbook, and for maintaining the grade average required for good standing. Faculty advisors and academic counselors will assist and advise, but the final responsibility remains that of the student.

Students are responsible for maintaining communication with the College by keeping a current local address and telephone number on file with the Registrar's Office at all times.

## **CATALOG OF RECORD**

A student in continuous attendance (summer semester excepted) may graduate under the provisions of the catalog in effect on his/her date of entry. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date.

Students may formally apply through the Student Services Division to change his/her catalog of record. All requests must be approved by the Director for Admissions and Data Management Services/Registrar. Students who are approved for a change of catalog will be subject to all requirements of their newly designated catalog of record.

## **REGISTRATION**

Students are required to register for any course prior to the first class meeting. No credit can be granted for courses in which the student is not properly registered. Students may not register for more than one section of the same course in any given semester. Students cannot attend a class for which they are not officially registered. Registration instructions are published prior to each registration period.

## **SEMESTER HOURS OF CREDIT (SHC)**

The unit of measurement for credit purposes is the semester hour. One (1) semester hour represents the credit earned in a course that is scheduled for one (1) class hour per week for a semester of sixteen (16) weeks. However, for laboratory work, two (2) or more class hours in the laboratory are required for a single semester hour of credit.

## **COURSE LOAD**

In accordance with the general provisions of The State Board of Community Colleges Code 1G SBCCC 100-1(2), a full-time student is defined as any student enrolled in twelve (12) or more semester hours of credit within a designated regular fall or spring term. Within a regular summer session, a full-time student is defined as any student enrolled in nine (9) or more hours.

No student may carry in excess of 21 credit hours during a regular term or 13 credit hours during a summer session without permission of the Vice President for Instruction and Information Resources (or designee) or the Director for Admissions and Data Management Services/Registrar. A student may not exceed 30 contact hours or the number of contact hours required by the program of study (whichever is greater) without permission from the Division Chair of that program.

To seek permission to exceed the maximum course loads, a student must have earned a cumulative grade point average of 3.0 or have a grade point average of 3.25 on a full-time load from the previous semester.

### **AUDITING COURSES**

Students who wish to audit courses must contact the Registrar's Office and complete an Audit Request Form. The student must also register for the appropriate course(s) prior to the start of the semester and pay through regular channels. No credit will be received, but students are required to adhere to the attendance policy. An audit cannot be changed to credit or credit to audit after the first full week of classes. Financial aid/veteran's assistance is not available for audited courses.

### **CHANGE OF NAME AND ADDRESS**

Students are responsible for notifying the Registrar's Office of all name, mailing address, and telephone number changes. This is necessary to keep all records in proper order.

### **CHANGE OF ACADEMIC PROGRAM**

In order to fulfill required checks on student progress for financial aid and veterans' assistance programs and to check progress toward graduation, student records are maintained with reference to the particular academic program in which they are enrolled. Students who wish to change their program of study should secure an academic program change request form from the Admissions Office and meet with an academic counselor.

The Admissions Office is responsible for certifying that the admissions requirements for students have been met. Any student who has been provisionally admitted to a program of study will remain at that status until the admissions requirements have been met.

Students who wish to change their academic program of study may initiate the request with an academic counselor. If the change of academic program is approved, the student must follow the catalog of record that is current for the term that the change becomes effective. Students who are currently enrolled and are scheduled to graduate and wish to return later (a fall or spring semester) for additional study, must follow the readmission procedures.

## **DEVELOPMENTAL COURSE PLACEMENT**

Developmental courses are pre-credit programs of instruction offered to prepare students for admission to college level courses. Identified developmental courses are offered in the areas of chemistry, English, reading, and mathematics and are designated by numeric course codes under one hundred (100).

Placement in an appropriate developmental course is required if the student scores below established performance standards on the College's placement examinations.

## **ADDING, DROPPING, OR WITHDRAWING FROM COURSES**

### *Adding Or Dropping Courses Prior To The First Day Of The Term/Session*

A student who finds it necessary to add or drop a course from the College must complete a drop/add form from the Registrar's Office. Courses may be added only during the specified time period designated by the Registrar's Office.

### *Withdrawing From A Course On Or After the First Day of the Term/Session*

In order to withdraw from a course during the specified time period, students must obtain the Registration Change Notice form (located at the Registrar's Office) and complete as follows.

1. If submitted before the official withdrawal date of a designated term, only the student need sign the completed form.
2. If submitted after the official withdrawal date of a designated term, the student must sign and have the instructor (or if necessary, Division Chair) of each course sign the completed form.
3. Return the completed Registration Change Notice form to the Registrar's Office for processing.

*Withdrawing COMPLETELY From School On Or After the First Day of the Term/Session* In order to withdraw completely from school, students MUST obtain the Registration Change Notice form (located at the Registrar's Office) and complete the following steps.

1. Meet with an academic counselor.
2. Complete all required information on the Registration Change Notice form.
3. Return the completed form to the Registrar's Office for final processing.
4. Complete and return the Leaver/Withdrawal Follow-Up Survey to the Registrar's Office.

The Registrar's Office will notify instructors as necessary regarding student withdrawals.

*Grade Reporting For Drops/Withdrawals* For courses dropped after classes begin and up to thirty-six (36) days prior to the end of the regular semester, the grade of "W" will be reported. When a student withdraws from school or from a class or is dropped by the instructor due to attendance within the final thirty-six (36) days of a regular semester, a grade of "W" will be assigned unless the instructor determines that the student's performance at the point of withdrawal has been unsatisfactory. If the instructor's evaluation of the student's status is unsatisfactory, a grade of "F" may be recorded on the transcript at the end of the semester. Drop/withdrawal dates from classes during modified College sessions (other than the regular College semester) will be adjusted as appropriate. Students may contact the Registrar's Office for additional information.

## **TRANSFER OF CREDITS TO COASTAL CAROLINA COMMUNITY COLLEGE**

Educational work completed by students in other accredited institutions may, where applicable, be credited toward graduation requirements of Coastal Carolina Community College. In order to be eligible for graduation, the transfer student is required to enroll and successfully complete all additional academic program courses for which transfer credit was not received. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at Coastal, is thirty-nine (39) semester hours toward any Associate in Arts or Associate in Science degree and forty-two (42) semester hours toward any Associate in Fine Arts degree.

For Associate in Applied Science Degrees, diplomas, or certificates, the maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at Coastal, is sixty-five (65) percent of the total required hours. Transfer credits are not used in the computation of the student's grade point average.

The College is an institutional member of the Servicemembers Opportunity Colleges (SOC) (See **SERVICEMEMBERS OPPORTUNITY COLLEGES**). Designated SOC students must meet 25% academic residency requirements of their program as stated in The SOC MAR-2 Handbook before transfer credit is awarded. Upon completion of their residency, designated students are allowed to transfer in 75% of the coursework needed for a certificate, diploma, AA, AS, AFA, or AAS degree.

Evaluation of transfer credits is made when the student's file is complete and the student is in an academic program. This evaluation is normally completed by the end of the first semester of enrollment following completion of the student's file.

The College grants 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. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Coastal Carolina Community College makes no guarantee of such transfer.

Transfer credit will normally be allowed only for applicable courses in which a grade of "C" or higher has been earned. Grades of "D" will be considered for transfer in sequence courses. (The student should understand that this credit allowance for a grade of "D" is only for meeting graduation requirements at this institution and may not be acceptable at a senior college to which the student may later transfer.) In all cases, the cumulative grade point average of all courses accepted in transfer must be at least 2.0 ("C" equivalent). No grade on applicable science courses of less than "C" will be accepted in transfer toward credit within any allied health programs.

As part of the evaluation process, the College may only award credit from an official transcript which outlines final grades for all completed coursework. Any transcript that acknowledges in progress coursework may not be evaluated or credited toward a student's graduation requirements.

### **CREDIT FOR ADVANCED PLACEMENT (AP), INTERNATIONAL BACCALAUREATE (IB), COLLEGE LEVEL EXAMINATION PROGRAM (CLEP), AND DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)**

The College grants credit for the Advanced Placement (AP) Tests conducted by the College Entrance Examination Board. Students desiring credit must have their scores submitted to the Registrar's Office for evaluation.

The College grants credit for International Baccalaureate (IB) curricula credit completed through an authorized International Baccalaureate Organization (IBO) diploma program. Students desiring credit must have their IB transcript(s) submitted to the Registrar's Office for evaluation.

The College grants credit for the College Level Examination Program (CLEP) and DANTES General and Subject Examinations. Credit must be applicable to the student's current degree or diploma requirements. Students desiring credit must have CLEP and/or DANTES scores submitted to the Registrar's Office for evaluation.

**NOTE:** A student may only receive up to 30 semester hours of Coastal Carolina Community College credit based on his/her completion of one or more of the credit/examination opportunities listed above. Additional information may be obtained from the Director for Admissions and Data Management Services/Registrar.



## **CREDIT FOR CORRESPONDENCE WORK**

Ten (10) semester hours of credit for correspondence courses applicable to courses offered at Coastal Carolina Community College may be accepted as transfer toward the associate degrees. Such courses must have been taken within the correspondence program of an accredited institution.

## **CREDIT FOR LIFE EXPERIENCE**

Academic credit is not allowed for previous life experience outside of the supervision of the College; however, a student may challenge certain courses by examination.

## **CREDIT BY EXAMINATION**

For those classes for which credit by examination is appropriate, Coastal Carolina Community College will grant credit to any student who successfully completes a challenge exam in lieu of regular class participation.

The student seeking to receive credit by examination must secure a Credit by Examination form (located at the Registrar's Office), schedule an appointment with a full-time faculty member in the department concerned, and explain the reasons and/or justification for the request. Since some exams may take considerable time to coordinate and prepare, the student is advised to initiate the process well before the semester in which he/she intends to receive credit. All examinations must be completed no later than the last day of the registration period prior to drop/add. If the faculty member and the Division Chair approve the request for credit by exam, the student will schedule the examination with the Division Chair. The student must register and pay any required tuition charge. The faculty member(s) administering the examination will report the results to the Director for Admissions and Data Management Services/Registrar, the Division Chair, and the student.

If a student is unsuccessful in an attempt to challenge a course, he/she must take the class in order to receive credit. One challenge attempt per course is allowed.

Standardized tests will be used when available and appropriate. If standardized tests are not available, local tests, prepared by faculty within the discipline, will be used. National norms, usually available for standardized tests, will be considered in determining whether or not the student has performed satisfactorily on the test. On local tests, a grade of 77% or higher will be required for passing the test. For courses which require specialized and/or manual skills, examinations will include demonstrations of those skills.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average. Students should be aware that many colleges will not accept transfer credits earned through credit by examination. Financial aid/veteran's assistance is not available for credit by examination courses. Credit by examination is not available for all courses, i.e., some courses cannot be challenged. (See COURSES THAT CANNOT BE CHALLENGED.)

## **INDEPENDENT STUDY**

Any student requesting to take a course by independent study must complete the Request for Independent Study form and have it approved prior to the first day of registration.

The student will be permitted to enroll for a course by independent study when the following conditions are met.

1. The course in question will not be offered before the student's scheduled graduation date.
2. The course is not offered or is in schedule conflict with another required course and is needed for the student to qualify for graduation or transfer.
3. The student has a cumulative grade point average of not less than 3.0.
4. The student selects a full-time faculty member who, with the approval of the Division Chair, agrees to serve as the instructor for the semester of independent study.
5. The student has completed 15 (fifteen) semester hours of study in his/her academic program at Coastal Carolina Community College.
6. The course instructor and Division Chair have recommended that the student be allowed to register for the course by independent study.

The regulations that apply to independent study are as follows.

1. The student will meet with the instructor at least one hour per week.
2. Arrangements must be made with the instructor for any laboratory experience required for the course.
3. Work schedules do not constitute justification for taking a class by independent study.
4. No faculty will be allowed to supervise more than one student enrolled by independent study during a given semester.
5. No student will be allowed to accumulate credit for more than two courses taken by independent study.

Any deviation from this procedure or regulations will be justified by special circumstances judged by the Vice President for Instruction and Information Resources to be in the best interest of a given student.

## **CURRICULUM COURSE REPEAT POLICY**

A course may be completed successfully a total of three (3) times, including all audits. Approval is required from the appropriate Division Chair for any student wishing to repeat a course beyond established limits. Each attempt will be recorded. With the exception of audits, the highest completion will be counted for credit in computing the grade point average. All grades will be reflected on the transcript. No course may be counted more than once toward graduation.

Certain financial aid sources are not available to support courses previously passed.

Students planning to transfer should note that the receiving institution may not honor the GPA alteration but may include all course attempts when computing the grade point average for admissions requirements.

## **CONTINUING EDUCATION OCCUPATIONAL EXTENSION COURSE REPEAT POLICY**

North Carolina legislation states that a student enrolling in the same occupational extension course more than twice within a five-year period will pay the full student cost of the course per scheduled hour or the current state fee, whichever is higher. This provision is waived if course repetition is required for certification, licensure, or recertification. For example, fire, rescue, or law enforcement personnel may repeat courses which are required by certification or licensing provisions and are directly job-related.

## **ACADEMIC FORGIVENESS RULE**

Students may request in writing to the Student Services Division to apply the Academic Forgiveness Rule. Any request for academic forgiveness will be reviewed by the Director for Admissions and Data Management Services/Registrar and approved by the Vice President for Instruction and Information Resources.

Requests for academic forgiveness must specify: (1) student enrollment dates; and (2) specific purpose to be accomplished through the exemption of identified course(s) and grade(s).

Academic forgiveness will be granted only one time. The forgiveness feature of this rule may affect the student's grade point average at Coastal Carolina Community College only. If a student is approved under the provisions of the Academic Forgiveness Rule, only those courses for which the student received a grade of "C" or higher will be used for academic credit.

Note: When a student transfers from one college to another, the receiving institution usually considers all work attempted at all previous colleges and requires an overall "C" average for admission. the forgiveness feature of this rule may affect the student's grade point average at Coastal Carolina Community College only. It is therefore extremely important that potential

transfer students clearly understand and give careful consideration when using this policy. They should seek guidance from their receiving institution as well as from Coastal Carolina Community College

## **TWO-YEAR RULE**

Any student with a GPA of below 2.0 who has not attended Coastal Carolina Community College for two or more years and who is accepted for readmission may file a Two-year Rule Request form with the Student Services Division for re-entry under the provisions of the two-year rule.

If a student is readmitted under the provisions of the two-year rule, only those courses for which the student received a grade of “C” or better will be used for academic credit. The student’s grade point average will be based only on work attempted after readmission.

If re-entry under the two-year rule is not approved, the student’s GPA and grades will continue as if no break had occurred.

A student may have this two-year rule applied only once. A student choosing to have the rule applied or not applied may not later reverse the option.

Students wishing to use this rule should contact an Academic Counselor to complete the proper form and obtain procedural information. The student must submit the form to the Director for Admissions and Data Management Services/Registrar for approval and processing. The student wishing to use this rule should initiate action before the end of the first semester of enrollment after eligibility.

**NOTE: When a student transfers from one college to another, the receiving institution usually considers all work attempted at all previous colleges and requires an overall “C” average for admission. The forgiveness feature of this rule may affect the student’s grade point average at Coastal Carolina Community College only. It is therefore extremely important that potential transfer students clearly understand and give careful consideration when using this policy. They should seek guidance from their receiving institution as well as from Coastal Carolina Community College.**

**ATTENDANCE**

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. Class lectures, demonstrations, discussions, and other in-class experiences are regarded as vital ingredients of the educational process that cannot be easily compensated for through out-of-class make-up work. Coastal's attendance policy is designed to balance the educational benefits of regular class attendance with the demands of everyday life. To allow for absences related to religious observances, illness, emergencies, and other circumstances, students may miss up to 12.5% of class hours before being mandatorily dropped by instructors.

Class Contact Hours	Allowable Absence Hours
2	4
3	6
4	8
5	10

**NOTE: Student absences from class will be counted beginning with the first class meeting after the student has registered for the class. Laboratory hours and class hours are not interchangeable in the application of the attendance guidelines.**

Coastal's online courses are equivalent to their seated courses in both academic rigor and student requirements. Online students are required to regularly attend their online courses and complete assignments. Because online courses require a student to be in continuous contact with the instructor, Coastal's online course instructors will administratively drop students who miss more than the equivalent of 12.5% of class hours. Instructors will identify in their syllabi what the equivalent of 12.5% of class hours is for each course. Students who do not adhere to the specific attendance guidelines established by their instructor will be dropped from the course. Students should carefully review the attendance policy as stated in the course syllabus.

Students should be further advised that some programs may have more stringent attendance requirements due to the nature of the specific programs and various regulations established by state and federal licensing agencies. Such additional attendance requirements are to be stated in the respective program descriptions or course syllabi, and are to be maintained on file in the office of the appropriate Division Chair.

Students who request accommodations due to documented special needs are advised that disability-related absences do not in any way alter class requirements, faculty expectations, or student responsibilities. The College's designated ADA Coordinator for disability services does not have a role in determining course attendance policies or in modifying course attendance

requirements. College faculty members determine all grading procedures regarding make-up of missed assignments, quizzes, and exams. A College faculty member is not required to lower essential course requirements for accommodation purposes.

It is the responsibility of each student to understand and to abide by the attendance requirements, as well as any additional guidelines developed by faculty members concerning such things as advance notice of absences and make-up work requirements. Students should be mindful that they remain accountable for any information or assignments missed because of class absence.

### **RIGHT OF A HEARING RELATED TO INSTRUCTOR ADMINISTRATIVE DROP DUE TO EXCESSIVE ABSENCES**

When a student has been dropped from a course due to excessive absences, he/she may request reinstatement by the instructor.

- a) An instructor may allow reinstatement. If a student is reinstated by the instructor, continued enrollment would be under conditions set by the instructor by way of a reinstatement agreement between the student and the instructor. If the student violates any of the conditions of reinstatement, the student may be dropped from the class roll. The student may request another reinstatement, and if that request is denied by the instructor, the student may request consultation with the Division Chair for Student Services. After consultation with the Division Chair for Student Services, the student may appeal the decision of the instructor to not reinstate him/her by submitting a written request for a hearing to the chair of the Student Welfare Committee within one (1) week of the instructor's denial of reinstatement. The written request for appeal must identify the condition(s) of reinstatement that the instructor alleges he/she violated and, if applicable, any "extenuating circumstances" that caused said violation(s). Upon receipt of the student's written request for a hearing, the chair of the Student Welfare Committee will instruct the Appeals Sub-Committee to convene for a timely hearing. Both the instructor and the student must be present at the hearing. The instructor must state the conditions of the reinstatement agreement and provide testimony regarding the alleged violation(s). The student must provide documentary evidence that he/she did not violate the particular condition(s) of the reinstatement agreement, or, if applicable, documentary evidence showing any "extenuating circumstances" that caused him/her to violate said agreement.

After hearing from both the instructor and the student, the Appeals Sub-Committee will render a decision on the student's reinstatement request. All decisions of the Appeals Sub-Committee will be final. If the student chooses not to attend the hearing, the decision of the instructor not to reinstate will stand and be final. The student has

the right to attend class during the appellate process. If the student chooses not to attend class, it may affect the final appellate decision.

- b) An instructor may deny reinstatement. If reinstatement is denied by the instructor, the student may request consultation with the Division Chair for Student Services. After consultation with the Division Chair for Student Services, the student may appeal the instructor's decision not to reinstate him/her by submitting a written request for a hearing to the chair of the Student Welfare Committee within one (1) week of the instructor's denial of reinstatement. If applicable, the written request for appeal must entail any "extenuating circumstances" that the student believes caused his/her excessive absences. Upon receipt of the student's written request for a hearing, the chair of the Student Welfare Committee will instruct the Appeals Sub-Committee to convene for a timely hearing. Both the instructor and the student must be present at the hearing. At the hearing, the instructor must provide attendance records to show that the student had an excessive number of absences that violated the attendance policy as announced by the instructor. The student must provide documentary evidence that he/she did not have excessive absences as claimed by the instructor or, if applicable, documentary evidence showing any "extenuating circumstances" that caused the student to violate the attendance policy. After hearing from the instructor and the student, the Appeals Sub-Committee will render a decision on the student's appeal for reinstatement. All decisions of the Appeals Sub-Committee will be final. If the student chooses not to attend the hearing, the decision of the instructor not to reinstate will stand and be final. The student has the right to attend class during the appellate process. If the student chooses not to attend class, it may affect the final appellate decision.

## **SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)**

Coastal Carolina Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post-secondary education to active duty service members and their dependents throughout the world. As a SOC member, Coastal Carolina Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the armed services, the Office of the Secretary of Defense, and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACC).

## GRADING SYSTEM

Official grades are issued for each student at the end of each semester. Students enrolled in academic programs will be graded by the following letter grade system.

	Numerical Grade	Grade Points Per Semester Hours
A-Excellent	93-100	4
B-Good	85-92	3
C-Average	77-84	2
D-Below Average	70-76	1
F-Unsatisfactory	Below 70	0

The following grade abbreviations will not be used in computing the grade point average:

AU—AUDIT

CE—CREDIT BY EXAMINATION This is awarded for successful completion of institutional examination and carries credit earned but is not figured in grade point average. (Course credit may not be transferable to another institution.)

I—INCOMPLETE This indicates failure to complete certain course requirements because of extenuating circumstances. The student is responsible for arranging with the instructor the terms of the incomplete and for seeing that the incomplete is removed prior to the end of the succeeding term, or the grade becomes an "F."

IP—IN PROGRESS This grade may be given in MAT 050 when progress has been made but required objectives for the course have not been met. A student who has earned an IP will not be allowed to enroll in subsequent courses until he/she re-enrolls and earns a "C" or better in the course. Financial aid recipients who receive an "IP" grade for a specific course cannot have federal Pell funds reappropriated for the repeat of that course.

NA—NEVER ATTEND This grade indicates that the student enrolled in the course but did not attend.

P—PASS This grade may be given in developmental courses when progress (80% mastery or higher) has been made toward required objectives.

R—RE-ENROLL This grade may be given in developmental course modules when progress has been made but required objectives have not been met (below 80% mastery). A student who has earned an "R" will not be allowed to enroll in subsequent courses until he/she re-enrolls and earns a "P" in the specific course. Financial aid recipients who receive an "R" grade for a specific course may be eligible to have federal Pell funds reappropriated for the repeat of a specific course.



**W—OFFICIAL WITHDRAWAL** This is a grade assigned when appropriate documentation is submitted by the instructor, student or College official by the published deadline, terminating enrollment. An instructor or College official may assign a "W" after the published deadline.

**WA—UNOFFICIAL WITHDRAWAL FOR AUDITS** This is the grade reported for an audit student who ceases attendance without officially notifying the school. This grade carries no credit and no penalty.

### **PRESIDENT'S LIST**

At the close of each semester, academic program students carrying a full-time course load (courses leading to an associate degree, diploma, or certificate) will be included on the President's List provided they have no grades of "I" and/or no grade lower than an "A" for that semester.

### **DEAN'S LIST**

At the close of each semester, academic program students carrying a full-time course load (courses leading to an associate degree, diploma, or certificate) will be included on the Dean's List provided they have no grades of "I" and/or no grade lower than a "B" and provided that the quality point average of all their grades for that semester is 3.25 or better.

### **STANDARDS OF PROGRESS**

Records of progress (grade reports) are kept by this institution on all students. Grade reports are furnished electronically to the students at the end of each term.

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

At the end of each academic term, a student's semester and cumulative grade point average (GPA) is calculated. Each student is expected to make satisfactory progress, defined as a cumulative GPA of at least 2.0, based on credit hours attempted. Students with the minimum cumulative GPA of 2.0 are considered to be in good standing.

Credit hours for developmental courses are not counted in credit hours attempted; thus, grades from developmental classes are not counted toward cumulative GPA. Courses with a grade of NA (never attend), AU (audit), CE (credit by examination), IP (in progress), R (re-enroll), W (official withdraw) and WA (unofficial withdrawal for audit) are not considered in credit hours attempted and not counted toward cumulative GPA.

## **ACADEMIC WARNING**

If the cumulative grade point average of a student is below the satisfactory academic standing of 2.0 (at the end of his or her initial semester), when final grades are submitted to the Registrar, the student will be placed on academic warning. Students who have been placed on academic warning will receive notification from Student Services. Students on academic warning may continue their studies under the guidance of an academic counselor.

## **ACADEMIC PROBATION**

Any student whose cumulative grade point average falls below the satisfactory academic standing of 2.0 (at the end of the term of enrollment) will be placed on academic probation prior to the next term of attendance. Students on academic probation will be notified by Student Services and may continue their studies under the guidance of an academic counselor.

Prior to the first day of attendance, all students on academic probation must review their class schedule with an academic counselor who may:

1. Limit their enrollment to nine (9) credit hours or less for the semester;
2. Prescribe specific developmental or required courses for enrollment; and
3. Specify the mechanism by which courses are delivered.

Identified students must report to an academic counselor as often as is required throughout the semester.

Students may remain on academic probation for no more than two terms of enrollment before being classified as making unsatisfactory academic progress. Students who are identified as making unsatisfactory academic progress will be notified by Student Services.

## **UNSATISFACTORY ACADEMIC PROGRESS**

Students who are identified as making unsatisfactory academic progress may continue to attend the institution under the guidance of the Counseling Coordinator (or designee). Prior to the first day of attendance, each identified student will meet with the Counseling Coordinator (or designee) who will limit the student's enrollment to a maximum of seven (7) credit hours until such time as the student's GPA is brought back to satisfactory academic progress. The Counseling Coordinator (or designee) may also prescribe specific developmental or required courses for enrollment and specify the mechanism by which the course is delivered.

**NOTE:** Financial aid and/or veteran's educational benefits will be terminated by the College for any student identified under the status of unsatisfactory academic progress. Students under this academic status must regain a satisfactory academic standing of 2.0 for reinstatement of aid or educational benefits.

## **RIGHT OF APPEAL RELATED TO COURSE GRADES RECEIVED**

All grade appeals must be initiated no later than the first calendar day of the next regularly scheduled semester or by the census date (10% point) of the next term in which the student is enrolled, whichever comes first.

The following procedure is to be utilized.

1. The student will contact the instructor to determine that there has been no mistake and to present his or her case.
2. In the event of no resolution, the student will, within one calendar week, contact the Division Chair, Director, or supervisor who will consider the appeal and render judgement within one calendar week.
3. In the event of no resolution with the instructor's supervisor, the student will, within one calendar week, contact the appropriate Vice President, who will require both the instructor and the student to present their cases. Upon completion of said presentations, the Vice President will render judgement within one calendar week.

Exceptions to the aforementioned timelines due to instructor and/or supervisor unavailability, must be approved by the appropriate Vice President.

## **PRIVACY OF EDUCATIONAL RECORDS**

Educational records include academic scores, transcripts, medical records, financial accounts, financial aid information, and disciplinary records. Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the right of students to inspect and review their records.

Coastal Carolina Community College supports the rights and privacy afforded each student by the act and is in compliance with its provisions.

Within Coastal Carolina Community College, only those persons, individually or collectively, acting in the student's educational interest are allowed access to student educational records. Included are personnel in the Student Services Division, senior level administrators, the Accounting Office, the Office of Public Information/College Foundation, instructors, advisors, and other academic personnel within the limitations of their need to know.

At its discretion, the College may provide directory information in accordance with the provisions of the act to include the following: student's name, address, e-mail address, telephone numbers, major field of study, dates of attendance, full-time/part-time attendance, degrees, and awards received. The College will provide directory information listings to military recruitment offices (as designated by the Solomon Amendment), to other third parties for the sole purpose of educational benefits to the students, and for verification to employment agencies. No other persons shall have access to, nor will the College disclose, information from a student's records without the written consent of the student.

Students have the right to withhold disclosure of directory information by completing a Request for Nondisclosure in the Registrar's Office. Requests for nondisclosure must be filed annually. The College assumes that failure on the part of any student to file a Request for Nondisclosure indicates approval for disclosure.

Student records, including admissions and registration documents, grades and other supporting data are maintained in the Registrar's Office. Any student wishing to challenge the content of his/her educational records should notify the Director for Admissions and Data Management Services/Registrar in writing.

## **VERIFICATION OF ENROLLMENT**

Students may request verification of their enrollment at the College through the Registrar's Office. Student enrollment verification is made available to financial aid lenders through the National Student Loan Clearinghouse (NSLC). A student may prevent disclosure of enrollment information by notifying the Registrar's Office in writing. Requests for nondisclosure must be filed annually.

## **TRANSCRIPTS**

Student transcripts are available under the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380). Under this act, written consent from the student is required before the student records can be released to anyone. Students may obtain copies of their transcript(s) from the College at no charge.

Any request for five or more transcripts may require extra time to process. Transcripts are withheld until all of the student's financial obligations to the College are completed. Contact the Registrar's Office for additional information.

## **GRADUATION**

Upon recommendation of the faculty and the approval of the Board of Trustees, an appropriate certificate, diploma, or degree will be awarded to the students who have been fully admitted to the College and have successfully completed the requirements of the academic program in which they are enrolled. Provisionally admitted students will not be recommended for graduation. A minimum of a 2.0 average and the satisfactory completion of an approved academic program of study is required for graduation. Transfer students wishing to graduate from this institution must earn the minimum amount of credit as outlined under Transfer of Credits to Coastal Carolina Community College. Any student enrolled in an associate degree, diploma, or certificate academic program who, while enrolled in that program, meets the requirements of another associate degree, diploma, or certificate program at Coastal Carolina Community College, may request the awarding of the additional degree, diploma, or certificate after the student has successfully met the requirements of the additional academic program without having to file an academic program change request.

The student must file an application for graduation for each degree, diploma, or certificate requested and pay the required fee(s) for each degree, diploma, or certificate requested. Applications for degrees, diplomas, or certificates must be completed by the student and returned when the student registers for the last semester of enrollment.

## **POLICIES RELATING TO DISRUPTIVE CONDUCT**

Coastal Carolina Community College honors the right of free discussion and expression, peaceful picketing and demonstrations, the right to petition, and peaceful assembly. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the College to deal with such disruption, destruction, or interference promptly and effectively but also fairly and impartially without regard to race, religion, sex, or political beliefs.

Coastal Carolina Community College does not allow the dissemination on campus of information or literature by individuals, groups, or organizations known to advocate racial or ethnic discrimination, violence, or disruptive conduct.

## **DISCIPLINE - POLICIES ON STUDENT RIGHTS AND DISCIPLINE**

### **SECTION 1 - POLICY STATEMENT**

Coastal Carolina Community College adopts this policy on student discipline in recognition of the need to preserve the orderly processes of the College, as well as to observe the students' procedural and substantive rights. As used herein, "student" means any person who is registered for a course, program, or extension offering.

### **SECTION 2 - RIGHTS OF STUDENTS**

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, such as the personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study, as defined by official publications.

College students are both citizens and members of the academic community. As citizens, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

### **SECTION 3 - PROSCRIBED CONDUCT**

The College may discipline a student in the following situations.

1. Conduct that damages or destroys or attempts to damage or destroy, College property or the property of others located at the College or College-related premises;
2. Conduct that constitutes a danger to the personal safety of other members of the College community, including guests or licensees of the College (Intentionally causing or attempting to cause injury is included within the meaning of this provision.);
3. Conduct that obstructs or seriously impairs, or attempts to obstruct or seriously impair College-sponsored or College-authorized activities on the College campus or other location where a College-sponsored activity is located;
4. Conduct that restrains freedom of lawful movement or that otherwise prevents any member of the College community from conducting his/her normal activities within the College.

The following, while not intended to be exclusive, illustrates the offenses encompassed herein when done for the purpose of obstructing or disrupting any normal operation or function of the College or any of its components:

- (1) occupying of any College building or part thereof with intent to deprive others of its normal use;
- (2) blocking the entrance or exit of any College building or corridor or room therein with intent to deprive others of lawful access to or from or use of said building or corridor or room;
5. Setting fire to or by any other means destroying or substantially damaging College premises;
6. Possessing or displaying of, or attempting or threatening to use for an unlawful purpose any weapon, dangerous instrument, explosive or inflammable material in any College building or on any College campus;
7. Blocking normal pedestrian or vehicular traffic on or into any College campus entrance;
8. Participating in conduct which is disruptive to the education process;
9. Abusive or threatening behavior to any member of the College community, including guests or licensees of the College;
10. Unauthorized possession or attempted possession of College property or property of a member of the College community;
11. Acts that violate board or College rules and regulations;

12. Making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the College with regard to a College-related matter;
13. Forging, altering, or otherwise misusing any College document or record;
14. Knowingly possessing, using, transmitting, selling or being under the influence of any controlled substance or illegal drugs on the College campus or off the College campus at a College-sponsored activity, function, or event. An individual's use or possession of a drug authorized by a medical prescription for that individual from a registered physician shall not be a violation of this provision. A student shall not knowingly possess, use, transit or be under the influence of any alcoholic beverage or intoxicant on the College campus or any College-sponsored activity, function, or event;
15. Academic dishonesty, which shall in general mean conduct that has as its intent or effect the false representation of a student's academic performance, including, but not limited to, cheating on an examination; collaborating with others in work to be presented, contrary to the standard rules of the course; plagiarizing, including the submission of others' ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own; stealing or having unauthorized access to examination or course materials; falsifying records, laboratory or other data; submitting, if contrary to the rules of a course, work previously presented in another course; and knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;
16. The unauthorized use of the name of the College or the names of members or organizations in the College community;
17. Sexual assault, defined as any attempted or actual sexual activity carried out by and/or against a member of the College community that is unwanted or nonconsensual, including forcible or non-forcible sex offenses;
18. Not adhering to College administrative direction.
19. Other situations that violate College rules and/or local, state, or federal statutes.

## **SECTION 4 - DISCIPLINE PROCEDURES**

Coastal Carolina Community College believes that all members of the academic community are entitled to expect compliance with the restrictions of Section 3: Proscribed Conduct. Accordingly, any student or employee of the College may initiate a disciplinary process in the manner specified by this section.

1. A statement of possible violation must be filed in writing with the Division Chair for Student Services or other designee of the President within twenty (20) working days of the date of the alleged violation or within twenty (20) working days of the date the alleged violation was known. Said statement must specify the student conduct in question.

Once the process has been initiated, as provided in Item 1, all subsequent decisions concerning possible discipline of a student or students rests with the appropriate Vice President (hereinafter referred to as "the Vice President") or designee of the President. The disciplinary record of a student may be considered in determining the appropriate disciplinary penalty.

2. Substance abuse penalties are referenced in the Drug and Alcohol Policy;
3. Discipline not including removal of College privileges or suspension or expulsion:
  - a) If the Vice President or designee of the President concludes that the alleged conduct, taken as true, does violate the provisions of Section 3: Proscribed Conduct, he/she shall provide written notice to the student of the statement of possible violation and the fact that the allegations will be investigated by the Vice President. Said notice must inform the student that he/she has the right to explain his/her position as part of the informal investigation. As used herein, "informal investigation" means the opportunity for the student to be informed of the basis of the investigation by the Vice President and to present argument and evidence in his/her behalf, within ten (10) working days;
  - b) Following completion of the informal investigation specified above, the Vice President may determine that there is an insufficient basis in fact and dismiss the matter; he/she may conclude that there is sufficient factual basis for discipline;
  - c) The Vice President may, after an informal investigation, impose such discipline specified in Section 5: Discipline/Penalties Items 1-5 as he/she believes appropriate. It shall be the responsibility of the Vice President to make prompt disposition of discipline procedures outlined above. Such decisions shall be rendered within ten (10) working days following completion of the informal investigation.



4. Discipline including removal of College privileges or suspension or expulsion:
  - a) If the Vice President or designee of the President concludes that the alleged conduct, taken as true, does violate provisions of Section 3: Proscribed Conduct and is contemplating removal of College privileges or suspension or expulsion, the Vice President shall cause a statement of charges to be served on the student involved. Said statement shall contain a concise statement of the facts on which the charges are based, a citation of the rule or rules alleged to have been violated, a statement of the maximum penalty sought, a statement that the student may request a hearing by responding in writing within ten (10) working days, and a statement that failure to request a hearing may result in imposition of the maximum penalty sought;
  - b) If a hearing is requested, the student is entitled to the following: to choose to be heard by either an impartial party or panel appointed by the Vice President (As used herein, the term "impartial" shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings), to appear in person, to have a staff or faculty advisor of his/her choice accompany him/her, to hear and to question adverse witnesses, to inspect all affidavits, documents, and other evidence to be used against him or her, to present evidence and testimony in his/her behalf, to receive a written decision following the hearing and to request a review of the hearing decision by the Vice President within ten (10) working days of the decision. The Vice President may promulgate rules for the conduct of the hearing;
  - c) The Vice President is authorized to appoint College employees and students as the impartial party or panel specified herein, and the Vice President may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the ground that the person(s) is not impartial. The challenge is to be made to the Vice President, and the decision of the Vice President shall be final;
  - d) A written decision of the panel shall be forwarded to the Vice President and shall specify its findings and the penalty assessed, if any.
5. Emergency removal of College privileges or suspension or expulsion:

- a) In the case of an emergency, the Vice President or designee of the President may immediately remove College privileges or suspend or expel a student. An emergency means a situation under which the continued presence of the student at the College poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process;
  - b) A student whose College privileges are removed or suspended or expelled as a result of an emergency shall be afforded written reasons for the discipline and a statement that the student may request a hearing by responding in writing within ten (10) working days. If no action is taken to request a hearing, then the removal of College privileges or suspension or expulsion will remain in effect.
  - c) If a hearing is requested, the student is entitled to the following: to choose to be heard by either an impartial party or panel appointed by the Vice President (as used herein, the term "impartial" shall mean that the individual was not a party to the incidents under consideration and has no personal interest in the outcome of the proceedings), to appear in person, to have a staff or faculty advisor of his/her choice accompany him/her, to hear and to question adverse witnesses, to inspect all affidavits, documents, and other evidence to be used against him or her, to present evidence and testimony in his/her behalf, to receive a written decision following the hearing and to request a review of the hearing decision by the Vice President within ten (10) working days of the decision. The Vice President may promulgate rules for conduct of the hearing;
  - d) The Vice President is authorized to appoint College employees and students as the impartial party or panel specified herein, and the Vice President may remove any appointee. Prior to the commencement of the hearing, the student subject to the discipline proceeding may challenge any such appointment on the grounds that the person(s) is not impartial. The challenge is to be made to the Vice President, and the decision of the Vice President shall be final;
  - e) A written decision of the panel shall be forwarded to the Vice President and shall specify its findings and the penalty assessed, if any.
6. Except in the case of an emergency as defined in No. 5 above, no disciplinary penalty may be implemented during the ten (10) working days in which a student is entitled to request a hearing of the decision of the Vice President by an impartial party or panel, nor during the period in which any such hearing is being conducted.

7. Disciplinary procedures regarding sexual assault: The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act outlines specific requirements for conducting disciplinary procedures regarding sexual assault. These requirements are outlined in the Campus Security Handbook and may be obtained from the Security Services Department or via the College website.

## **SECTION 5 - DISCIPLINARY PENALTIES**

"Disciplinary penalty" shall mean any action affecting the status of the individual as a student, taken by the College in response to student misconduct, including but not limited to the following.

1. Disciplinary Warning: Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
2. Specific Exam/Test Grade Reduction: This penalty may involve the lowering of a test/assignment grade to a zero.
3. Removal from a Course: This penalty may involve removal with a grade of "F" or "W."
4. Removal from Campus: In cases involving conduct disruptive to the educational process or constituting a real or implied threat to any student, guest, or College employee, the person may be required to leave the campus, classroom, or other location immediately for a definite period of time, not to exceed one week.
5. Disciplinary Probation: Disciplinary probation is the status that indicates either serious misconduct not warranting removal of College privileges or suspension or expulsion. The next discipline to be imposed after disciplinary probation may be removal of College privileges or suspension or expulsion.
6. Removal of College Privileges: This penalty may involve restrictions on student privileges for a specific period of time.
7. Suspension: Suspension is temporary disciplinary separation from the College involving denial of all student privileges, including entrance to College premises without an appointment, for a specific period of time.
8. Expulsion: Expulsion is permanent disciplinary separation from the College involving denial of all student privileges, including entrance to College premises, without an appointment.

## **RIGHT OF APPEAL**

Any student who is found guilty by any committee or other school authority of violating any provision, regulation, or policy of the College or who has been disciplined by removal of College privileges or suspended or expelled, shall have the right to appeal the finding and/or discipline imposed upon him/her to the President of the College after an informal investigation or hearing has taken place. Any such appeal shall be in writing, shall be based solely upon the record and shall be limited to one or more of the following grounds: that the finding is not supported by substantial evidence, that a fair hearing was not afforded the accused, or that the discipline imposed was excessive or inappropriate. The written appeal must be received by the President within ten (10) working days following the decision on appeal.

It shall be the responsibility of the President to make prompt disposition of all such appeals. Once the complete record on appeal has been received by the President's Office, his decision shall be rendered within thirty (30) working days.

## **REMOVAL FROM OFFICE**

Any student in violation of proscribed conduct will automatically be removed as an officer of a Coastal campus club and/or relinquish a title or cease to represent the College in any capacity.

## **DRUG AND ALCOHOL POLICY**

Coastal Carolina Community College is dedicated to the dissemination of knowledge and to the provision of quality educational opportunities by maintaining a teaching/learning environment which is conducive to that purpose. That environment is damaged by the use of alcohol and other drugs. Therefore, all members of the academic community - students, faculty members, administrators, and other employees - share the responsibility for protecting and maintaining that environment.

Accordingly, every student of Coastal Carolina Community College is responsible for being familiar with and complying with the terms of this policy, which has been adopted by the Board of Trustees. This policy is applicable to all other places and events controlled or sanctioned by the institution.

It is the policy of this college that the unlawful manufacture, distribution, dispensation, possession or use, or being under the influence of an illegal drug or alcohol on the College's property or as a part of any of its activities is prohibited. Coastal Carolina Community College's policy and programs are intended to accomplish the following.

1. Prevent substance abuse through a strong educational effort;
2. Inform members of the academic community about counseling services and rehabilitation programs such as substance abuse counseling, treatment, or rehabilitation programs which are available to them;

3. Provide a description of applicable legal sanctions under local, state, or federal law;
4. Provide information concerning health risks associated with the use of illegal drugs and the abuse of alcohol.

## **EDUCATION**

Coastal Carolina Community College is committed to the education and development of students, faculty, and staff regarding alcohol and other drug use by establishing and maintaining a drug-free and alcohol-free awareness program.

The program will include information about the incompatibility of alcohol abuse and the use of illegal drugs with the goals of Coastal Carolina Community College, the health risks associated with illegal drug use, and the potential legal consequences of involvement with alcohol and other drugs.

## **COUNSELING AND REHABILITATION SERVICES TO PREVENT SUBSTANCE ABUSE**

Students, faculty, administration, and staff may seek assistance with an alcohol or other drug-related problem through Coastal Carolina Community College. A listing of available services and referrals will be provided.

## **ENFORCEMENT AND PENALTIES**

Coastal Carolina Community College will take necessary action to comply with state and federal law and applicable campus policy in eliminating alcohol and other drugs from the College community. The penalties that may be imposed range from probation to expulsion. However, the following minimum penalties shall be imposed for the particular offenses described.

### **Alcohol**

1. A student shall not knowingly possess, use, transmit, or be under the influence of any alcoholic beverage or intoxicant on the College campus or any College-sanctioned activity, function, or event.
2. For a first offense of knowingly possessing, using, transmitting or being under the influence of any alcoholic beverage or intoxicant, the student will be escorted off the campus or from the College activity, function, or event and must meet with the Counseling Coordinator for counseling prior to returning to class.
3. For second or other subsequent offenses involving alcohol, progressively more severe penalties shall be imposed, including expulsion.

### **Trafficking in Illegal Drugs**

1. For the illegal manufacture, sale or delivery of, or possession with intent to manufacture, sell or deliver any controlled substance identified in Schedule I, NC General Statutes 90-89, or Schedule II, NC General Statutes 90-90 (including, but not limited to heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualone), the student shall be expelled.

2. For a first offense involving the illegal manufacture, sale or delivery or possession with intent to manufacture, sell, or deliver any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94 (including, but not limited to, marijuana, pheno-barbital, codeine), the minimum penalty shall be suspension from enrollment for a period of at least one semester. For a second offense, any student shall be expelled.

### **Illegal Possession of Drugs**

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, NC General Statutes 90-89 or Schedule II, NC General Statutes 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one semester or its equivalent.
2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, NC General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A student on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Division Chair for Student Services or designee of the President deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment for any unexpired balance of the prescribed period of probation.
3. For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion.

### **SUSPENSION PENDING FINAL DISPOSITION**

When a student has been charged by the College with a violation of policies concerning illegal drugs or alcohol, he/she may be suspended from enrollment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Division Chair for Student Services (or in his/her absence, the President's designee) concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held in accordance with discipline procedures as outlined herein.

It is the responsibility of all students to be informed of and abide by the provisions of this policy.

## **COMMUNICABLE DISEASE POLICY**

In keeping with the College's mission and policy, Coastal Carolina Community College is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. The College recognizes the serious implications that the spread of communicable disease has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment.

Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from admission or employment, or restricted in their access to the institution's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically-based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution, patients, or its affiliates (patient care community).

Any student or employee who knows, or has reasonable basis for believing that he or she is infected with HIV/HBV/HCV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of patient care procedures which may be exposure prone, has an obligation to share that information with the College.

If a student, employee, or patient is accidentally exposed to blood or body fluids, the person will immediately report the incident to the appropriate supervisor as well as the Security Services Department.

All faculty, employees, and students in health-related fields are required to adhere to universal disease control guidelines consistent with the U. S. Centers for Disease Control and Prevention. No student will be allowed to deliver patient care in any setting until he/she has been instructed in infection control (as per OSHA guidelines) and mastered material on safety/universal precautions with satisfactory accuracy.

A copy of the College's Communicable Disease Policy is available from the Personnel Office.

## **EATING AND DRINKING REGULATIONS**

In an effort to maintain the professional appearance of classrooms and labs, eating and drinking are discouraged in instructional areas. In the event that food or drink is consumed in the classrooms or labs, it is expected that the space be appropriately maintained.

## **USE OF TOBACCO PRODUCTS**

As a provider of higher education and job training, Coastal Carolina Community College promotes the health and safety of all students, faculty, staff, and visitors. Numerous efforts have been made toward the creation of an atmosphere which is most conducive to teaching and learning, minimizing health and safety risks to the extent possible. Consequently, upon the recommendation of the CCCC Faculty Assembly, the campus will be tobacco-free effective at the beginning of the 2014 Fall Semester.

Upon the recommendation of the Coastal Carolina Community College Student Government Association, the use of electronic nicotine delivery systems is prohibited in all campus buildings, including entry ways.

## **CELL PHONE/ELECTRONIC DEVICES**

Cellular phones or any electronic devices that emit audible sound must be switched off or configured for silent operation in classrooms, labs, the library, and appropriate office areas. Faculty members may ban such devices on certain occasions, such as testing and examination periods. In addition, recording devices (cell phones, digital cameras, tape recorders, video cameras, etc.) may not be used in the aforementioned areas without prior approval.

## **SKATEBOARDING/ROLLERBLADING**

Skateboarding and rollerblading are not allowed on the College property or Extension Program sites.

## **INTELLECTUAL PROPERTY RIGHTS**

As an educational institution, Coastal Carolina Community College fosters and facilitates creative thinking and innovation. Many students have the opportunity to develop original ideas that can benefit the public and private sector. This policy is intended to encourage innovation and to clarify the students' and the College's rights to intellectual property.

"Intellectual property" includes all inventions, improvements, copyright-eligible works, and tangible research materials produced by students of Coastal Carolina Community College.

## **INTELLECTUAL PROPERTY OWNERSHIP**

1. The student owns intellectual property when it has been created independently of class assignments with the College and without use of the College's resources.
2. Coastal Carolina Community College and the student shall share ownership of intellectual property when it has been created by the student within the scope of the student's class assignments with the College or with the use of the College's resources. If and when the student leaves the College, it will be understood that the College and the student will have shared ownership of the intellectual property.



If a student wants sole ownership upon leaving the College, it must be in a written agreement generated by the student and signed by the student and the appropriate Vice President and approved by the Executive Vice President.

3. Notwithstanding paragraphs 1 and 2 above, a student or the College may obtain or receive an express agreement between Coastal Carolina Community College and the student varying the ownership right to intellectual property. Such an agreement must be in writing and signed by the student and the appropriate Vice President and approved by the Executive Vice President.
4. When a student disagrees with the College's claimed ownership or use of intellectual property, he/she can submit a written complaint to the President within thirty (30) working days. The student should include a detailed description of the factual basis for the complaint and a statement of the actions requested. The President will review the complaint and render a decision within ten (10) working days. The President's decision is final.
5. All revenue derived by the College from the creation and production of intellectual property shall be used for educational or research purposes that directly support the College's mission.

### **COPYRIGHT GUIDELINES**

Unauthorized or unlicensed copying of copyrighted materials (books, periodicals, audio or video programs, or software of any type) is prohibited by federal and international law. Persons conducting such copying or using improperly acquired materials are subject to disciplinary procedures. Questions about the use of copyrighted materials should be directed to the C. Louis Shields Learning Resources Center librarian or media staff.

### **STUDENT IDENTIFICATION**

Students are required to obtain and maintain a valid Coastal issued I.D. card, and are required to provide that identification to any College personnel upon request while on campus or at any activity sponsored off campus by the College. The first student I.D. card will be provided at no charge; however, there will be a \$5.00 replacement fee.

### **CHILDREN ON CAMPUS**

No visitor, student, faculty member, or employee of the College should bring his/her children or other children with him/her to class or work. Parents or guardians are encouraged to arrange for childcare prior to conducting business at the College. In the event that children are needed for classroom demonstrations, etc., approval from the appropriate supervisor must be secured. Children visiting the dental laboratory or the cosmetology lab will be exempt if their reason for being there is for dental care or cosmetology services. No child will be left unattended in any area on the campus.

## **REGISTRATION AND OPERATION OF VEHICLES**

In addition to all traffic rules and regulations applicable to operating motor vehicles upon streets and highways in the State of North Carolina, the following additional rules and regulations apply to students, faculty, staff, and visitors operating motor vehicles on the campus of Coastal Carolina Community College. Students, faculty, staff, and visitors are responsible for any liability or damage claims arising from their negligence.

All vehicles operated on campus must be properly registered, insured, and licensed. All full-time and part-time curriculum students, faculty, and staff members must register any motor vehicle to be operated on campus in the Security Services Department. Students who are enrolled in continuing education classes only are exempt from this registration requirement and will receive parking permits on the first day of class. One parking placard will be issued to each employee and student as applicable, and is to be displayed from the rear view mirror when possible. Each placard is issued to the permit holder and transferred between vehicles as necessary. Visitor parking must be for individuals who are not currently enrolled or employed.

## **MAXIMUM SPEED LIMIT**

Notwithstanding any provision of North Carolina law to the contrary, the maximum speed at which any vehicle shall be operated on campus is 15 miles per hour. It is the responsibility of every person operating a vehicle not to exceed a speed that is safe under the conditions then existing.

## **PARKING**

Parking spaces on campus are designated as E – Employees; S – Students; Handicapped; Overflow; Training Vehicle; Visitor/Cosmetology Patron; and Undesignated (open to all students, employees, and visitors).

With the exception of handicapped, visitor, and training vehicle parking, all spaces are undesignated from 1:30 p.m. through midnight, Monday through Friday. Spaces designated for a particular purpose are to be used exclusively for that purpose.

No parking is authorized on lawns, landscaped areas, sidewalks or other areas not designated for parking without prior approval from the Security Services Department. No vehicle may be left on campus overnight without prior approval from the Security Services Department. Any vehicle left on campus overnight without prior permission may be towed at the expense of the owner. In the event a vehicle is removed from campus, the Security Services Department will be able to provide information on the location of the vehicle.

## **FINES AND SANCTIONS**

In addition to the fines and penalties imposed by the State of North Carolina for violation of the general laws regulating the use and operation of motor vehicles on the streets and highways of North Carolina, a fine not to exceed \$25.00 per offense shall be imposed upon each student, faculty, or staff member who violates any regulation contained herein. The assessment of a fine shall be evidenced by the issuance of a written citation left on the vehicle or delivered to the permit holder. In addition, improperly parked vehicles may have a tire boot applied which will require assistance by an authorized security officer before the vehicle can be mobilized.

In addition to a fine, any vehicle found to be in violation of any rule or regulation affecting the operation of other motor vehicles or disrupting normal campus activities may be towed at the expense of the owner. In the event a vehicle is removed from campus, the Security Services Department will be able to provide information on the location of the vehicle.

All fines assessed under these rules and regulations must be paid to the Accounting Office within ten (10) days of assessment or prior to the next registration period, whichever is earlier. Any student with an outstanding parking citation shall not be allowed to register until the fine is paid. Grades and/or transcripts will be withheld for nonpayment of a parking fine. Repeated and/or extreme campus traffic violations may result in the revocation of vehicle driving/parking privileges.

## **ADVERSE WEATHER POLICY**

Should it become necessary to close the College because of adverse weather (storms, ice, snow, etc.), the President of the College or his representative will contact local media and make an announcement on the College website and campus voice mail. Because so many of the College's students have children attending Onslow County Schools, normally the College will close or delay opening in conjunction with the school system; however, it is not required to do so and may occasionally announce a different decision with regard to adverse weather.

The College is committed to the delivery of instructional services for which students have paid tuition. Therefore, in the event class time is missed due to adverse weather, the College will make every effort to deliver course content.

A variety of mechanisms may be employed to make up course content. These include, but are not limited to, adding additional minutes to remaining class sessions, assigning out of class or online coursework, assigning class projects, holding classes during scheduled breaks, or extending the semester.

## **NON-SOLICITATION POLICY**

No outside agency will be allowed to solicit from employees or students, or advertise on campus, other than through regularly approved distribution channels such as The College Store or Cafeteria, unless it is a recognized non-profit corporation, specifically approved by the President or his/her designee.

The distribution of fliers or other materials on campus by outside agencies, whether directly to employees or students, or by leaving such materials on vehicles parked on campus, is prohibited.

Employees may not sell commercial products on campus without prior approval from the President or his/her designee.

This policy shall also apply to off-campus sites.

# **STUDENT SERVICES**

## **ADMISSIONS AND COUNSELING**

The Admissions Office provides admissions assistance and academic advisement at the main campus and our offices aboard Camp Lejeune and Marine Corps Air Station New River. Academic counselors assist students with educational and occupational decisions, admissions, and advisement throughout their enrollment with the College. The intent is to provide assistance for continued student success. As an integral part of the students' educational process, personal counseling services are available to assist students' in achieving their educational goals.

## **ORIENTATION**

New students who enroll fall or spring semester are expected to participate in an orientation program designed to promote rapid and sound adjustment to the educational philosophy, programs, and standards of the College.

## **REGISTRAR'S OFFICE**

The Registrar's Office is responsible for student registration, maintaining student records, maintaining faculty class rolls and attendance rosters, and approving students for graduation. This office also maintains evaluation of transfer credits from other institutions (providing these credits are applicable toward the graduation requirements of Coastal Carolina Community College).

Other services available through the Registrar's Office include adding or dropping courses, withdrawing from the College, changing name and address, and requesting transcripts. Forms available to students include registration cards (drop/add), withdrawal forms, transcript request, request to change catalogs (changing from current program of study requirements to another), change of name and/or address, transient study request, letters for verification of attendance, independent study, audit, and challenge forms.

## **DISABILITY - REQUEST FOR SERVICES**

Coastal Carolina Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the student's responsibility to request reasonable accommodations and provide written documentation in a timely manner since federal law prohibits the College from collecting data in the admissions process.

Accommodation services are provided in accordance with the specific needs of the student based upon the documentation of the disability. Referrals are made, as needed, to other community agencies. For more information or to make an appointment, contact the designated ADA Coordinator in the Student Services Division.

## **STUDENT SERVICES/CAREER COUNSELING AND EMPLOYMENT ASSISTANCE**

The Career Center is located in the Kenneth B. Hurst Continuing Education Building in room 108. The Center provides a variety of resources available to help all customers make informed career decisions. Through a variety of online job search resources, patrons may utilize computers in the Center to research, explore and apply for positions available locally, regionally, state or nationwide. The Center also has a weekly job board that is updated every Monday. It is posted in the Center and online with hundreds of local positions to assist job seekers in finding suitable employment.

Center staff members are available to assist job seekers with resume' writing and critique, cover letters and job search/application processes. Career counseling and mock interview practice sessions are also available by appointment. A list of available resources and websites is available on the Career Center's website at [www.coastalcarolina.edu](http://www.coastalcarolina.edu).

The Career Center also participates in annual career fairs providing the opportunity for job seekers to meet with employers who hire locally, state-wide, and nationally. Information regarding these events will be posted on the Career Center website.

The Center is open 8:30 a.m. - 4:30 p.m. Monday through Friday. For more information, please email [careerservices@coastalcarolina.edu](mailto:careerservices@coastalcarolina.edu) or call (910) 938-6761.

## **FINANCIAL ASSISTANCE**

The College provides a number of financial assistance programs, ensuring educational opportunities for individual students. Grants, scholarships, and employment opportunities are included in such programs.

Applications for state, institutional, and private programs vary. Contact the Financial Aid Office (Student Center), the College Foundation Office (James L. Henderson, Jr. Administration Building), or the Human Services Office (Kenneth B. Hurst Continuing Education Building) for specific information. Additional information may also be obtained at Coastal's website at [www.coastalcarolina.edu](http://www.coastalcarolina.edu).

## **FINANCIAL AID OFFICE**

The goal of the Financial Aid Office is to provide assistance to students in meeting the rising costs of obtaining an education.

To receive financial aid, a student must apply for a federal Pell Grant by having a Free Application For Federal Student Aid (FAFSA) on file with the United States Department of Education (DOE) that demonstrates the student's financial need. This financial need is the difference between the cost of education and the amount the student or the student's family can contribute toward the student's education and is determined by a standard formula from the DOE. Financial aid is awarded on an annual basis for two

semesters: fall, spring, and/or summer semesters. After two (2) semesters of enrollment, students should meet with a Financial Aid Assistant regarding the possible availability of summer semester funds. A student must submit a new FAFSA application prior to each academic year. The FAFSA will provide specific information regarding dates (month, day, and year) for federal and state financial aid. The student must be fully admitted to a Pell eligible degree, diploma, or certificate program of study (curriculum), not owe a refund on a grant or be in default of a student loan, and must maintain satisfactory academic progress as required by the College. Financial aid is not available for audited courses, credit by examination courses, courses for which transfer credit has been granted, or courses not in the student's designated curriculum, except required remedial courses not to exceed thirty (30) hours. Federal financial aid guidelines for repeating a course are as follows

1. A student can be eligible to receive financial aid to retake a previously passed course (only once) as long as the student is again receiving credit for the same course.
2. A student who previously passed a course with a grade of "D" or higher and then subsequently failed the same course, is not eligible to receive financial aid for any additional attempts to repeat that same course. NOTE: This guideline does not apply to Limited Enrollment Programs which require a grade of "C" or higher for coursework necessary for continued program enrollment.
3. There is no Federal regulatory limit on the number of times a student may repeat a course failed and be eligible to receive financial aid, unless the same course had previously been passed.

#### Guidelines for Repeating Coursework Within Limited Enrollment Programs

Upon acceptance and enrollment into a Limited Enrollment Program (see "Special Admissions Policy for Programs with Limited Enrollment") students will not be eligible to receive financial aid to repeat previously passed coursework (grade of "C" or higher) as required for completion of the Limited Enrollment Program.

Students are encouraged to apply early by completing the FAFSA each year. Assistance for completing the FAFSA is available through the Financial Aid Office. For further information regarding the College's approved procedures for financial aid, please visit the Financial Aid Office located in the Student Center. The Federal School Code for Coastal Carolina Community College is 005316.

## **TYPES OF FINANCIAL AID**

### **FEDERAL PELL GRANT (FAFSA)**

The Pell Grant is a federal program for undergraduate students and is based on financial need. Students must be enrolled in courses required by their curriculum program of study. A maximum of thirty (30) attempted hours of required developmental courses may be funded. Effective with the 2012-2013 award year, the U.S. Department of Education established Pell Grant Lifetime Eligibility Used (LEU) guidelines which reduced the duration of a student's eligibility to receive Federal Pell funding to the equivalent of six years (a combined total of 12 full-time semesters) of attendance. Lifetime Eligibility Used calculations compiled by the U.S. Department of Education are available for all students and reflect current and previous amounts of Pell used. Students may seek assistance through the College's Financial Aid Office or log onto the federal government's National Student Loan Data System (NSLDS) at [www.nslds.ed.gov](http://www.nslds.ed.gov) to determine their remaining percentage of Pell eligibility.

The Financial Aid Office will provide a Pell Award Notification Package to each eligible recipient. The package will provide detailed information about the award amounts, provide a Pell Grant Award Agreement that must be returned, provide specific date/timeline requirements, and cost of living check information.

**It is the responsibility of students receiving financial aid (i.e., Pell grant) to contact the Financial Aid Office prior to dropping or withdrawing from any classes. Any change in a student's enrollment status could generate a tuition refund or a requirement to repay financial aid.**

U.S. Department of Education regulations require the College to utilize a Clock-Hour Conversion (CHC) formula for awarding federal financial aid to eligible students enrolled in identified one-year diploma or certificate programs. During each term, a student's enrollment status will be calculated based on the clock-hour conversion of eligible credits available to the student. These calculations may result in a reduction of Pell funds awarded to the student for the term. For more information regarding the clock-hour conversion requirements, students may seek assistance through the College's Financial Aid Office or access the Financial Aid link at the College's website ([www.coastalcarolina.edu](http://www.coastalcarolina.edu)).

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM**

The Federal Supplemental Educational Opportunity Grant Program is for students who have demonstrated, in their FAFSA, exceptional financial need.



## **FEDERAL WORK STUDY**

Federal Work Study provides employment opportunities for students on the College campus and at a number of public schools throughout Onslow County. The completion of a FAFSA and an institutional Work Study Application are required for consideration. The availability of positions is based upon funding levels, student need levels, and interviews. Students will be paid an hourly wage for the number of hours worked per month during the semester.

## **NORTH CAROLINA COMMUNITY COLLEGE GRANT**

The North Carolina Community College Grant is designed to assist students who are bona fide residents of North Carolina for tuition purposes, enrolled in a minimum of six (6) semester hours of credit per fall and spring semesters and attending a North Carolina community college. To be considered, students must submit the FAFSA prior to the advertised deadline for state financial aid.

## **NORTH CAROLINA EDUCATION LOTTERY SCHOLARSHIP**

The North Carolina Education Lottery Scholarship is for students who (1) qualify as bona fide residents of North Carolina for tuition purposes, (2) demonstrate financial need as demonstrated through their FAFSA, and (3) enroll in a minimum of six semester hours of credit in a Pell eligible undergraduate degree or diploma program. To be considered, students must submit the FAFSA prior to the advertised deadline for state financial aid.

## **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS**

Federal regulations require that, for financial aid purposes, the College must establish and monitor standards of Satisfactory Academic Progress (SAP) in three areas: cumulative GPA (Qualitative Measurement), hours earned each term (67% Pace Measurement), and program completion time limits (150% Pace Measurement). A student must maintain satisfactory progress in all three areas regardless of receipt of previous financial aid

In order to maintain satisfactory progress, a student receiving financial aid must:

1. Maintain a cumulative GPA of 2.0 A student must maintain a GPA consistent with the established College policy. Any financial aid student whose cumulative GPA falls below a 2.0 at the end of a term will be placed on financial aid warning for the next term of attendance. Students attending under the status of financial aid warning will remain eligible for financial aid. Any student under financial aid warning who does not meet the minimum 2.0 GPA requirement at the end of the term's measurement of progress will become ineligible to receive financial aid. Any student deemed ineligible for financial aid (by the Financial Aid Office), will have the opportunity to appeal

for extenuating circumstances. Students under financial aid warning status with an approved appeal will be placed on financial aid probation. Students attending under the status of financial aid probation will remain eligible for financial aid. Any student under financial aid probation who does not meet the minimum 2.0 GPA requirement at the end of the term's measurement of progress will be notified by the Financial Aid Office of ineligibility for future financial aid until the academic deficiencies are resolved; and/or

2. Complete 67% of the total credit hours attempted each term. Financial aid students must complete at least 67% of all hours attempted each term. Successful completion includes grades of P, D, or higher and does not include grades of F, IP, R and/or W. If the financial aid student falls below the 67% completion rate, the student will be notified by the Financial Aid Office of their first 67% violation and placed on financial aid warning for the next term of attendance. Students will remain eligible for financial aid while under financial aid warning and must complete at least 67% of all hours attempted during the next term of enrollment. Students not completing 67% of the requirements of the term of enrollment will become ineligible to receive financial aid. Any student deemed ineligible for financial aid (by the Financial Aid Office), will have the opportunity to appeal for extenuating circumstances. Students under financial aid warning status with an approved appeal will be placed on financial aid probation. Students attending under the status of financial aid probation will remain eligible for financial aid. Any student under financial aid probation who does not complete 67% of the requirements of the term of enrollment will be notified by the Financial Aid Office of ineligibility for future financial aid until the curriculum completion deficiencies are resolved; and
3. Complete program of study within 150% of the semester hours required to graduate. Students are required to complete their curriculum within 150% of the curriculum length. All hours attempted at Coastal, excluding developmental courses, are counted toward this maximum timeframe for curriculum completion (regardless of when they were attempted). Financial aid students who exceed the 150% maximum timeframe standard will be notified by the Financial Aid Office of their ineligibility for future financial aid.

### **MAXIMUM TIME-FRAME STANDARD**

All hours attempted at Coastal, regardless of when they were attempted, are counted toward this maximum time frame for curriculum completion. Financial aid students who exceed the 150% maximum time frame standard will no longer be eligible for financial aid.

## **FINANCIAL AID FRAUD AND FORGERY**

Please be aware that falsification and misrepresentation of information submitted for the purpose of receiving financial assistance will result in the cancellation of future assistance and repayment of all prior assistance received under false pretense. Signing someone else's name and falsification of income information are examples of fraud and forgery. If a student purposely provides false or misleading information to receive federal financial aid, he/she will be in violation of the College's rules of proscribed conduct and may face prosecution under state and federal laws.

## **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students will regain eligibility for financial aid after satisfactory academic progress or satisfactory curriculum completion standards are met.

## **FINANCIAL AID WITHDRAWAL POLICY**

When a student is a recipient of Title IV federal funds and/or state-funded programs and completely withdraws, ceases to attend class(es) or is dismissed from the College prior to the end of an academic period it is possible that some funds will have to be repaid to the Department of Education (DOE) or the North Carolina State Education Assistance Authority (NCSEAA). This is determined by the number of days in the semester and the number of days of class attendance. If the amount disbursed to the student is more than the amount earned as calculated by federal and/or state regulations, unearned funds must be returned. **Students owing money after 45 days will be referred by the College to both the U. S. Department of Education and the N. C. Department of Revenue for collections.**

## **FINANCIAL AID APPEALS PROCESS**

Any student who becomes ineligible to receive financial aid has the opportunity to appeal for extenuating circumstances. If the student is deemed ineligible for financial aid, he or she may appeal the eligibility decision of the Financial Aid Office by submitting a written request for an appeal to the Chair of the Financial Aid Appeals Committee within ten (10) working days from the date of notification. If no action is taken to request an appeal, then the decision not to award financial aid will remain in effect.

Upon receipt of a student's written request for an appeal, the Division Chair for Student Services will direct the Chair of the Financial Aid Appeals Committee to convene a timely hearing. Both the student and a designated financial aid representative must be present. At the appeal hearing, the designated financial aid representative must provide documentation to show that the student is not eligible to receive additional financial aid. The student must provide documentary evidence showing any extenuating circumstances that caused the student to become ineligible for further financial aid. After hearing from the financial aid representative and the student, the Financial

Aid Appeals Committee will render a decision on the student's request for reinstatement of financial aid. A retroactive payment of financial aid for semesters when a student was on academic probation or curriculum completion probation is prohibited. If the student chooses not to attend the hearing, the decision of the Financial Aid Office will stand and be final.

A student may be reinstated for financial aid by (1) approval of the Financial Aid Appeals Committee, or (2) enrolling at the College without the use of federal financial aid, and maintaining satisfactory academic progress consistent with the established College standards. All decisions of the Financial Aid Appeals Committee are final.

## **EDUCATION CREDITS FOR TAXPAYERS**

The American Opportunity Tax Credit can be claimed for expenses paid for tuition, certain fees, and materials for higher education for the first four years of post-secondary education. The Lifetime Learning Credit may be available for credit of up to \$2,000 for qualified education expenses paid for all eligible students. A tax advisor or the Internal Revenue Service (IRS) can provide additional information on education tax credit opportunities.

## **VETERANS PROGRAMS**

The College is approved for the training of veterans; the spouse and children of any totally and permanently disabled veteran (disability must be service-connected), and the spouse and children of a veteran who dies of a service-connected injury, a service-connected disability, or a service-connected death. Persons seeking such entitlements should contact the Office of Veterans Programs. Academic program eligibility is subject to approval by the North Carolina State Approving Agency.

To receive VA educational entitlements, a veteran student must: (1) be fully admitted to a VA approved curriculum, (2) apply for those entitlements, (3) meet eligibility requirements established by the VA, and (4) be familiar with the Veterans Assistance Handbook. Copies are available on Coastal's website at [www.coastalcarolina.edu](http://www.coastalcarolina.edu). VA educational entitlements will not be provided for audited courses, credit by examination courses, repeated courses previously completed with a grade of "D" or better, courses for which transfer credit has been granted, or courses not in the veteran student's designated curriculum, except required remedial courses.

VA educational entitlements are provided based on chapter definition. A Chapter 30 student is a veteran who entered on active duty after July 1, 1985 and contributed to the Montgomery GI Bill (MGIB). A Chapter 31 student is a disabled veteran who requested, from the VA, vocational rehabilitation. Chapter 32 students participated in the Veterans Educational Assistance Program and started active duty between January 1, 1977, and June 30, 1985. A Chapter 33 student is a veteran who served at least 90 days on active duty after September 10, 2001. A Chapter 34/30 student served on

active duty prior to December 31, 1976. A Chapter 35 student may be the spouse or child of a totally permanently disabled veteran or of a less than 100% disabled veteran if the veteran is rated unemployable (disability must be service-connected) or the spouse or child of a veteran who died as the result of a service-connected injury, a service-connected disability, or a service-connected death. A Chapter 1606 student is serving in an active reserve unit and has fourteen (14) years to use his/her VA educational entitlements. A Chapter 1607 student may receive educational assistance for serving in the Department of Defense, selected reserves, or National Guard called to active duty after September 11, 2001 or service disabled members released before completing 90 consecutive days active duty. Chapter 30, Chapter 32, and 34/30 students have ten (10) years from their date of discharge to use their VA educational entitlements. Chapter 33 students will have up to fifteen (15) years from their date of discharge to use their VA educational entitlements.

It is the responsibility of students receiving VA education entitlements to contact the Office of Veterans Programs prior to dropping or withdrawing from any classes. **Any change in a student's enrollment status could generate a requirement to repay VA education entitlements.**

If a veteran student fails to maintain the minimum GPA requirements (in accordance with the academic progress scale stated in the institutional catalog) for a series of three (3) designated semesters, VA educational benefits will be terminated. The veteran student may continue to attend the institution but cannot receive VA educational benefits. When the veteran student's GPA meets acceptable standards, he/she may resume receipt of benefits.

Veterans or eligible dependents may qualify for enrollment in the Adult High School (AHS) diploma program or the High School Equivalency program. AHS and High School Equivalency programs comply with standards established for the Department of Veterans Affairs (DVA), GI Bill educational benefits contained in CFR 38, 21.4253 & 4254. This institution complies with requirements outlined in the NCCCS, AHS Procedure Manual, GED® Testing Procedure Manual and an agreement with the Onslow Board of Education. Procedures for clock-hour programs and semester-hour programs are complete and adequate to ensure compliance with DVA reporting requirements. For additional information, see BASIC SKILLS PROGRAM. The Department of Defense may offer service members who are still on active duty the opportunity to transfer entitlement to VA Educational Benefits to their spouse or dependent children. For more information, see the Office of Veterans Programs located in the Student Center Building.

## **VOCATIONAL REHABILITATION SERVICES**

Students with special needs may be eligible for aid administered through the North Carolina Division of Vocational Rehabilitation. Those who seek aid should apply with the local Division of Vocational Rehabilitation.

## **SOCIAL SECURITY BENEFITS**

Some students may qualify for financial assistance through their parents' social security benefits. Those seeking such aid should first contact their local social security office.

## **STUDENT ACTIVITIES**

The student activities of Coastal Carolina Community College are designed to enhance student learning. Getting involved in campus activities is an excellent way to meet people with similar interests and talents, as well as provide students with an emotional and social outlet. Experiences gained can also be beneficial to students when seeking employment after graduation, as employers value people with varied interests.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The SGA is designed to promote the general welfare of the College in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The SGA provides a means through which students can promote interest in student activities both on and off campus. The President of the SGA serves as the student trustee on the College Board of Trustees.

## **PHI THETA KAPPA HONOR SOCIETY (PTK)**

This is an international honor society for students enrolled in a two-year college. Membership is by invitation only, is extended to students who are enrolled in a degree program, have completed at least 12 semester hours at Coastal, and have achieved a cumulative grade point average of 3.55 or better. Phi Theta Kappa's purpose is to promote academic excellence through the society's four hallmarks: leadership, scholarship, service, and fellowship.

## **STUDENT CLUBS**

Coastal supports numerous student clubs. For a complete listing, see the Student Activities Advisor and Counselor or refer to *The Student Handbook*.

## **SERVICE LEARNING**

Designed as an extra credit option for some classes, this program is an instructional methodology that integrates community service with academic instruction as it focuses on critical and reflective thinking and civic responsibility. Students are involved in organized community projects that address local needs while developing their academic skills, sense of civic responsibility, and commitment to the community.

## **WELLNESS PROGRAM**

Coastal offers a diverse program of activities for its students. The primary objective is to provide extracurricular opportunities that are both enjoyable and fitness oriented.

Coastal's wellness program is a comprehensive fitness program that addresses the many facets of being well. These include the physical, social, emotional, intellectual, recreational, environmental, and spiritual aspects of daily life. The wellness program is designed to help participants identify specific goals and provide access to trained and qualified staff. This will provide a solid support base to meet and maintain goals in a healthful manner. For more information and to sign up, call (910) 938-6260.

## **STUDENT HEALTH**

Coastal Carolina Community College does not provide medical, hospital, or surgical services. The responsibility for medical services rests with students and/or their spouses, parents, or guardians. Students enrolled in curriculum or continuing education courses are covered by student accident insurance. In the event of an accident during a College-sanctioned activity, the Security Services Department should be notified as soon as possible.

## **STUDENT INSURANCE**

Students enrolled in curriculum or continuing education courses are covered by student accident insurance. A copy of the student accident policy is available on the College's website at [www.coastalcarolina.edu](http://www.coastalcarolina.edu).

It is the responsibility of students to be familiar with the provisions of their student accident policy. All accidents must be reported to the Security Services Department immediately after the occurrence of the incident. Accident claim forms for injuries covered under the provisions of the insurance can be obtained from the Office of the Executive Vice President. It is the responsibility of the student to complete and file an accident claim form for reimbursement of expenses.

Students enrolled in health science programs are required to purchase professional liability insurance prior to their participation in clinical practice.

## **STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS**

Full-time and part-time students who are currently enrolled, have at least a "C" (2.0) cumulative average, and are not on academic probation may hold an office in a student club. The Student Government Association (SGA) requires a 2.5 cumulative GPA for all officers and representatives.

# **COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.**

To help ensure the purpose and objectives of the College, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basic costs of the College, but Foundation funds provide enhanced facilities, and educational and cultural opportunities. Because of limitations on normal sources, the College must look for private donor support.

## **USE OF FUNDS**

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for buildings, programs, and activities of the College which promote the objectives of the College.

While the current major objective of the College foundation is to provide scholarships for Coastal's students, funds may be used for supplemental resources, including but not limited to,

1. Capital outlay;
2. Special equipment;
3. Special facilities;
4. The College library;
5. Professional development for staff and faculty; and
6. Cultural opportunities.

## **PROCEDURE FOR GIVING**

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the College or its College Foundation are encouraged to contact the Executive Director of the College Foundation Office at (910) 938-6234.

Opportunities for large or small gifts to the College are almost unlimited and can be readily tailored to fit the situation or desires of the individual donor.



## **BOARD OF DIRECTORS OF COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.**

Dr. Thomas W. Bell, Jr., Chairman

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## **SCHOLARSHIPS**

Scholarships are available from the College Foundation Office in the James L. Henderson, Jr. Administration Building to Coastal students who qualify under specific criteria. All applicants are required to complete the Free Application for Federal Student Aid (FAFSA), commonly referred to as the Pell Grant, in order to be considered for this financial assistance.

No person shall be excluded from the selection process on the basis of race, color, creed or religion, age, sex, national origin, or physical handicap.

For a complete listing of the Foundation scholarships available for Coastal students, please visit [coastalcarolina.edu](http://coastalcarolina.edu).

# DIVISION OF CONTINUING EDUCATION

## OVERVIEW

The Continuing Education Division at Coastal Carolina Community College plays an active role in the continuing education of the citizens of Onslow County. The Continuing Education Division provides courses that upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses, and develops programs to meet the training needs of new and expanding industries. Programs are also provided to meet literacy needs, basic skill improvement, and high school equivalency certification. Additionally, a broad range of courses is offered enabling individuals to improve home and community life and develop or improve leisure time activities or practical skills. The division is divided into five primary areas of focus: Occupational Extension, Basic Skills, Center for Business and Industry Development, Human Services, and Community Service.

*Eligibility:* To enroll in courses offered in the continuing education program, a student should be eighteen (18) years of age or older. However, sixteen (16) and seventeen (17) year olds can be served upon completion of the minor applicant form.

The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek admission to the College.

*Credit:* The Continuing Education Unit (CEU) is used as the basic unit of measurement for an individual's participation in continuing education non-credit classes, courses, and programs. CEUs will be awarded to individuals who successfully complete a learning activity in occupational or academic program areas. A CEU is a unit of credit whereby ten (10) contact hours equal one (1) CEU credit.

*Registration:* Courses begin at various times during the traditional sixteen (16) week semester. To ensure a seat in class, students should pre-pay in person at the Kenneth B. Hurst Continuing Education Building or by telephone at (910) 938-6294 (payment and a faxed or emailed registration form with signature required). Announcements concerning dates, times, locations of classes, and registration information are available in the continuing education office, on the website, [www.coastalcarolina.edu](http://www.coastalcarolina.edu), and in a schedule that is mailed several times each year.

*Fees:* Continuing education fees are determined by the North Carolina General Assembly as follows: occupational courses-determined by class hours; community service fees vary; adult basic education, adult high school and High School Equivalency have no cost.

There is no registration fee for job-related courses for local law enforcement, fire, and rescue personnel. Eligibility for fee waivers is based on affiliation with an authorized volunteer, municipal, county, or state organization. All courses must support the organizations' training needs.

*Occupational Extension Course Repeat Policy:* North Carolina legislation states that a student enrolling in the same occupational extension course more than twice within a five-year period will pay the full student cost of the course per scheduled hour or the current state fee, whichever is higher. This provision is waived if course repetition is required for certification, licensure, or recertification. For example, fire, rescue, or law enforcement personnel may repeat courses which are required by certification or licensing provisions and are directly job-related.

## **OCCUPATIONAL EXTENSION (OE) EDUCATION**

Coastal answers the community's job training needs by providing entry-level training, retraining, and upgrading for improving job performance. This includes noncredit courses, workshops, teacher renewal classes, foreign language training, and various courses related to training in vocational or professional areas. The occupational extension program offers standard, existing courses or develops courses designed especially for businesses, organizations, agencies, or industries. Coastal Carolina Community College is an innovative and comprehensive college that advances the life-long educational development of students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse population.

*Business Related:* The College provides programs and services specifically designed to meet the training and re-training needs of business, industry, military, and other area organizations. The formation of dynamic partnerships with community organizations and business is often a critical component in meeting these needs. Individual career goals for the general adult population are also met through continuing education offerings. The College's variety of courses offered through continuing education can provide participants with the necessary tools to build and enhance their skills and competencies in a variety of areas such as Administrative Assistant, Human Resources, and Six Sigma. Students who need skills and knowledge to enter a new field, enhance skills in a current field to become certified, or want to build professional development skills to be more effective in the workplace and at home, should consider one or more of our programs.

*Computer:* Continuing Education at Coastal Carolina Community College offers dynamic comprehensive computer programs for its partners. Coastal recognizes the important role computers and technology play in business and creating a competitive advantage. Using state-of-the-art facilities, excellent instructors, and convenient times and locations, the College can help students sharpen technology skills. Many courses lead to national certifications such as A+, Network+, and CCNA.

*Education Related:* Our teacher renewal credit programs support re-certification and professional development according to the state and national standards. Teachers are afforded the opportunity to update their skills, enhance their knowledge to become a more effective classroom teacher, and learn the latest technology. Also, training is available for substitute teachers and paraprofessionals in partnership with Onslow County Schools. The College offers a wide range of classes to include managing student discipline, teaching students with learning differences, self-esteem for young learners, and various computer technology classes. The teacher education program has a variety of innovative and effective courses that will give teachers the tools to maximize student learning. These courses are offered during the day, night, Saturdays, and online for the convenience of students.

*Health:* Courses are scheduled to help fill employment needs of health agencies in the community. Training such as nursing assistant, phlebotomy, pharmacy technician, medical billing and coding, massage therapy, ophthalmic assistant, NASM certified personal trainer, medical administrative assistant, EKG technician, electronic health records specialist, home care nurse aide, medication aide, and direct care worker are offered. Most courses lead to state and/or national certifications. Successful students will be eligible for jobs in nursing homes, hospitals, pharmacies, laboratories, doctors' offices, and other related agencies. National certifications will also allow transient members of our community to depart with portable occupational skills. Online and traditional seated classes are offered in a wide array of medical office subjects, some of which also lead to certification. A series of classes, beginner and advanced, are provided for persons interested in substance abuse training. For the hospitality and food service industry, the national certification programs of Manage First Professional, Dietary Managers Program, and ServSafe are available.

*Emergency Medical and Telecommunications:* Emergency services (EMT and Paramedic training) courses are designed to meet both the pre-service and in-service training needs of the emergency medical community. Courses are scheduled to fulfill the needs of rescue squads, fire departments, and EMS agencies. Basic telecommunications and emergency medical dispatch are also regularly scheduled.

*Fire Service and Technical Rescue Training:* Full-time and volunteer firefighters are provided with the opportunity to gain technical knowledge and skills needed for the effective performance of their duties. With flammable and explosive materials being stored and transported, it is necessary to keep abreast of the latest techniques for controlling hazardous conditions. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during specially designed field exercises. Training sessions may be held on the College campus or at local fire departments where in-service classes are provided at convenient locations throughout the county. A variety of rescue programs are provided so fire service personnel are trained in the most current and safe extrication methods.

*Law Enforcement Training:* The College is dedicated to meeting all professional law enforcement training needs. We assist agencies in building quality-conscious organizations by offering NC Criminal Justice and Sheriff's Education and Training Standards Commission mandated in-service classes. Additionally, numerous law enforcement classes are available to improve the quality and effectiveness of criminal justice services. Classes are usually held on the main campus but may be held at alternative locations to meet departmental needs.

*Vocational Technical Training:* Vocational technical training is offered in a wide variety of areas such as building construction, veterinary science, aviation, environmental science, maintenance and repair, transportation, industrial maintenance, electrical, plumbing, OSHA, renewable energy technologies, welding, code enforcement, and computer aided design and drafting. Many of these programs are pre-certification classes. Theory is augmented with multiple hours of hands-on training to assist students in obtaining increased confidence, knowledge, and proficiency in these topics.

## **BASIC SKILLS PROGRAM**

The Basic Skills Program provides educational opportunities for adults through four literacy components. Classes and labs are provided at no cost both on and off campus to assist adults in their efforts to improve basic skills, earn a high school credential, and improve job skills.

*Adult Basic Education: (ABE)* The Adult Basic Education program is designed to provide basic skills training in reading, writing, social studies, and mathematics for adults whose assessment test scores are below the ninth grade level. The ABE curriculum is comprehensive, utilizing adult-oriented materials and instruction to meet the needs of the individual. Classes are scheduled on the main campus and at numerous community locations to meet the basic educational needs of the citizens of Onslow County. All books and materials are provided free of charge.

ABE also includes a Compensatory Education/Life Skills (CED/LS) class for adults with intellectual disabilities in math, community living skills, reading, health, social science, consumer education, and/or vocational education.

*Adult High School Diploma Program: (AHS)* An adult may earn a North Carolina Adult High School Diploma by completing the required credits that are mandatory in the state of North Carolina. The program is administered by the Continuing Education Division at Coastal Carolina Community College with the approval and cooperation of the Onslow County Board of Education. The program is also under the direction of the North Carolina Community College System and the Department for Public Instruction.

An adult may earn a North Carolina Adult High School Diploma by completing the required credits that were mandatory in the state of North Carolina at the time the student entered high school as a freshman.

Minors (ages 16 or 17) may enroll with a completed “Petition for the Admission of a Minor Applicant.” Students may earn credits through both classes and independent study in the Academic Studies Center.

*English as a Second Language (ESL):* English as a Second Language is a set of course designed for foreign students who want to learn to speak, write, and communicate fluently in the English language. Conversational English is emphasized, as well as vocabulary, spelling, and reading development. Based on demand, classes are offered each semester during the day and evening. Citizenship instruction is also available.

*High School Equivalency Program:* The high school equivalency program is designed for adult students who test above a ninth grade level in math and reading but have not obtained a high school diploma. This program will prepare students to successfully pass the official standardized high school equivalency test. By passing the high school equivalency test, adult students become eligible for a North Carolina Equivalency Diploma, which is nationally recognized as equivalent to a traditional high school diploma. The high school equivalency program includes instruction in social studies, science, literature/writing, and mathematics. Day and evening classes are offered both on and off campus. Books and materials are provided for student use.

Coastal Carolina Community College is an official GED® testing center. Students register online for the GED®. Students can register to take the computer based high school equivalency test by visiting [www.pearsonvue.com](http://www.pearsonvue.com). There is a required testing fee to cover the costs of the high school equivalency test. The GED® consists of four (4) separate tests, reading and writing, social studies, science and mathematics. The GED® measures a person's ability to use correct English in written expression, read and comprehend material in social studies, science and literature, and solve problems in mathematics. Students may prepare to take the GED® test by attending High School Equivalency classes in reading, English, and mathematics. Classes are offered day and evening, and books are provided for student use.

The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek admission to the College.

*AHS and High School Equivalency Approval Standards for Veterans:* Certification standards have been established to ensure compliance with Department of Veteran Affairs (DVA) reporting requirements for identified students receiving GI Bill benefits while enrolled in AHS or High School Equivalency programs. Attendance: For enrolled AHS/High School Equivalency students receiving GI Bill benefits, three (3) unauthorized absences from the established schedule in a calendar month will result in probation. Students who do not maintain 85% attendance rate will be termi-

nated. Standards of Progress: For enrolled AHS/High School Equivalency students receiving GI Bill benefits, progress will be measured monthly against State or institutional test results and will be classified as satisfactory or unsatisfactory (minimum grade equivalent to 70%). When progress is determined to be unsatisfactory, students will be placed on probation. At the end of probation, when students have not attained standards, school officials will decertify students for DVA educational benefits. School officials will manage recertification using school standards. Upon approval, students may be recertified after returning to a satisfactory status. After two interruptions of benefits, students may not be recertified to DVA for these programs.

## **CENTER FOR BUSINESS AND INDUSTRY DEVELOPMENT**

For more than 50 years, North Carolina's Community Colleges have supported business and industry with customized training. North Carolina was the first state in the nation to deliver company-specific instruction as a component of the state's economic development efforts. Coastal Carolina continues this tradition, supporting the economic development of Onslow County, through the Center for Business and Industry Development as follows.

*Small Business Center (SBC):* The Small Business Center provides educational opportunities and support to prospective and existing small businesses. Services include small business seminars and courses, free one-on-one counseling, information and referral, a resource library, and business plan assistance. The SBC's REAL Entrepreneurship program examines the development of a business idea, market analysis, and the components of a business plan. Students gain knowledge from hands-on activities and guest speakers who are successful business owners.

*Military Business Center (MBC):* The North Carolina Military Business Center (NCMBC) is a collaborative effort between North Carolina business and industry and the North Carolina Community College System. The mission of the MBC is to leverage the presence of the military in North Carolina to promote economic development and quality of life. Business services include providing hands-on assistance for completing required registrations; finding federal opportunities; developing proposals; and invoicing federal projects. MBC staff can also assist with business-to-business mentoring; provide intelligence on current short-term and long-term military business opportunities (both prime and subcontract); identify potential North Carolina based business partners and sub-contractors; and conduct business client intake, screening, and referral to the Small Business Center, Procurement Technical Assistance Center (PTAC), and other providers to help prepare for competition.

*Industry Training Center (ITC):* The Industry Training Center supports the needs of industries in Onslow County. In cooperation with the North Carolina Community College System (NCCCS), the ITC will design a customized training curriculum to meet individual company needs under the State's

**Customized Training Program.** Industries that qualify for this free training include manufacturing, technology intensive, regional or national warehousing and distribution centers, customer support centers, air courier services, national headquarters with operations outside North Carolina, and civil service employees providing technical support to US military installations located in North Carolina. 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. Training may be conducted at the company's site by College faculty, third-party contracted resources, or by subject matter experts within the company.

## **HUMAN SERVICES**

A variety of programs and services are available through the Human Services Department, which is located in rooms 108 and 109 of the Kenneth B. Hurst Continuing Education Building.

Financial assistance is available for curriculum and continuing education students who qualify. Funds may assist with tuition, books, tools, supplies, and childcare. To inquire, please contact the Human Services Department or call (910) 938-6309.

The Human Resources Development (HRD) program is designed to educate and train individuals who are unemployed and underemployed. It provides training, counseling, and assistance with placement in either employment or additional educational training. The classes are free of charge to individuals who qualify. Classes are offered on campus, at Midway Park, and aboard Marine Corps Air Station New River.

The Career Center is located in Room 108 of the Kenneth B. Hurst Continuing Education Building. The Center offers access to a variety of resources for customers seeking guidance with career development in the areas of career exploration and planning, job readiness skills training, financial assistance, and employment services.

Job seekers may search for local, state, regional, or national job vacancies tailored to individual goals and career objectives both online and through a weekly job board.

An online assessment program as well as individualized career counseling helps users identify and fully explore particular career pathways. Additionally, the Career Center website houses a Virtual Career Center where faculty and students may utilize a host of workshops and activities to become more knowledgeable about career-specific topics. Current labor market information, and referrals to support services are also available.



Various career fairs are offered providing the opportunity for job seekers to meet with employers who hire locally, statewide and nationally. Information regarding these events will be posted on the Career Center website. The Center is open 8:30 a.m. to 4:30 p.m. Monday through Friday. For more information, please email [careerservices@coastalcarolina.edu](mailto:careerservices@coastalcarolina.edu) or call 910-938-6761.

### **COMMUNITY SERVICE PROGRAMS (CSP)**

Community service classes reflect the needs and interests of the citizens of Onslow County. These classes provide new avenues for personal development, skills training, cultural enrichment, and lifelong learning. Course offerings may include arts and crafts, sewing, dance, motorcycle safety, defensive driving, and wellness. Many classes are held off campus for convenience.

The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process. Prior disciplinary records may be considered when students seek admission to the College.

## **CURRICULUM PROGRAMS OF STUDY**

Coastal Carolina Community College awards associate degrees in arts, fine arts, and sciences for students who plan to transfer to a four-year college or university after completing a full two-year program of study. Associate degrees in applied sciences, diploma programs, and certificate programs are offered for students who plan to enter the workforce upon graduation. All College programs of study leading to two-year degrees are designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills. Students entering programs, not prepared to begin study in required college-level courses, must prepare themselves in appropriate developmental courses.

Coastal Carolina Community College offers the following programs of study. The courses listed in each curriculum are required. However, they may not always be taught during the semester indicated. A student should confer with his or her educational academic counselor concerning course schedules. A schedule of courses offered will be published each semester. The College reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

### **ASSOCIATE IN ARTS DEGREE — A10100 DESIGNED FOR TRANSFER TO A FOUR-YEAR COLLEGE PROGRAM**

### **ASSOCIATE IN SCIENCE DEGREE — A10400 DESIGNED FOR TRANSFER TO A FOUR-YEAR COLLEGE PROGRAM**

### **ASSOCIATE IN FINE ARTS DEGREE — A10200 DESIGNED FOR TRANSFER TO A FOUR-YEAR COLLEGE PROGRAM**

**ASSOCIATE IN APPLIED SCIENCE DEGREES  
DESIGNED FOR ENTRANCE INTO THE WORKFORCE**

A25100	Accounting	A45340	Emergency Medical Science*
A35100	Air Conditioning, Heating, and Refrigeration Technology*	A45340B	Emergency Medical Science-Bridging
A40100	Architectural Technology*	A25330	Financial Services
A45110	Associate Degree Nursing	A55240	Fire Protection Technology
A25260	Computer Information Technology	A45630	Health and Fitness Science*
A25130	Computer Programming	A25110	Hospitality Management
A55180	Criminal Justice Technology	A45420	Medical Laboratory Technology*
A5518A	Criminal Justice Technology-Latent Evidence	A25310	Medical Office Administration
A45260	Dental Hygiene*	A25340	Networking Technology
A55220	Early Childhood Education*	A25370	Office Administration
A40200	Electronics Engineering Technology	A25380	Paralegal Technology
A55460	Emergency Management	A25290	Web Technologies

*\*Specific admission procedures are required for entry into these programs. Many of the limited enrollment programs may have additional admission procedures or deadlines. Contact the Admissions Office for more information.*

## DIPLOMA DESIGNED FOR ENTRANCE INTO THE WORKFORCE

D35100	Air Conditioning, Heating, & Refrigeration Technology*	D35220	Electrical Systems Technology*
D40100	Architectural Technology*	D40200	Electronics Engineering Technology*
D60160	Automotive Systems Technology*	D55460	Emergency Management
D60130	Collision Repair and Refinishing Technology*	D55240	Fire Protection Technology
D55140	Cosmetology*	D25110	Hospitality Management
D45240	Dental Assisting*	D45660	Practical Nursing*
D60460	Diesel and Heavy Equipment Technology*	D45740	Surgical Technology*
D55220	Early Childhood Education	D50420	Welding Technology*

*\*Specific admission procedures are required for entry into these programs. Many of the limited enrollment programs may have additional admission procedures or deadlines. Contact the Admissions Office for more information.*

## CERTIFICATE DESIGNED FOR ENTRANCE INTO THE WORKFORCE

C40200A	Adv. Electronics Applications	C60130G	Collision Repair Intermediate
C40100	Arch Drafting and Design I*	C60130F	Collision Repair Introductory
C40100A	Arch Drafting and Design II*	C60130E	Collision Repair and Refinishing Technology*
C60160	Auto Systems Technology*	C50420B	Combination Welder
C60160E	Auto Systems Technology-Engine Performance	C35100E	Comfort Cooling
C60160P	Auto Systems Technology-Powertrain	C35130A	Commercial Electrical Systems
C60160U	Auto Systems Technology-Undercar	C40200C	Computer Technology
C40200	Basic Electronics	C55160	Cosmetology Instructor*
C55120	Basic Law Enforcement Training*	C60460	Diesel and Heavy Equipment Tech
C35100B	Basic Refrigeration*	C40100B	Digital Design
C25100P	Bookkeeper/Payroll Clerk	C55220A	Early Childhood Admin*
C50420C	Certified Welder*	C55220	Early Childhood Education
C25340	CISCO	C55460	Emergency Management
C60130H	Collision Repair Advanced	C55460A	EM: Administration

C55460I	EM: Infrastructure	C35130B	Industrial Electrical Systems
C55460M	EM: Mitigation and Preparedness	C55290	Infant/Toddler Care
C55460P	EM: Planning	C55430	Lateral Entry
C55460R	EM: Response and Recovery	C55400	Manicuring/Nail Technology*
C55240	Fire Protection General Level	C25310B	Medical Billing and Insurance
C55240C	Fire Protection General Level 2	C25310	Medical Office Administration
C55240A	Fire Investigator Level	C25310A	Medical Transcription
C55240D	Fire Supervisor	C60460B	Med/Heavy Duty Drive Train*
C35100C	Heating & Cooling Systems	C60460A	Med/Heavy Duty Power Train*
C60460T	Heavy Duty Truck Systems	C25370	Office Administration
C25110	Hospitality Fundamentals	C35130	Residential Electrical Systems
C25110F	Food and Beverage	C35100F	Residential Technician
C35100D	HVAC Designs and Installation	C55450	School-Age Care
C55240B	Incident Command Level	C50420A	Structural Welder
C25100B	Income Tax Preparer		

*\*Specific admission procedures are required for entry into these programs. Many of the limited enrollment programs may have additional admission procedures or deadlines. Contact the Admissions Office for more information.*

# COLLEGE TRANSFER PROGRAMS

## **ASSOCIATE IN ARTS (A.A.), ASSOCIATE IN SCIENCE (A.S.), AND ASSOCIATE IN FINE ARTS (A.F.A.)**

Associate degrees are offered in the arts (A.A.), science (A.S.), and fine arts (A.F.A.) for students who aspire to transfer to a four-year college or university. The 60/61 semester hours credit for an A.A. or A.S. degree and the 65 semester hours credit for an A.F.A. degree are designed to parallel the freshman and sophomore years of study at four-year colleges and universities.

In the process of successfully completing a college transfer program, the college transfer student will have demonstrated the ability to:

1. communicate effectively in written and oral English;
2. demonstrate basic quantitative skills appropriate to the chosen field of study;
3. analyze and solve problems and make logical conclusions;
4. demonstrate information literacy;
5. apply basic computer skills; and
6. demonstrate knowledge of diverse cultural and historical perspectives.

The Associate in Arts Degree is for students desiring to pursue liberal arts and pre-professional programs in areas other than the fine arts and the sciences. The Associate in Science Degree is for students desiring to enter science and/or mathematics related fields.

The Associate in Arts and Science programs are part of the Comprehensive Articulation Agreement (CAA) which addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina. The CAA enables North Carolina community college graduates of two-year associate in arts and science degree programs who are admitted to constituent institutions of the University of North Carolina to transfer with junior status. *The CAA does not guarantee admission to a university; admission to a university does not constitute admission to a professional school or a specific program.*

The Associate in Fine Arts Degree is for students desiring to pursue studies in Drama, Music, or Art. Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an Associate in Fine Arts Degree program and who satisfactorily completed with a grade of "C" or better in all courses that are designated for college transfer (general education, elective, or pre-major), will receive credit for those courses. The receiving institution will determine whether the course will count as general education, major, or elective credit. Each degree program has additional requirements for coursework in liberal arts, fine arts, and sciences.

## **APPLICATION TO A UNIVERSITY**

Admission application deadlines vary; students must meet the deadline for the senior institution to which they plan to transfer. Students are encouraged to contact the senior institution to confirm degree offerings and admission requirements.

## ASSOCIATE IN ARTS DEGREE (A10100)

The Associate in Arts Degree program prepares students to transfer courses or the degree in its entirety to a four-year senior institution. This program is designed for students who wish to earn a baccalaureate degree in a liberal arts discipline or professional discipline.

**General Education Core (45 SHC) SHC = Semester Hours Credit** The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural science and mathematics.

### UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (31-32 SHC)\*

#### ENGLISH COMPOSITION (6 SHC)

*Two English composition courses are required.*

ENG 111 Writing and Inquiry (3 SHC)

ENG 112 Writing/Research in the Disc (3 SHC)

#### HUMANITIES/FINE ARTS (9 SHC)

*Select three courses from at least two different disciplines.*

- One course must be a literature course.  
ENG 231 or ENG 232
- Select two additional courses from the following
  - ART 111 Art Appreciation (3 SHC)
  - ART 114 Art History Survey I (3 SHC)
  - ART 115 Art History Survey II (3 SHC)
  - COM 231 Public Speaking (3 SHC)
  - ENG 231 American Literature I (3 SHC)
  - ENG 232 American Literature II (3 SHC)
  - MUS 110 Music Appreciation (3 SHC)
  - MUS 112 Introduction to Jazz (3 SHC)
  - PHI 215 Philosophical Issues (3 SHC)
  - PHI 240 Introduction to Ethics (3 SHC)



## **SOCIAL/BEHAVIORAL SCIENCES (9 SHC)**

*Three courses from two discipline areas required.*

- One course must be a history course.

ECO 251	Principles of Microeconomics (3 SHC)
ECO 252	Principles of Macroeconomics (3 SHC)
HIS 111	World Civilizations I (3 SHC)
HIS 112	World Civilizations II (3 SHC)
HIS 131	American History I (3 SHC)
HIS 132	American History II (3 SHC)
POL 120	American Government (3 SHC)
PSY 150	General Psychology (3 SHC)
SOC 210	Introduction to Sociology (3 SHC)

## **MATHEMATICS (3-4 SHC)**

- |         |                               |
|---------|-------------------------------|
| MAT 143 | Quantitative Literacy (3 SHC) |
| MAT 152 | Statistical Methods I (4 SHC) |
| MAT 171 | Precalculus Algebra (4 SHC)   |

## **NATURAL SCIENCE (4 SHC)**

- |              |                                 |
|--------------|---------------------------------|
| BIO 110      | Principles of Biology (4 SHC)   |
| CHM 151      | General Chemistry I (4 SHC)     |
| GEL 111      | Introductory Geology (4 SHC)    |
| PHY 110/110A | Conceptual Physics /Lab (4 SHC) |

## **ADDITIONAL GENERAL EDUCATION HOURS (13-14 SHC)**

- An additional 13-14 SHC should be selected from the UGETC courses listed above or the list below, based on students intended major and transfer university.

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| ANT 210                          | GEO 111, 112, 130                    |
| BIO 120, 130, 140, 140A          | HIS 115, 121, 122                    |
| CHM 131, 131A                    | HUM 110, 115, 130, 160, 211, 212     |
| CIS 115                          | MAT 141, 142, 172, 263, 271 272, 273 |
| COM 110, 120, 140                | MUS 113, 210, 212                    |
| DRA 111, 112, 211, 212           | POL 110, 210, 220                    |
| ECO 151                          | PSY 239, 241, 281                    |
| ENG 113, 114, 131, 241, 261, 262 | REL 112, 211, 212, 221               |
| FRE 111, 112, 211, 212           | SOC 213, 220, 225, 240               |
| GEL 113, 120, 230                | SPA 111, 112, 211, 212               |

## **OTHER REQUIRED HOURS (15-16 SHC)**

- The following courses are required. (5-6 SHC)

ACA 122	College Transfer Success (1 SHC)
CIS 110	Introduction to Computers (3 SHC)
PED 110	Fit and Well for Life (2 SHC) <b>or</b>
PED 111	Physical Fitness I (1 SHC)

- An additional 9-11 SHC should be selected from the UGETC or Additional General Education courses listed above, or the courses listed below.

ACC 120, 121

ART 121, 122, 131, 132, 135, 171, 231, 232, 235, 240, 241, 242, 243, 244, 245, 246, 260, 261, 262, 281, 282, 283, 284

BIO 155, 163, 168, 169, 175, 275

BUS 110, 115

CHM 130, 130A, 251, 252

CJC 111, 121, 141

COM 251

CSC 134, 139, 151, 239

CTS 115

DRA 120, 130, 131, 140, 141, 145, 170, 171, 260

EDU 216, 221

EGR 150, 220, 225

ENG 125, 126, 273

GEO 131, 132

HEA 110, 112, 120

HIS 117, 162, 221, 231, 236

HUM 230

MAT 252, 280, 285

MUS 111, 121, 122, 123, 131, 132, 133, 134, 135, 136, 141, 142, 151, 152, 161, 162, 221, 222, 231, 232, 233, 234, 235, 236, 241, 242, 261, 262

PED 113, 115, 116, 117, 118, 119, 120, 121, 122, 123, 125, 128, 130, 131, 138, 139, 143, 144, 145, 146, 147, 152, 155, 165, 210, 217, 218

POL 130, 250

PSY 211, 243, 263, 271, 275

SOC 232, 234, 242

SPA 231

#### **TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 60-61\***

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

***\*All Universal General Education Transfer Component Courses will transfer for equivalency credit to each of the sixteen constituent institutions of the University of North Carolina under the provisions of the NC Comprehensive Articulation Agreement.***

## ASSOCIATE IN SCIENCE DEGREE (A10400)

The Associate in Science Degree program prepares students to transfer courses or the degree in its entirety to a four-year senior institution. This program is designed for students who wish to earn a baccalaureate degree in a science-related or math-related discipline.

**General Education Core (45 SHC)\* SHC = Semester Hours Credit** The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural science and mathematics.

### UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (34 SHC)\*

#### ENGLISH COMPOSITION (6 SHC)

*Two English composition courses are required.*

- ENG 111 Writing and Inquiry (3 SHC)
- ENG 112 Writing/Research in the Disc (3 SHC)

#### HUMANITIES/FINE ARTS (6 SCH)

*Two courses from two discipline areas are required.*

ART 111	Art Appreciation (3 SHC)
ART 114	Art History Survey I (3 SHC)
ART 115	Art History Survey II (3 SHC)
COM 231	Public Speaking (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
MUS 110	Music Appreciation (3 SHC)
MUS 112	Introduction to Jazz (3 SHC)
PHI 215	Philosophical Issues (3 SHC)
PHI 240	Introduction to Ethics (3 SHC)

#### SOCIAL/BEHAVIORAL SCIENCES (6 SHC)

*Two courses from two discipline areas are required.*

ECO 251	Principles of Microeconomics (3 SHC)
ECO 252	Principles of Macroeconomics (3 SHC)
HIS 111	World Civilizations I (3 SHC)
HIS 112	World Civilizations II (3 SHC)
HIS 131	American History I (3 SHC)
HIS 132	American History II (3 SHC)
POL 120	American Government (3 SHC)
PSY 150	General Psychology (3 SHC)
SOC 210	Introduction to Sociology (3 SHC)

## **MATHEMATICS (8 SHC)**

- MAT 171 Precalculus Algebra (3 SHC)
- MAT 172 Precalculus Trigonometry (4 SHC)
- MAT 263 Brief Calculus (4 SHC)
- MAT 271 Calculus I (4 SHC)

## **NATURAL SCIENCE (8 SHC)**

- BIO 111 (4 SHC) **and** BIO 112 (4 SHC)
- BIO 110 (4 SHC) **and** GEL 111 (4 SHC)
- CHM 151 (4 SHC) **and** CHM 152 (4 SHC)
- GEL 111 (4 SHC) **and** PHY 110/110A (4 SHC)
- PHY 110/110A (4 SHC) **and** BIO 110 (4 SHC)
- PHY 151 (4 SHC) **and** PHY 152 (4 SHC)
- PHY 251 (4 SHC) **and** PHY 252 (4 SHC)

### **Credit will not be awarded for both:**

**BIO 110 & BIO 111, BIO 175 & 275, CHM 131/131A & CHM 151,  
PHY 151 & PHY 251, and PHY 152, & PHY 252**

## **ADDITIONAL GENERAL EDUCATION HOURS (11 SHC)**

- An additional 11 SHC should be selected from the UGETC courses listed above or the list below, based on student's intended major and transfer university.

ANT 210	GEO 111, 112, 130
BIO 120, 130, 140, 140A	HIS 115, 121, 122
CHM 131, 131A	HUM 110, 115, 130, 160, 211, 212
CIS 110, 115	MAT 141, 142, 143, 152, 272, 273
COM 110, 120, 140	MUS 113, 210, 212
DRA 111, 112, 211, 212	POL 110, 210, 220
ECO 151	PSY 239, 241, 281
ENG 113, 114, 131, 241, 261, 262	REL 112, 211, 212, 221
FRE 111, 112, 211, 212	SOC 213, 220, 225, 240
GEL 113, 120, 230	SPA 111, 112, 211, 212

## **OTHER REQUIRED HOURS (15-16 SHC)**

- The following courses are required. (5-6 SHC)
  - ACA 122 College Transfer Success (1 SHC)
  - CIS 110 Introduction to Computers (3 SHC) **or**
  - CIS 115 Intro to Prog & Logic (3 SHC)
  - PED 110 Fit and Well for Life (2 SHC) **or**
  - PED 111 Physical Fitness I (1 SHC)

- An additional 9-11 SHC should be selected from the UGETC or Additional General Education courses listed above, or the courses listed below.

ACC 120, 121

ART 121, 122, 131, 132, 135, 171, 231, 232, 235, 240, 241, 242, 243, 244, 245, 246, 260, 261, 262, 281, 282, 283, 284

BIO 155, 163, 168, 169, 175, 275

BUS 110, 115

CHM 130, 130A, 251, 252

CJC 111, 121, 141

COM 251

CSC 134, 139, 151, 239

CTS 115

DRA 120, 130, 131, 140, 141, 145, 170, 171, 260

EDU 216, 221

EGR 150, 220, 225

ENG 125, 126, 273

GEO 131, 132

HEA 110, 112, 120

HIS 117, 162, 221, 231, 236

HUM 230

MAT 252, 280, 285

MUS 111, 121, 122, 123, 131, 132, 133, 134, 135, 136, 141, 142, 151, 152, 161, 162, 221, 222, 231, 232, 233, 234, 235, 236, 241, 242, 261, 262

PED 113, 115, 116, 117, 118, 119, 120, 121, 122, 123, 125, 128, 130, 131, 138, 139, 143, 144, 145, 146, 147, 152, 155, 165, 210, 217, 218

POL 130, 250

PSY 211, 243, 263, 271, 275

SOC 232, 234, 242

SPA 231

#### **TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 60-61\***

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

***\*All Universal General Education Transfer Component Courses will transfer for equivalency credit to each of the sixteen constituent institutions of the University of North Carolina under the provisions of the NC Comprehensive Articulation Agreement.***

## ASSOCIATE IN FINE ARTS DEGREE (A10200)

The Associate in Fine Arts Degree program prepares students to transfer courses or the degree in its entirety to a four-year senior institution. This program is designed for students who wish to earn a baccalaureate degree in a fine arts discipline.

### **General Education Core (28-29 SHC) SHC = Semester Hours Credit**

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

### **ENGLISH COMPOSITION (6 SHC)**

*Two English composition courses are required.*

- ENG 111 Writing and Inquiry (3 SHC)
- ENG 112 Writing/Research in the Disc (3 SHC)

### **HUMANITIES/FINE ARTS (6 SHC)**

*Two courses from two discipline areas are required.*

- One course must be a literature course.  
ENG 231 **or** ENG 232

One additional general education course from the following discipline areas is required: art, communication, music, and philosophy. Any fine arts course (ART, MUS) must be outside the area of study.

ART 111, 114, 115

COM 231

MUS 110, 112

PHI 215, 240

### **SOCIAL/BEHAVIORAL SCIENCES (9 SHC)**

*Three courses from three discipline areas are required.*

- One course must be a history course.  
HIS 131 **or** HIS 132
- Two courses from two of the following discipline areas are required:  
ECO 251, 252                      POL 120  
PSY 150                              SOC 210

### **NATURAL SCIENCES/MATHEMATICS (7-8 SHC)**

*Natural Sciences (4 SHC):*

- One course (4 SHC) must be selected from the following.  
BIO 110 Principles of Biology (4 SHC)  
GEL 111 Introductory Geology (4 SHC)  
CHM 151 General Chemistry I (4 SHC)  
PHY 110/110A Conceptual Physics/Lab (4 SHC)

### *Mathematics (3-4 SHC):*

- One course is required.

MAT 143            Quantitative Literacy (3 SHC)

MAT 152            Statistical Methods (4 SHC)

MAT 171            Precalculus Algebra (4 SHC)

*Note: Art Students will meet the required 65 hours by taking a 3 credit hour mathematics course.*

## **FINE ARTS PATHWAYS**

### *ART (37 SHC)*

The following courses are required for students interested in the Art Pathway. (19 SHC)

ACA 122            College Transfer Success (1 SHC)

ART 114            Art History I (3 SHC)

ART 115            Art History II (3 SHC)

ART 121            Two-Dimensional Design (3 SHC)

ART 122            Three-Dimensional Design (3 SHC)

ART 131            Drawing I (3 SHC)

ART 132            Drawing II (3 SHC)

Six additional ART electives must be selected from the following (18 SHC): ART 135, 171, 231, 232, 235, 240, 241, 244, 245, 246, 261, 262, 281, 282, 283, 284

### *Drama (36-37 SHC)*

The following courses are required for students interested in the Drama Pathway. (36-37 SHC)

ACA 122            College Transfer Success (1 SHC)

DRA 112            Literature of the Theatre (3 SHC)

DRA 120            Voice for Performance (3 SHC)

DRA 130            Acting I (3 SHC)

DRA 131            Acting II (3 SHC)

DRA 140            Stagecraft I (3 SHC)

DRA 141            Stagecraft II (3 SHC)

DRA 170            Play Production I (3 SHC)

DRA 171            Play Production II (3 SHC)

DRA 211            Theatre History I (3 SHC)

DRA 212            Theatre History II (3 SHC)

DRA 260            Directing (3 SHC)

PED 110            Fit and Well for Life (2 SHC) **or**

PED 111            Physical Fitness I (1 SHC)

An additional 0-2 SHC of approved college transfer credit are needed to complete the required 65 SHC.

### *Music (36-37 SHC)*

The following courses are required for students interested in the Music Pathway. (27 SHC)

ACA 122	College Transfer Success (1 SHC)
MUS 121	Music Theory I (4 SHC)
MUS 122	Music Theory II (4 SHC)
MUS 151	Class Music I (1 SHC)
MUS 152	Class Music II (1 SHC)
MUS 161	Applied Music I (2 SHC)
MUS 162	Applied Music II (2 SHC)
MUS 221	Music Theory III (4 SHC)
MUS 222	Music Theory IV (4 SHC)
MUS 261	Applied Music III (2 SHC)
MUS 262	Applied Music IV (2 SHC)

Four courses must be selected from the following: (4 SHC)

MUS 131	Chorus I (1 SHC)	MUS 132	Chorus II (1 SHC)
MUS 133	Band I (1 SHC)	MUS 134	Band II (1 SHC)
MUS 135	Jazz Ensemble I	MUS 136	Jazz Ensemble II
MUS 141	Ensemble I (1 SHC)	MUS 142	Ensemble II (1 SHC)
MUS 231	Chorus III (1 SHC)	MUS 232	Chorus IV (1 SHC)
MUS 233	Band III (1 SHC)	MUS 234	Band IV (1 SHC)
MUS 235	Jazz Ensemble III	MUS 236	Jazz Ensemble IV
MUS 241	Ensemble III (1 SHC)	MUS 242	Ensemble IV (1 SHC)

An additional 5-6 SHC of elective hours must be selected from the following:

MUS 110	Music Appreciation (3 SHC)
MUS 111	Fundamentals of Music (3 SHC)
MUS 112	Introduction to Jazz (3 SHC)
MUS 113	American Music (3 SHC)
MUS 123	Music Composition (1 SHC)
MUS 210	History of Rock Music (3 SHC)
PED 110	Fit and Well for Life (2 SHC) <b>or</b>
PED 111	Physical Fitness I (1 SHC)

*Credit will not be given for any Applied and Ensemble Music classes other than those taken to meet the required classes above. See your advisor for more information.*

### **TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM: 65**

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*



## **ASSOCIATE IN APPLIED SCIENCE DEGREES, DIPLOMAS, CERTIFICATES**

Associate in Applied Science (A.A.S.) programs are designed to provide entry-level employment training in technical areas. A.A.S. programs range from 64 to 76 semester credit hours. A full-time student can typically complete one of these programs in two years.

Diploma programs are designed to provide entry-level employment training. Diploma programs range from 36 to 48 semester credit hours and can usually be completed by a full-time student within one calendar year. Associate degree level courses within a diploma program may also be applied toward an A.A.S. degree program.

Certificate programs are designed to provide short-term focused entry-level employment training. Certificate programs range from 12 to 18 semester credit hours and can usually be completed within one to four semesters. Certificate courses may also be applied toward a related diploma or A.A.S. degree program.

## ACCOUNTING

### CURRICULUM DESCRIPTION

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 coursework 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree and three Certificates. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25100)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
ACC 120	Principles of Financial Accounting	3	2	4
BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
POL 220	International Relations	3	0	3
		15	4	17
SPRING SEMESTER (1st Year)				
ACC 121	Principles of Managerial Accting	3	2	4
ACC 131	Federal Income Taxes	2	2	3
ACC 140	Payroll Accounting	1	2	2
ACC 149	Intro to Accounting Spreadsheets	1	2	2
ACC 150	Accounting Software Applications	1	2	2
MAT 140/140A	Survey of Mathematics/Lab <b>or</b>	3	2	4
MAT 161/161A	College Algebra/Lab	(3)	(2)	(4)
	Approved Hum/Fine Arts Elective	3	0	3
		14	12	20

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACC 132	NC Business Taxes	2	0	2
ACC 220	Intermediate Accounting I	3	2	4
ACC 240	Gov and Not-for-Profit Acct	3	0	3
COM 120	Intro Interpersonal Com <b>or</b>	3	0	3
COM 231	Public Speaking	(3)	(0)	(3)
ECO 251	Principles of Microeconomics <b>or</b>	3	0	3
ECO 252	Principles of Macroeconomics	(3)	(0)	(3)
ENG 114	Professional Res and Reporting	3	0	3
		17	2	18

### **SPRING SEMESTER (2nd Year)**

ACC 221	Intermediate Accounting II	3	2	4
ACC 225	Cost Accounting	3	0	3
ACC 268	Information Systems and Intrl Ctrls	3	0	3
BUS 225	Business Finance	2	2	3
BUS 270	Professional Development	3	0	3
		14	4	16

**Total Semester Hours:**

**71**

### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

**BOOKKEEPER/PAYROLL CLERK CERTIFICATE (C25100P)****Hours Per Week****FALL SEMESTER**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACC 120	Principles of Financial Accounting	3	2	4
CIS 110	Introduction to Computers	2	2	3
		5	4	7

**SPRING SEMESTER**

ACC 140	Payroll Accounting	1	2	2
ACC 149	Intro to Accounting Spreadsheets	1	1	2
ACC 150	Accounting Software Applications	1	2	2
		3	6	6

**Total Semester Hours: 13**

Upon completion, students should be able to sit for the Certified Bookkeeper Exam sponsored by the American Institute of Professional Bookkeepers. ([www.aipb.org/certification\\_program.htm](http://www.aipb.org/certification_program.htm))

**INCOME TAX PREPARER CERTIFICATE (C25100B)****FALL SEMESTER**

ACC 120	Principles of Financial Accounting	3	2	4
ACC 132	NC Business Taxes	2	0	2
CIS 110	Introduction to Computers	2	2	3
		7	4	9

**SPRING SEMESTER**

ACC 131	Federal Income Taxes	2	2	3
		2	2	3

**Total Semester Hours: 12**

Upon completion, students should be able to sit for the Fundamental Payroll Certification Exam sponsored by the American Payroll Association. ([www.americanpayroll.org/certification](http://www.americanpayroll.org/certification))

## AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

### CURRICULUM DESCRIPTION

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

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

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

Certificate offerings are selected from associate degree courses and are offered only as demand warrants. Individual certificates provide limited basic skills. The Air Conditioning, Heating, and Refrigeration program has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A35100)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 113	Comfort Cooling	2	4	4
AHR 160	Refrigerant Certification	1	0	1
CIS 110	Introduction to Computers	2	2	3
		10	14	17
SPRING SEMESTER (1st Year)				
AHR 114	Heat Pump Technology	2	4	4
AHR 130	HVAC Controls	2	2	3
AHR 140	All Weather Systems	1	3	2
AHR 235	Refrigeration Design	2	2	3
		7	11	12
SUMMER SEMESTER (1st Year)				
AHR 112	Heating Technology	2	4	4
AHR 133	HVAC Servicing	2	6	4
AHR 220	Commercial Building Code	2	0	2
		6	10	10

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AHR 212	Advanced Comfort Systems	2	6	4
COM 120	Interpersonal Communication <b>or</b>	3	0	3
COM 231	Public Speaking	(3)	(0)	(3)
ENG 111	Writing and Inquiry	3	0	3
ISC 115	Construction Safety	2	0	2
MAT 115	Mathematical Models	2	2	3
		12	8	15

<b>SPRING SEMESTER (2nd Year)</b>				
AHR 211	Residential System Design	2	2	3
AHR 213	HVACR Building Code	1	2	2
AHR 255	Indoor Air Quality	1	2	2
HUM 110	Technology and Society <b>or</b>	3	0	3
HUM 115	Critical Thinking <b>or</b>	(3)	(0)	(3)
HUM 230	Leadership Development	(3)	(0)	(3)
PSY 150	General Psychology <b>or</b>	3	0	3
SOC 210	Introduction to Sociology	(3)	(0)	(3)
		10	6	13
<b>Total Semester Hours:</b>				<b>67</b>

## **DIPLOMA (D35100)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 113	Comfort Cooling	2	4	4
AHR 160	Refrigerant Certification	1	0	1
CIS 110	Introduction to Computers	2	2	3
MAT 101	Applied Mathematics <b>or</b>	2	2	3
MAT 115	Mathematical Models	(2)	(2)	(3)
		11	16	19

<b>SPRING SEMESTER</b>				
AHR 114	Heat Pump Technology	2	4	4
AHR 130	HVAC Controls	2	2	3
AHR 140	All Weather Systems	1	3	2
AHR 235	Refrigeration Design	2	2	3
ENG 102	Applied Communications II	3	0	3
		10	11	15

		Hours Per Week		
<b>SPRING SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AHR 112	Heating Technology	2	4	4
AHR 133	HVAC Servicing	2	6	4
AHR 220	Commercial Building Code	2	0	2
		6	10	10
<b>Total Semester Hours:</b>				<b>44</b>

### **BASIC REFRIGERATION CERTIFICATE (C35100B)**

(This certificate is offered every year in the evening program.)

#### **FALL SEMESTER**

AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
		4	8	8

#### **SPRING SEMESTER**

AHR 114	Heat Pump Technology	2	4	4
AHR 160	Refrigerant Certification	1	0	1
		7	4	5
<b>Total Semester Hours:</b>				<b>13</b>

### **HEATING AND COOLING SYSTEMS CERTIFICATE (C35100C)**

#### **FALL SEMESTER**

AHR 113	Comfort Cooling	2	4	4
AHR 235	Refrigeration Design	2	2	3
		4	6	7

#### **SPRING SEMESTER**

AHR 112	Heating Technology	2	4	4
		2	4	4

#### **SUMMER SEMESTER**

AHR 130	HVAC Controls	2	2	3
		2	2	3
<b>Total Semester Hours:</b>				<b>14</b>

**HVAC DESIGNS AND INSTALLATION CERTIFICATE (C35100D)**

Hours Per Week

**SUMMER SEMESTER**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AHR 140	All-Weather Systems	1	3	2
		1	3	2

**FALL SEMESTER**

AHR 212	Advanced Comfort Systems	2	6	4
		2	6	4

**SPRING SEMESTER**

AHR 133	HVAC Servicing	2	6	4
AHR 211	Residential System Design	2	2	3
AHR 220	Commercial Building Code	2	0	2
		6	8	9

**Total Semester Hours: 15**

**COMFORT COOLING CERTIFICATE (C35100E)\*****FALL SEMESTER**

AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 113	Comfort Cooling	2	4	4
AHR 160	Refrigerant Certification	1	0	1
		7	12	13

**Total Semester Hours: 13**

**RESIDENTIAL TECHNICIAN CERTIFICATE (C35100R)\*****FALL SEMESTER**

AHR 114	Heat Pump Technology	2	4	4
AHR 130	HVAC Controls	2	2	3
AHR 140	All-Weather Systems	1	3	2
AHR 235	Refrigeration Design	2	2	2
		7	11	12

**Total Semester Hours: 12**

**\*Admission priority given to AAS or diploma level students**



## ARCHITECTURAL TECHNOLOGY

### CURRICULUM DESCRIPTION

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

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and three Certificates. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A40100)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
ARC 111	Introduction to Arch Technology	1	6	3
ARC 112	Constr Matls & Methods	3	2	4
ARC 250	Survey of Architecture	3	0	3
ENG 111	Writing and Inquiry	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
		13	10	17
SPRING SEMESTER (1st Year)				
ARC 113	Residential Arch Tech	1	6	3
ARC 114	Architectural CAD	1	3	2
ARC 114	Architectural CAD Lab	0	3	1
ARC 131	Building Codes	2	2	3
ARC 230	Environmental Systems	3	3	4
ENG 114	Prof Research & Reporting	3	0	3
		10	17	16
SUMMER SEMESTER (1st Year)				
ARC 214	Architectural Statics	3	0	3
ARC 221	Architectural 3-D CAD	1	4	3
ARC 264	Digital Architecture	1	3	2
CST 241	Planning/Estimating I	2	2	3
		7	9	11

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ARC 225	Architectural BIM I	1	3	2
ARC 225A	Architectural BIM I Lab	0	3	1
ARC 240	Site Planning	2	2	3
ARC 262	Arch Animation and Video	2	6	3
SST 140	Green Bldg & Design Concepts	3	0	3
SOC 210	Intro to Sociology	3	0	3
		11	16	15
<b>SPRING SEMESTER (2nd Year)</b>				
ARC 213	Design Project	2	6	4
ARC 231	Arch Presentation	2	4	4
ARC 235	Architectural Portfolio	2	3	3
HUM 110	Technology and Society <b>or</b>	3	0	3
HUM 115	Critical Thinking <b>or</b>	(3)	(0)	(3)
HUM 230	Leadership Development	(3)	(0)	(3)
		9	13	14
<b>Total Semester Hours:</b>				<b>73</b>
<b>DIPLOMA (D40100)</b>				
<b>FALL SEMESTER</b>				
ACA 111	College Student Success	1	0	1
ARC 111	Introduction to Arch Technology	1	6	3
ARC 112	Constr Matls and Methods	3	2	4
ARC 250	Survey of Architecture	3	0	3
ENG 111	Writing and Inquiry	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
		13	10	17
<b>SPRING SEMESTER</b>				
ARC 113	Residential Arch Tech	1	6	3
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 131	Building Codes	2	2	3
ARC 230	Environmental Systems	3	3	4
		7	17	13

		Hours Per Week		
<b>SUMMER SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ARC 214	Architectural Statics	3	0	3
ARC 221	Architectural 3-D CAD	1	4	3
ARC 264	Digital Architecture	1	3	2
CST 241	Planning/Estimating I	2	2	3
		7	9	11
<b>Total Semester Hours:</b>				<b>41</b>

### **ARCHITECTURAL DRAFTING AND DESIGN I CERTIFICATE (C40100)**

<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
ARC 111	Introduction to Architectural Tech	1	6	3
ARC 112	Constr Matls and Methods	3	2	4
ARC 250	Survey of Architecture	3	0	3
ENG 111	Writing and Inquiry	3	0	3
		11	8	14
<b>Total Semester Hours:</b>				<b>14</b>

### **ARCHITECTURAL DRAFTING AND DESIGN II CERTIFICATE (C40100A)\***

<b>FALL SEMESTER</b>				
MAT 121	Algebra/Trigonometry I	2	2	3
		2	2	3
<b>SPRING SEMESTER</b>				
ARC 113	Residential Arch Tech	1	6	3
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 131	Building Codes	2	2	3
ARC 230	Environmental Systems	3	3	4
		7	17	13
<b>Total Semester Hours:</b>				<b>16</b>

**DIGITAL DESIGN CERTIFICATE (C40100B)\***

		Hours Per Week		
<b>SPRING SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
		1	6	3
<b>SPRING SEMESTER</b>				
ARC 214	Architectural Statics	3	0	3
ARC 221	Architectural 3-D CAD	1	4	3
ARC 264	Digital Architecture	1	3	2
CST 241	Planning/Estimating I	2	2	3
		7	9	11
<b>Total Semester Hours:</b>				<b>16</b>

**\*Admission priority given to AAS or diploma-level students.**

## ASSOCIATE DEGREE NURSING

### CURRICULUM DESCRIPTION

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

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

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

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A45110)

		Hours Per Week			
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
BIO 168	Anatomy and Physiology I	3	3	0	4
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 117	Pharmacology	1	3	0	2
PSY 150	General Psychology	3	0	0	3
		11	12	6	17
<b>SPRING SEMESTER (1st Year)</b>					
BIO 169	Anatomy and Physiology II	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
NUR 112	Health Illness Concepts (1st 8 wks)	3	0	6	5
NUR 211	Health Care Concepts (2nd 8 wks)	3	0	6	5
NUR 118	Nutrition/Diet Therapy	2	0	0	2
PSY 241	Developmental Psychology	3	0	0	3
		17	3	12	22
<b>SUMMER SEMESTER (1st Session)</b>					
	Humanities/Fine Arts Elective	3	0	0	3
NUR 114	Holistic Health Concepts (1st 5 wks)	3	0	6	5
		6	0	6	8

		Hours Per Week			
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
CIS 110	Intro to Computers	2	2	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
NUR 113	Family Health Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
		11	2	12	16
<b>SPRING SEMESTER (2nd Year)</b>					
BIO 175	General Microbiology	2	2	0	3
NUR 213	Complex Health Concepts	4	3	15	10
		6	5	15	13
<b>Total Semester Hours:</b>					<b>76</b>

### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## ASSOCIATE DEGREE NURSING TRANSITION

### CURRICULUM DESCRIPTION

The Associate Degree Nursing Transition program is designed to allow currently Licensed Practical Nurses to earn a two-year Associate in Applied Science Degree in Nursing. Students must successfully complete the general education and related courses required in 1st year fall and spring semesters of the Associate Degree Nursing program (17 college transfer credits). Following successful completion of NUR 214, Nursing Transition Concepts, and the current mobility examination, 20 credits will be awarded as credit by exam for the 1st fall and spring semester NUR courses. Applicants must complete all admission requirements prior to articulation in the Associate Degree Nursing program at the level of the generic students.

### ASSOCIATE IN APPLIED SCIENCE (A45110)

		Hours Per Week			
<b>SPRING SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
NUR 214	Nursing Transition Concepts	3	0	3	4
		3	0	3	4
<b>SUMMER SEMESTER</b>					
NUR 114	Holistic Health Concepts (1st 5 wks)	3	0	6	5
	Humanities/Fine Arts Elective	3	0	0	3
		6	0	6	8
<b>FALL SEMESTER</b>					
CIS 110	Introduction to Computers	2	2	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
NUR 113	Family Health	3	0	6	5
NUR 212	Health Systems	3	0	6	5
		11	2	12	16
<b>SPRING SEMESTER</b>					
BIO 175	General Microbiology	2	2	0	3
NUR 213	Complex Health Concepts	4	3	15	10
		6	5	15	13
<b>Semester Hours:</b>					<b>37</b>
<b>Credit by Exam Hours:</b>					<b>22</b>
<b>College Transfer Hours:</b>					<b>17</b>
<b>Total Semester Hours:</b>					<b>76</b>

## APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*



## AUTOMOTIVE SYSTEMS TECHNOLOGY

### CURRICULUM DESCRIPTION

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. The program 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 conditioning systems.

Coastal Carolina Community College offers a Diploma and four Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework for each is listed below.

### DIPLOMA (D60160)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
AUT 114	Safety and Emissions	1	2	2
AUT 123	Powertrain Diagn & Serv	1	3	2
AUT 181	Engine Performance 1	2	3	3
MAT 101	Applied Mathematics I	2	2	3
TRN 120	Basic Transp Electricity	4	3	5
TRN 170	PC Skills for Transp	1	2	2
		12	15	18

### SPRING SEMESTER

AUT 163	Advanced Auto Electricity	2	3	3
AUT 183	Engine Performance 2	2	6	4
AUT 212	Auto Shop Management	3	0	3
AUT 281	Adv Engine Performance	2	2	3
ENG 102	Applied Communications II	3	0	3
TRN 145	Adv Transp Electronics	2	3	3
		14	14	19

### SUMMER SEMESTER

AUT 141	Suspension and Steering Systems	2	3	3
AUT 151	Brake Systems	2	3	3
TRN 130	Intro to Sustainable Transp	2	2	3
TRN 140	Transp Climate Control	1	2	2
		7	10	11
Total Semester Hours:				48

# **AUTOMOTIVE SYSTEMS TECHNOLOGY CERTIFICATE (C60160) (EVENING)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AUT 114	Safety and Emissions	1	2	2
AUT 151	Brake Systems	2	3	3
		3	5	5

<b>SPRING SEMESTER</b>				
AUT 141	Suspension and Steering Sys	2	3	3
AUT 181	Engine Performance 1	2	3	3
		4	6	6

<b>SUMMER SEMESTER</b>				
TRN 140	Transp Climate Control	1	2	2
		1	2	2
<b>Total Semester Hours:</b>				<b>13</b>

## **POWERTRAIN CERTIFICATE (C60160P)\***

<b>FALL SEMESTER</b>				
AUT 114	Safety and Emissions	1	2	2
AUT 123	Powertrain Diagn & Serv	1	3	2
AUT 181	Engine Performance 1	2	3	3
TRN 120	Basic Transp Electricity	4	3	5
TRN 170	PC Skills for Transp	1	2	2
		9	13	14
<b>Total Semester Hours:</b>				<b>14</b>

## **ENGINE PERFORMANCE CERTIFICATE (C60160E)\***

<b>SPRING SEMESTER</b>				
AUT 163	Adv Auto Electricity	2	3	3
AUT 183	Engine Performance 2	2	6	4
AUT 281	Adv Engine Performance	2	2	3
TRN 145	Adv Transp Electronics	2	3	3
		8	14	13
<b>Total Semester Hours:</b>				<b>13</b>

**\*Admission priority given to diploma-level students.**

## **UNDERCAR CERTIFICATE (C60160U)\***

### **SPRING SEMESTER**

AUT 163	Adv Auto Electricity	2	3	3
		2	3	3

### **SUMMER SEMESTER**

AUT 141	Suspension & Steering Sys	2	3	3
AUT 151	Brake Systems	2	3	3
TRN 130	Intro to Sustainable Transp	2	2	3
TRN 140	Transp Climate Control	1	2	2
		7	10	11
<b>Total Semester Hours:</b>				<b>14</b>

**\*Admission priority given to AAS or diploma-level students.**

## BASIC LAW ENFORCEMENT TRAINING

### CURRICULUM DESCRIPTION

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, municipal governments, or with private enterprise.

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

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

Coastal Carolina Community College offers a Certificate. The appropriate coursework is listed below.

### CERTIFICATE (C55120)

		Hours Per Week		
		Class	Lab	Credit
CJC 100	Basic Law Enforcement Training	9	30	19
<b>Total Semester Hours:</b>				<b>19</b>

*\*This program is approved by the State Board of Community Colleges to exceed maximum standard hours for a certificate program.*

## COLLISION REPAIR AND REFINISHING TECHNOLOGY

### CURRICULUM DESCRIPTION

The Collision Repair and Refinishing Technology program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This program 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.

Coastal Carolina Community College offers a Diploma and four Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework for each is listed below.

### DIPLOMA (D60130)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
AUB 111	Painting and Refinishing I	2	6	4
AUB 121	Non-Structural Damage I	1	4	3
CIS 111	Basic PC Literacy	1	2	2
MAT 101	Applied Mathematics I	2	2	3
TRN 110	Intro to Transport Tech	1	2	2
TRN 180	Basic Welding for Transp	1	4	3
		9	20	18
SPRING SEMESTER				
AUB 112	Painting and Refinishing II	2	6	4
AUB 122	Non-Structural Damage II	2	6	4
AUB 131	Structural Damage I	2	4	4
AUB 150	Automotive Detailing	1	3	2
ENG 102	Applied Communications II	3	0	3
		10	19	17
SUMMER SEMESTER				
AUB 114	Special Finishes	1	2	2
AUB 132	Structural Damage II	2	6	4
AUB 136	Plastics and Adhesives	1	4	3
		4	12	9
<b>Total Semester Hours:</b>				<b>44</b>

**COLLISION REPAIR INTRODUCTORY CERTIFICATE\* (C60130F)****Hours Per Week****FALL SEMESTER**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AUB 111	Painting and Refinishing I	2	6	4
AUB 121	Non-Structural Damage I	1	4	3
TRN 110	Intro to Transport Tech	1	2	2
TRN 180	Basic Welding for Transp	1	4	3
		5	16	12
<b>Total Semester Hours:</b>				<b>12</b>

**COLLISION REPAIR INTERMEDIATE CERTIFICATE\* (C60130G)****SPRING SEMESTER**

AUB 112	Painting and Refinishing II	2	6	4
AUB 122	Non-Structural Damage II	2	6	4
AUB 131	Structural Damage I	2	4	4
AUB 150	Automotive Detailing	1	3	2
		7	19	14
<b>Total Semester Hours:</b>				<b>14</b>

**COLLISION REPAIR ADVANCED CERTIFICATE\* (C60130H)****SPRING SEMESTER**

AUB 122	Non-Structural Damage II	2	6	4
		2	6	4

**SUMMER SEMESTER**

AUB 114	Special Finishes	1	2	2
AUB 132	Structural Damage II	2	6	4
AUB 136	Plastics and Adhesives	1	4	3
		4	12	9
<b>Total Semester Hours:</b>				<b>13</b>

**\*Admission priority given to diploma-level students.**

**COLLISION REPAIR AND REFINISHING TECHNOLOGY CERTIFICATE  
(C60130E) (EVENING)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
AUB 121	Non-Structural Damage I	1	4	3
AUB 136	Plastics and Adhesives	1	4	3
		2	8	6
<b>SPRING SEMESTER</b>				
AUB 111	Painting and Refinishing I	2	6	4
		2	6	4
<b>SUMMER SEMESTER</b>				
AUB 150	Automotive Detailing	1	3	2
		1	3	2
<b>Total Semester Hours:</b>				<b>12</b>

## COMPUTER INFORMATION TECHNOLOGY

### CURRICULUM DESCRIPTION

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Coursework will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25260)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro to Programming and Logic	2	3	3
CTS 115	Info Sys Business Concept	3	0	3
ENG 111	Writing and Inquiry	3	0	3
NET 125	Networking Basics* <b>or</b>	1	4	3
NET 110	Networking Concepts**	(2)	(2)	(3)
		11	9	16
<b>SPRING SEMESTER (1st Year)</b>				
CSC 139	Visual BASIC Programming	2	3	3
DBA 110	Database Concepts	2	3	3
MAT 140/140A	Survey of Mathematics/Lab	3	2	4
NOS 110	Operating System Concepts	2	3	3
SEC 110	Security Concepts	3	0	3
		12	11	16
<b>SUMMER SEMESTER (1st Year)</b>				
CSC 239	Adv Visual Basic Programming	2	3	3
ENG 114	Professional Res and Rptg	3	0	3
NOS 120	Linux/Unix Single User	2	2	3
NOS 130	Windows Single User	2	2	3
		9	7	12



		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTS 120	Hardware/Software Support	2	3	3
CTS 285	Systems Analysis and Design	3	0	3
NOS 220	Linux/Unix Administration I	2	2	3
NOS 230	Windows Administration I	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		12	7	15
<b>SPRING SEMESTER (2nd Year)</b>				
COM 120	Interpersonal Communication <b>or</b>	3	0	3
COM 140	Intercultural Communication	(3)	(0)	(3)
CTS 250	User Support and Software Eval	2	2	3
CTS 289	System Support Project	1	4	3
NOS 231	Windows Administration II	2	2	3
PSY 118	Interpersonal Psychology <b>or</b>	3	0	3
PSY 150	General Psychology***	(3)	(0)	(3)
		11	8	15
<b>Total Semester Hours:</b>				<b>74</b>

\*NET 125 substitutes for NET 110.

\*\*NET 110 does **not** substitute for NET 125.

\*\*\*PSY 150 is a transferable course.

### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## COMPUTER PROGRAMMING

### CURRICULUM DESCRIPTION

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in introduction to computers, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25130)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro to Programming and Logic	2	3	3
CTS 115	Info Systems Business Concept	3	0	3
ENG 111	Writing and Inquiry	3	0	3
NET 110	Networking Concepts	2	2	3
		13	7	16
SPRING SEMESTER (1st Year)				
CSC 139	Visual BASIC Programming	2	3	3
DBA 110	Database Concepts	2	3	3
MAT 140/140A	Survey of Mathematics/Lab	3	2	4
NOS 110	Operating System Concepts	2	3	3
SEC 110	Security Concepts	3	0	3
		12	11	16
SUMMER SEMESTER (1st Year)				
CSC 135	COBOL Programming	2	3	3
CSC 138	RPG Programming	2	3	3
ENG 114	Pro Research and Rpting	3	0	3
SGD 113	SGD Programming	2	3	3
		9	9	12

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CSC 134	C++ Programming	2	3	3
CSC 235	Advanced COBOL Programming	2	3	3
CTS 285	System Analysis and Design	3	0	3
NOS 244	Operating System AS/400	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		12	8	15
<b>SPRING SEMESTER (2nd Year)</b>				
COM 120	Interpersonal Communication <i>or</i>	3	0	3
COM 140	Intercultural Communication	(3)	(0)	(3)
CSC 151	JAVA Programming	2	3	3
CSC 234	Advanced C++ Programming	2	3	3
CSC 289	Programming Capstone Project	1	4	3
PSY 118	Interpersonal Psychology <i>or</i>	3	0	3
PSY 150	General Psychology*	(3)	(0)	(3)
		11	10	15

\*PSY 150 is a transferable course.

**Total Semester Hours:**

**74**

## **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## COSMETOLOGY

### CURRICULUM DESCRIPTION

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.

Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts Examination. Upon successful passing of the State Board Exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### DIPLOMA (D55140)

#### FALL ENTRY

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
COM 101	Workplace Communication	3	0	3
COS 111	Cosmetology Concepts I (8 wks)	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II (8 wks)	4	0	4
ENG 102	Applied Communications II	3	0	3
		14	24	22

#### SPRING SEMESTER

COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
		4	36	16

#### SUMMER SEMESTER

COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
COS 250	Computerized Salon Ops	1	0	1
		3	21	10

**Total Semester Hours: 48**

**DIPLOMA (D55140)****SPRING ENTRY**

		Hours Per Week		
<b>SPRING SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
COM 101	Workplace Communication	3	0	3
COS 111	Cosmetology Concepts I (8 wks)	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II (8 wks)	4	0	4
ENG 102	Applied Communications II	3	0	3
		14	24	22
<b>SUMMER SEMESTER</b>				
COS 114	Salon II	0	24	8
COS 250	Computerized Salon Ops	1	0	1
		1	24	9
<b>FALL SEMESTER</b>				
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
		6	33	17
<b>Total Semester Hours:</b>				<b>48</b>

## COSMETOLOGY INSTRUCTOR

### CURRICULUM DESCRIPTION

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Coursework includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Coastal Carolina Community College offers a Certificate. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### CERTIFICATE (C55160)\*

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
COS 271	Instructor Concepts I	5	0	5
COS 272	Instructor Practicum I	0	21	7
		5	21	12
SPRING SEMESTER				
COS 273	Instructor Concepts II	5	0	5
COS 274	Instructor Practicum II	0	21	7
		5	21	12
Total Semester Hours:				24

*\*This program is approved by the State Board of Community Colleges to exceed maximum standard hours for a certificate program.*

## CRIMINAL JUSTICE TECHNOLOGY

### CURRICULUM DESCRIPTION

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.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A55180)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
COM 120	Interpersonal Communication	3	0	3
ENG 111	Writing and Inquiry	3	0	3
		18	2	19
SPRING SEMESTER (1st Year)				
CJC 112	Criminology	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 160	Terrorism: Underlying Issues	3	0	3
MAT 115	Mathematical Models <b>or</b>	2	2	3
MAT 161/161A	College Algebra/Lab	(3)	(2)	(4)
PSY 150	General Psychology	3	0	3
		14	2	15

		Hours Per Week		
<b>SUMMER SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 120	Interviews/Interrogations	1	2	2
CJC 132	Court Procedure and Evidence	3	0	3
CJC 141	Corrections	3	0	3
CJC 221	Investigative Principles	3	2	4
		10	4	12
<b>FALL SEMESTER (2nd Year)</b>				
CCT 110	Introduction to Cyber Crime	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 122	Community Policing	3	0	3
CJC 151	Introduction to Loss Prevention	3	0	3
POL 130	State and Local Government	3	0	3
		15	0	15
<b>SPRING SEMESTER (2nd Year)</b>				
CJC 170	Critical Incdnt Mgmt for Pub Safety	3	0	3
CJC 215	Organization and Administration	3	0	3
CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	0	15
<b>Total Semester Hours:</b>				<b>76</b>

Students entering the Criminal Justice curriculum who completed the BLET curriculum **after** May 31, 2002, may receive credit for the following courses.

CJC 120	Interviews/Interrogations
CJC 131	Criminal Law
CJC 132	Court Procedure and Evidence
CJC 221	Investigative Principles

For students entering the Criminal Justice curriculum who completed the BLET curriculum before May 31, 2002, course credit will be evaluated on a case-by-case basis.



## APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## CRIMINAL JUSTICE TECHNOLOGY- LATENT EVIDENCE

### CURRICULUM DESCRIPTION

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies. The curriculum is designed to provide knowledge of criminal justice systems and operations.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A5518A)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
ENG 111	Writing and Inquiry	3	0	3
		15	2	16
<b>SPRING SEMESTER (1st Year)</b>				
CJC 112	Criminology	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 114	Investigative Photography	1	2	2
MAT 115	Mathematical Models	2	2	3
PSY 150	General Psychology	3	0	3
		12	4	14

		Hours Per Week		
<b>SUMMER SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CJC 132	Court Procedure and Evidence	3	0	3
CJC 144	Crime Scene Processing	2	3	3
CJC 146	Trace Evidence	2	3	3
CJC 221	Investigative Principles	3	2	4
		10	8	13
<b>FALL SEMESTER (2nd Year)</b>				
CJC 244	Footwear and Tire Imprints	2	3	3
CJC 113	Juvenile Justice	3	0	3
CJC 245	Friction Ridge Analysis	2	3	3
CJC 145	Crime Scene CAD	2	3	3
CJC 141	Corrections	3	0	3
		12	9	15
<b>SPRING SEMESTER (2nd Year)</b>				
COM 120	Interpersonal Communication	3	0	3
CJC 246	Advanced Friction Ridge Analysis	2	3	3
CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		14	3	15
<b>Total Semester Hours:</b>				<b>73</b>

Students entering the Criminal Justice curriculum who completed the BLET curriculum **after** May 31, 2002, may receive credit for the following courses.

CJC 120	Interviews/Interrogations
CJC 131	Criminal Law
CJC 132	Court Procedure and Evidence
CJC 221	Investigative Principles

For students entering the Criminal Justice curriculum who completed the BLET curriculum before May 31, 2002, course credit will be evaluated on a case-by-case basis.

## APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## DENTAL ASSISTING

### CURRICULUM DESCRIPTION

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.

Coursework 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.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### DIPLOMA (D45240)

		Hours Per Week			
FALL SEMESTER		Class	Lab	Clinic	Credit
BIO 106	Introduction to Anat/Phys/Micro	2	2	0	3
DEN 100	Basic Orofacial Anatomy	2	0	0	2
DEN 101	Preclinical Procedures	4	6	0	7
DEN 102	Dental Materials	3	4	0	5
DEN 111	Infection/Hazard Control	2	0	0	2
		13	12	0	19
SPRING SEMESTER					
CIS 110	Introduction to Computers	2	2	0	3
DEN 103	Dental Sciences	2	0	0	2
DEN 104	Dental Health Education	2	2	0	3
DEN 106	Clinical Practice I	1	0	12	5
DEN 112	Dental Radiography	2	3	0	3
ENG 102	Applied Communications II	3	0	0	3
		12	7	12	19

<b>SUMMER SEMESTER</b>		<b>Hours Per Week</b>			
		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
DEN 105	Practice Management	2	0	0	2
DEN 107	Clinical Practice II	1	0	12	5
PSY 118	Interpersonal Psychology	3	0	0	3
		6	0	12	10
<b>Total Semester Hours:</b>					<b>48</b>

All functions which are legally delegable to Dental Assistants II in North Carolina are taught to clinical competency with the exception of the following.

1. Adjusting full and partial dentures
2. Removing periodontal dressing
3. Monitoring patients under Nitrous Oxide-Oxygen sedation
4. Placing ligature wire or lock pins
5. Inserting spacer wires or springs

Programs in dental assisting and dental hygiene are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611 or by calling 1-800-621-8099 extension 2719.

## DENTAL HYGIENE

### CURRICULUM DESCRIPTION

The Dental Hygiene curriculum prepares individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A45260)

		Hours Per Week			
FALL SEMESTER (1st Year)		Class	Lab	Clinic	Credit
BIO 163	Basic Anatomy and Physiology	4	2	0	5
CHM 130	General, Organic and Biochemistry	3	0	0	3
CHM 130A	General, Organic and Biochem Lab	0	2	0	1
CIS 110	Introduction to Computers	2	2	0	3
DEN 110	Orofacial Anatomy	2	2	0	3
DEN 111	Infection/Hazard Control	2	0	0	2
DEN 120	Dental Hygiene Preclinic Lecture	2	0	0	2
DEN 121	Dental Hygiene Preclinic Lab	0	6	0	2
		14	14	0	21
SPRING SEMESTER (1st Year)					
BIO 175	General Microbiology	2	2	0	3
DEN 112	Dental Radiography	2	3	0	3
DEN 130	Dental Hygiene Theory I	2	0	0	2
DEN 131	Dental Hygiene Clinic I	0	0	9	3
DEN 222	General and Oral Pathology	2	0	0	2
DEN 223	Dental Pharmacology	2	0	0	2
		10	5	9	15

		Hours Per Week			
<b>SUMMER SEMESTER (1st Session)</b>		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
DEN 123	Nutrition/Dental Health	2	0	0	2
DEN 140	Dental Hygiene Theory II	1	0	0	1
DEN 141	Dental Hygiene Clinic II	0	0	6	2
		3	0	6	5
<b>FALL SEMESTER (2nd Year)</b>					
DEN 124	Periodontology	2	0	0	2
DEN 220	Dental Hygiene Theory III	2	0	0	2
DEN 221	Dental Hygiene Clinic III	0	0	12	4
DEN 224	Materials and Procedures	1	3	0	2
DEN 232	Community Dental Health	2	0	3	3
ENG 111	Writing and Inquiry	3	0	0	3
		10	3	15	16
<b>SPRING SEMESTER (2nd Year)</b>					
COM 120	Interpersonal Communication	3	0	0	3
DEN 230	Dental Hygiene Theory IV	1	0	0	1
DEN 231	Dental Hygiene Clinic IV	0	0	12	4
DEN 233	Professional Development	2	0	0	2
SOC 240	Social Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		12	0	12	16
<b>Total Semester Hours:</b>					<b>73</b>

### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*



Programs in dental assisting and dental hygiene are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611 or by calling 1-800-621-8099 extension 2719.

## DIESEL AND HEAVY EQUIPMENT TECHNOLOGY

### CURRICULUM DESCRIPTION

The Diesel and heavy Equipment Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

Coastal Carolina Community College offers a Diploma and four Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework for each is listed below.

### DIPLOMA (D60460)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
HET 110	Diesel Engines	3	9	6
HYD 112	Hydraulics-Med/Heavy Duty	1	2	2
MAT 101	Applied Mathematics I	2	2	3
TRN 110	Intro to Transport Tech	1	2	2
TRN 120	Basic Transp Electricity	4	3	5
		11	18	18
SPRING SEMESTER				
ENG 102	Applied Communication II	3	0	3
HET 114	Power Trains	3	6	5
HET 115	Electronic Engines	2	3	3
HET 125	Preventive Maintenance	1	3	2
HET 126	Prevent Maintenance Lab	0	3	1
HET 128	Medium/Heavy Duty Tune-up	1	2	2
WLD 112	Basic Welding Processes	1	3	2
		11	20	18
SUMMER SEMESTER				
CIS 111	Basic PC Literacy	1	2	2
HET 231	Med/Hvy Duty Brake System	1	3	2
HET 232	Med/Hvy Duty Brake Sys Lab	0	3	1
HET 233	Suspension and Steering	2	4	4
TRN 140	Transp Climate Control	1	2	2
		5	14	11
<b>Total Semester Hours:</b>				<b>47</b>

**DIESEL AND HEAVY EQUIPMENT TECHNOLOGY CERTIFICATE  
(C60460) EVENING OFFERING**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
HET 110	Diesel Engines	3	9	6
		3	9	6
<b>SPRING SEMESTER</b>				
TRN 120	Basic Transp Electricity	4	3	5
HYD 112	Hydraulics-Med/Heavy Duty	1	2	2
		5	5	7
<b>SUMMER SEMESTER</b>				
HET 128	Medium/Heavy Duty Tune-up	1	2	2
		1	2	2
<b>Total Semester Hours:</b>				<b>15</b>

**MEDIUM/HEAVY DUTY POWER TRAIN CERTIFICATE (C60460A)\***

<b>FALL SEMESTER</b>				
HET 110	Diesel Engines	3	9	6
HYD 112	Hydraulics/Med/Heavy Duty	1	2	2
TRN 110	Intro to Transport Tech	1	2	2
TRN 120	Basic Transp Electricity	4	3	5
		9	16	15
<b>Total Semester Hours:</b>				<b>15</b>

**MEDIUM/HEAVY DUTY DRIVE TRAIN CERTIFICATE (C60460B)\***

<b>SPRING SEMESTER</b>				
HET 114	Power Trains	3	6	5
HET 115	Electronic Engines	2	3	3
HET 125	Preventive Maintenance	1	3	2
HET 126	Prevent Maintenance Lab	0	3	1
HET 128	Medium/Heavy Duty Tune-up	1	2	2
WLD 112	Basic Welding Processes	1	3	2
		8	20	15
<b>Total Semester Hours:</b>				<b>15</b>

**HEAVY DUTY TRUCK SYSTEMS CERTIFICATE (C60460C)\*****Hours Per Week****SPRING SEMESTER**

	<b>Class</b>	<b>Lab</b>	<b>Credit</b>
HET 115 Electronic Engines	2	3	3
	2	3	3

**SUMMER SEMESTER**

HET 231	Med/Hvy Duty Brake System	1	3	2
HET 232	Med/Hvy Duty Brake Sys Lab	0	3	1
HET 233	Suspension and Steering	2	4	4
TRN 140	Transp Climate Control	1	2	2
		4	12	9

**Total Semester Hours:****12****\*Admission priority given to diploma-level students.**

## EARLY CHILDHOOD EDUCATION

### CURRICULUM DESCRIPTION

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Coursework 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.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and two Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A55220)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab/Co-op</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
EDU 119	Intro to Early Child Education	4	0	4
EDU 144	Child Development I	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 151/151A	Creative Activities/Lab	3	2	4
		16	4	18
<b>SPRING SEMESTER (1st Year)</b>				
EDU 131	Child, Family and Community	3	0	3
EDU 145	Child Development II	3	0	3
EDU 153	Health, Safety, Nutrition	3	0	3
EDU 184	Early Childhood Intro Pract	1	3	2
EDU 280	Language & Literacy Exp	3	0	3
ENG 111	Writing and Inquiry	3	0	3
		16	3	17

		Hours Per Week		
<b>SUMMER SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab/Co-op</b>	<b>Credit</b>
COM 120	Interpersonal Communication <i>or</i>	3	0	3
ENG 112	Writing/Research in the Disc	(3)	(0)	(3)
EDU 221	Children with Exceptionalities	3	0	3
PSY 150	General Psychology	3	0	3
		9	0	9
<b>FALL SEMESTER (2nd Year)</b>				
MAT 140/140A	Survey of Mathematics/Lab	3	2	4
SOC 213	Sociology of the Family	3	0	3
EDU 234/234A	Infants, Toddlers & Twos/Lab	3	2	4
EDU 259	Curriculum Planning	3	0	3
EDU 271	Educational Technology	2	2	3
		15	6	17
<b>SPRING SEMESTER (2nd Year)</b>				
EDU 251	Exploration Activities <i>or</i>	3	0	3
CHM 131/131A	Intro to Chemistry/Lab	(3)	(2)	(4)
EDU 284	Early Child Capstone Prac	1	9	4
	Humanities/Fine Arts Elective	3	0	3
	Approved Elective	3	0	3
		9	11	13
<b>Total Semester Hours:</b>				<b>74-76</b>
<b>EVENING</b>				
<b>FALL SEMESTER (1st Year)</b>				
ACA 111	College Student Success	1	0	1
EDU 119	Intro to Early Child Education	4	0	4
		5	0	5
<b>SPRING SEMESTER (1st Year)</b>				
CIS 110	Introduction to Computers	2	2	3
EDU 144	Child Development I	3	0	3
		5	2	6
<b>SUMMER SEMESTER (1st Year)</b>				
ENG 111	Writing and Inquiry	3	0	3
EDU 153	Health, Safety, and Nutrition	3	0	3
		6	0	6
<b>FALL SEMESTER (2nd Year)</b>				
EDU 131	Child, Family & Community	3	0	3
EDU 145	Child Development II	3	0	3
		6	0	6

**SPRING SEMESTER (2nd Year)**

EDU 146	Child Guidance	3	0	3
EDU 151/151A	Creative Activities/Lab	3	2	4
		6	2	7

**SUMMER SEMESTER (2nd Year)**

COM 120	Interpersonal Communication <b>or</b>	3	0	3
ENG 112	Writing/Research in the Disc	(3)	(0)	(3)
EDU 221	Children with Exceptionalities	3	0	3
		6	0	6

**FALL SEMESTER (3rd Year)**

EDU 280	Language and Literacy Exp	3	0	3
MAT 140/140A	Survey of Mathematics/Lab	3	2	4
		6	2	7

**SPRING SEMESTER (3rd Year)**

*EDU 184	Early Childhood Intro Pract	1	3	2
EDU 259	Curriculum Planning	3	0	3
		4	3	5

**SUMMER SEMESTER (3rd Year)**

SOC 213	Sociology of the Family	3	0	3
PSY 150	General Psychology	3	0	3
		6	0	6

**FALL SEMESTER (4th Year)**

EDU 271	Educational Technology	2	2	3
EDU 234/234A	Infants, Toddlers & Twos/Lab	3	2	4
		5	4	7

**SPRING SEMESTER (4th Year)**

EDU 251	Exploration Activities <b>or</b>	3	0	3
CHM 131/131A	Intro to Chemistry/Lab	(3)	(2)	(4)
*EDU 284	Early Child Capstone Prac	1	9	4
		4	9	7

**SUMMER SEMESTER (4th Year)**

Humanities/Fine Arts Elective	3	0	3
Approved Elective	3	0	3
	6	0	6

**Total Semester Hours:****74-76****\*Hours for these courses must be satisfied during the day program.**

## APPROVED ELECTIVES

EDU 158	Healthy Lifestyles-Youth	*PSY 241	Developmental Psych
*EDU 216	Foundations of Education	PSY 243	Child Psychology
EDU 235	School-Age Dev & Program	SOC 210	Intro to Sociology
EDU 261	Early Childhood Admin I	SOC 220	Social Problems
EDU 262	Early Childhood Admin II	SOC 240	Social Psychology

*\*Recommended for students who plan to transfer to UNC Wilmington.*

## APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*



## DIPLOMA (D55220)

		Hours Per Week		
FALL SEMESTER		Class	Lab/Co-op	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
EDU 119	Intro to Early Child Education	4	0	4
EDU 144	Child Development I	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 151/151A	Creative Activities/Lab	3	2	4
		16	4	18

### SPRING SEMESTER

EDU 131	Child, Family and Community	3	0	3
EDU 145	Child Development II	3	0	3
EDU 153	Health, Safety, and Nutrition	3	0	3
EDU 184	Early Childhood Intro Pract	1	3	2
EDU 280	Language & Literacy Exp	3	0	3
ENG 111	Writing and Inquiry	3	0	3
		16	3	17

### SUMMER SEMESTER

COM 120	Interpersonal Communication <b>or</b>	3	0	3
ENG 112	Writing/Research in the Disc	(3)	(0)	(3)
EDU 221	Children with Exceptionalities	3	0	3
		6	0	6
Total Semester Hours:				41

### EVENING

#### FALL SEMESTER (1st Year)

ACA 111	College Student Success	1	0	1
EDU 119	Intro to Early Child Education	4	0	4
		5	0	5

#### SPRING SEMESTER (1st Year)

CIS 110	Introduction to Computers	2	2	3
EDU 144	Child Development I	3	0	3
		5	2	6

#### SUMMER SEMESTER (1st Year)

ENG 111	Writing and Inquiry	3	0	3
EDU 153	Health, Safety, and Nutrition	3	0	3
		6	0	6

#### FALL SEMESTER (2nd Year)

EDU 131	Child, Family, & Community	3	0	3
EDU 145	Child Development II	3	0	3
		6	0	6

		Hours Per Week		
		Class	Lab/Co-op	Credit
<b>SPRING SEMESTER (2nd Year)</b>				
EDU 146	Child Guidance	3	0	3
EDU 151/151A	Creative Activities/Lab	3	2	4
		6	2	7
<b>SUMMER SEMESTER (2nd Year)</b>				
COM 120	Interpersonal Communication <i>or</i>	3	0	3
ENG 112	Writing/Research in the Disc	(3)	(0)	(3)
EDU 221	Children with Exceptionalities	3	0	3
		6	0	6
<b>FALL SEMESTER (3rd Year)</b>				
EDU 280	Language and Literacy Exp	3	0	3
EDU 184	Early Childhood Intro Pract	1	3	2
		4	3	5
<b>Total Semester Hours:</b>				<b>41</b>
<b>EARLY CHILDHOOD EDUCATION CERTIFICATE (C55220)</b>				
EDU 119	Intro to Early Child Education	4	0	4
EDU 131	Child, Family, and Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
		16	0	16
<b>Total Semester Hours:</b>				<b>16</b>
<b>EARLY CHILDHOOD ADMINISTRATION CERTIFICATE (C55220A)</b>				
EDU 131	Child, Family, and Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 261	Early Childhood Administration I	3	0	3
EDU 262	Early Childhood Administration II	3	0	3
		18	0	18
<b>Total Semester Hours:</b>				<b>18</b>

## ELECTRICAL SYSTEMS TECHNOLOGY

### CURRICULUM DESCRIPTION

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Coastal Carolina Community College offers a Diploma and three Certificates. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### DIPLOMA (D35130)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
BPR 130	Print Reading-Construction	3	0	3
ELC 112	AC/DC Electricity	3	6	5
ELC 113	Residential Wiring	2	6	4
ELC 118	National Electrical Code	1	2	2
ISC 115	Construction Safety	2	0	2
MAT 101	Applied Mathematics I	2	2	3
		13	16	19
SPRING SEMESTER				
CIS 111	Basic PC Literacy	1	2	2
ELC 114	Commercial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 134	Transformer Applications	1	2	2
ELC 135	Electrical Machines I	2	2	3
ENG 102	Applied Communications II	3	0	3
		11	18	18

		Hours Per Week		
<b>SUMMER SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ELC 115	Industrial Wiring	2	6	4
ELC 119	NEC Calculations	1	2	2
ELC 121	Electrical Estimating	1	2	2
ELC 125	Diagrams and Schematics	1	2	2
		5	12	10
<b>Total Semester Hours:</b>				<b>47</b>

## **RESIDENTIAL ELECTRICAL SYSTEMS CERTIFICATE (C35130)**

### **FALL SEMESTER**

BPR 130	Print Reading-Construction	3	0	3
ELC 112	AC/DC Electricity	3	6	5
ELC 113	Residential Wiring	2	6	4
ELC 118	National Electrical Code	1	2	2
ISC 115	Construction Safety	2	0	2
		11	14	16
<b>Total Semester Hours:</b>				<b>16</b>

## **COMMERCIAL ELECTRICAL SYSTEMS CERTIFICATE (C35130A)**

### **SPRING SEMESTER**

ELC 114	Commercial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 134	Transformer Applications	1	2	2
ELC 135	Electrical Machines I	2	2	3
		7	16	13
<b>Total Semester Hours:</b>				<b>13</b>

## **INDUSTRIAL ELECTRICAL SYSTEMS TECHNOLOGY CERTIFICATE (C35130B)**

### **SPRING SEMESTER**

ELC 114	Commercial Wiring	2	6	4
		2	6	4

### **SUMMER SEMESTER**

ELC 115	Industrial Wiring	2	6	4
ELC 119	NEC Calculations	1	2	2
ELC 121	Electrical Estimating	1	2	2
ELC 125	Diagrams and Schematics	1	2	2
		5	12	10
<b>Total Semester Hours:</b>				<b>14</b>

## ELECTRONICS ENGINEERING TECHNOLOGY

### CURRICULUM DESCRIPTION

The Electronics Engineering Technology program prepares students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. The program of study includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers.

Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Coastal Carolina Community College offers an Associate in Applied Science, a Diploma, and three Certificates. The appropriate course work for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A40200)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
EGR 131	Intro to Electronics Tech	1	2	2
ELC 131	Circuit Analysis I	3	3	4
ELC 131A	Circuit Analysis I Lab	0	3	1
ENG 111	Writing and Inquiry	3	0	3
MAT 121	Algebra/Trigonometry I <b>or</b>	2	2	3
MAT 171	Precalculus Algebra	(3)	(0)	(3)
		10-11	8-10	14
<b>SPRING SEMESTER (1st Year)</b>				
CIS 115	Intro to Prog and Logic	2	3	3
ELN 131	Analog Electronics I	3	3	4
ELN 132	Analog Electronics II	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 133A	Digital Electronics Lab	0	3	1
		11	15	16
<b>SUMMER SEMESTER (1st Year)</b>				
CET 111	Computer Upgrade/Repair I	2	3	3
CET 130	Operating System Prin	2	3	3
ELN 247	Electronic App Pro	1	3	2
ELN 275	Troubleshooting	1	3	2
		6	12	10

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CET 211	Computer Upgrade/Repair II	2	3	3
DFT 119	Basic CAD	1	2	2
ELN 234	Communication Systems	3	3	4
ELN 246	Cert Elect Tech Prep	3	0	3
ENG 114	Research and Reporting	3	0	3
		12	8	15
<b>SPRING SEMESTER (2nd Year)</b>				
CSC 139	Visual BASIC Programming	2	3	3
ELN 232	Intro to Microprocessors	3	3	4
HUM 110	Technology and Society <i>or</i>	3	0	3
HUM 115	Critical Thinking <i>or</i>	(3)	(0)	(3)
HUM 230	Leadership Development	(3)	(0)	(3)
NET 125	Networking Basics	1	4	3
PSY 150	General Psychology <i>or</i>	3	0	3
SOC 210	Introduction to Sociology	(3)	(0)	(3)
		12	10	16
<b>Total Semester Hours:</b>				<b>71</b>
<b>DIPLOMA (D40200)</b>				
<b>FALL SEMESTER</b>				
ACA 111	College Student Success	1	0	1
EGR 131	Intro to Electronics Tech	1	2	2
ELC 131	Circuit Analysis I	4	3	5
ELC 131A	Circuit Analysis I Lab	0	3	1
ENG 111	Writing and Inquiry	3	0	3
MAT 121	Algebra/Trigonometry I <i>or</i>	2	2	3
MAT 171	Precalculus Algebra	(3)	(0)	(3)
		11	10	15
<b>SPRING SEMESTER</b>				
CIS 115	Intro to Prog & Logic	2	3	3
ELN 131	Analog Electronics I	3	3	4
ELN 132	Analog Electronics II	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 133A	Digital Electronics Lab	0	3	1
		11	15	16

		Hours Per Week		
<b>SUMMER SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CET 111	Computer Upgrade/Repair I	2	3	3
CET 130	Operating System Prin	2	3	3
ELN 247	Electronic App Pro	1	3	2
ELN 275	Troubleshooting	1	3	2
		6	12	10
<b>Total Semester Hours:</b>				<b>40</b>

## **BASIC ELECTRONICS CERTIFICATE (C40200)**

### **FALL SEMESTER**

EGR 131	Intro to Electronics Tech	1	2	2
ELC 131	Circuit Analysis I	3	3	4
ELC 131A	Circuit Analysis I Lab	0	3	1
		4	8	7

### **SPRING SEMESTER**

ELN 131	Analog Electronics I	3	3	4
ELN 132	Analog Electronics II	3	3	4
		6	6	8
<b>Total Semester Hours:</b>				<b>15</b>

## **ADVANCED ELECTRONICS APPLICATIONS CERTIFICATE (C40200A)**

### **SPRING SEMESTER**

ELN 131	Analog Electronics I	3	3	4
ELN 132	Analog Electronics II	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 133A	Digital Electronics Lab	0	3	1
		9	12	13
<b>Total Semester Hours:</b>				<b>13</b>

## **COMPUTER TECHNOLOGY CERTIFICATE (C40200C)**

### **SUMMER SEMESTER**

CET 111	Computer Upgrade/Repair I	2	3	3
CET 130	Operating System Prin	2	3	3
		4	6	6

### **FALL SEMESTER**

CET 211	Computer Upgrade/Repair II	2	3	3
		2	3	3

### **SPRING SEMESTER**

NET 125	Networking Basics	1	4	3
		1	4	3
<b>Total Semester Hours:</b>				<b>12</b>

## EMERGENCY MANAGEMENT

### CURRICULUM DESCRIPTION

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Coursework includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and six certificates. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A55460)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
CIS 110	Introduction to Computers	2	2	3
EPT 130	Mitigation and Preparedness	3	0	3
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Educ	3	0	3
EPT 140	Emergency Management	3	0	3
		14	2	15
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
EPT 120	Sociology of Disaster	3	0	3
EPT 150	Incident Management	3	0	3
FIP 132	Building Construction	3	0	3
MAT 115	Mathematical Models <i>or</i>	2	2	3
MAT 140	Survey of Mathematics <i>or</i>	(3)	(0)	(3)
MAT 161	College Algebra <i>or</i>	(3)	(0)	(3)
MAT 171	Precalculus Algebra	(3)	(0)	(3)
		14-15	0-2	15



		Hours Per Week		
<b>SUMMER SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ENG 112	Writing/Research in the Disc	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		6	0	6
<b>FALL SEMESTER (2nd Year)</b>				
EPT 220	Terrorism and Emergency Mgmt	3	0	3
FIP 228	Local Government Finance	3	0	3
FIP 136	Inspections and Codes	3	0	3
FIP 164	OSHA Standards	3	0	3
POL 130	State and Local Government	3	0	3
		15	0	15
<b>SPRING SEMESTER (2nd Year)</b>				
EPT 210	Response and Recovery	3	0	3
EPT 225	Haz Analysis/Risk Assess	3	0	3
EPT 275	Emergency OPS Center Mgmt	3	0	3
FIP 152	Fire Protection Law	3	0	3
FIP 240	Fire Service Supervision	3	0	3
		15	0	15
<b>Total Semester Hours:</b>				<b>66</b>

## **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

**DIPLOMA (D55460)****Hours Per Week****FALL SEMESTER (1st Year)**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CIS 110	Introduction to Computers	2	2	3
EPT 130	Mitigation and Preparedness	3	0	3
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Ed	3	0	3
FIP 236	Emergency Management	3	0	3
		14	2	15

**SPRING SEMESTER (1st Year)**

ENG 111	Writing and Inquiry	3	0	3
EPT 120	Sociology of Disaster	3	0	3
EPT 150	Incident Management	3	0	3
FIP 132	Building Construction	3	0	3
MAT 115	Mathematical Models <i>or</i>	2	2	3
MAT 140	Survey of Mathematics <i>or</i>	(3)	(0)	(3)
MAT 161	College Algebra <i>or</i>	(3)	(0)	(3)
MAT 171	Precalculus Algebra	(3)	(0)	(3)
		14-15	0-2	15

**FALL SEMESTER (2nd Year)**

EPT 220	Terrorism and Emergency Mgmt	3	0	3
FIP 228	Local Government Finance	3	0	3
		6	0	6
<b>Total Semester Hours:</b>				<b>36</b>

**CERTIFICATE (C55460)****FALL SEMESTER (1st Year)**

EPT 130	Mitigation and Preparedness	3	0	3
FIP 236	Emergency Management	3	0	3
		6	0	6

**SPRING SEMESTER (1st Year)**

EPT 120	Sociology of Disaster	3	0	3
EPT 150	Incident Management	3	0	3
		6	0	6

**SPRING SEMESTER (2nd Year)**

EPT 210	Response and Recovery	3	0	3
		3	0	3
<b>Total Semester Hours:</b>				<b>15</b>

**ADMINISTRATION CERTIFICATE (C55460A)**

		Hours Per Week		
<b>SPRING SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
EPT 210	Response and Recovery	3	0	3
EPT 225	Hazard Analysis/Risk Assess	3	0	3
EPT 275	Emergency Ops Center Mgmt	3	0	3
FIP 152	Fire Protection Law	3	0	3
FIP 240	Fire Service Supervision	3	0	3
		15	0	15
<b>Total Semester Hours:</b>				<b>15</b>

**INFRASTRUCTURE CERTIFICATE (C55460I)**

<b>FALL SEMESTER (2nd Year)</b>				
EPT 220	Terrorism and Emergency Mgmt	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
FIP 228	Local Government Finance	3	0	3
		12	0	12
<b>Total Semester Hours:</b>				<b>12</b>

**MITIGATION AND PREPAREDNESS CERTIFICATE (C55460M)**

<b>FALL SEMESTER (1st Year)</b>				
EPT 130	Mitigation and Preparedness	3	0	3
FIP 236	Emergency Management	3	0	3
		6	0	6
<b>FALL SEMESTER (2nd Year)</b>				
EPT 220	Terrorism and Emergency Mgmt	3	0	3
FIP 136	Inspections and Codes	3	0	3
FIP 228	Local Government Finance	3	0	3
		9	0	9
<b>SPRING SEMESTER (2nd Year)</b>				
FIP 152	Fire Protection Law	3	0	3
		3	0	3
<b>Total Semester Hours:</b>				<b>18</b>

**PLANNING CERTIFICATE (C55460P)**

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
EPT 130	Mitigation and Preparedness	3	0	3
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Ed	3	0	3
FIP 236	Emergency Management	3	0	3
		12	0	12
<b>Total Semester Hours:</b>				<b>12</b>

**RESPONSE AND RECOVERY CERTIFICATE (C55460R)****FALL SEMESTER (1st Year)**

FIP 236	Emergency Management	3	0	3
		3	0	3

**SPRING SEMESTER (1st Year)**

EPT 120	Sociology of Disaster	3	0	3
EPT 150	Incident Management	3	0	3
		6	0	6

**FALL SEMESTER (2nd Year)**

EPT 220	Terrorism and Emergency Mgmt	3	0	3
		3	0	3

**SPRING SEMESTER (2nd Year)**

EPT 210	Response and Recovery	3	0	3
EPT 275	Emergency OPS Center Mgmt	3	0	3
		6	0	6
<b>Total Semester Hours:</b>				<b>18</b>

## EMERGENCY MEDICAL SCIENCE

### CURRICULUM DESCRIPTION

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an associate degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below. Coastal Carolina Community College requires that students complete all degree requirements to establish eligibility to take the paramedic certification examination.

### ASSOCIATE IN APPLIED SCIENCE (A45340)

		Hours Per Week			
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy and Physiology I	3	3	0	4
EMS 110	EMT	6	6	0	8
EMS 140	Rescue Scene Management	1	3	0	2
EMS 150	Emer Vehicles and EMS Comm	1	3	0	2
		12	15	0	17
<b>SPRING SEMESTER (1st Year)</b>					
BIO 169	Anatomy and Physiology II	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
EMS 122	EMS Clinical Practicum I	0	0	3	1
EMS 130	Pharmacology	1	3	0	2
EMS 131	Advanced Airway Management	1	2	0	2
EMS 160	Cardiology I	1	3	0	2
MED 120	Survey of Med terminology	2	0	0	2
		12	13	3	18

		Hours Per Week			
<b>SUMMER SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
EMS 220	Cardiology II	2	3	0	3
EMS 221	Clinical Practicum II	0	0	6	2
EMS 250	Medical Emergencies	3	3	0	4
		5	6	6	9
<b>FALL SEMESTER (2nd Year)</b>					
EMS 231	Clinical Practicum III	0	0	9	3
EMS 240	Special Needs Patients	1	2	0	2
EMS 260	Trauma Emergencies	1	3	0	2
EMS 125	EMS Instructor Methodology	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		14	5	9	19
<b>SPRING SEMESTER (2nd Year)</b>					
EMS 241	Clinical Practicum IV	0	0	12	4
EMS 270	Life Span Emergencies	3	0	0	3
EMS 285	EMS Capstone	1	3	0	2
ENG 112	Writing/Research in the Disc	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		10	3	12	15
<b>Total Semester Hours:</b>					<b>74</b>

## **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## EMERGENCY MEDICAL SCIENCE - BRIDGING

### CURRICULUM DESCRIPTION

The Emergency Medical Science Bridging program was developed to allow currently certified, non-degree EMT-Paramedics to earn a two-year Associate in Applied Science Degree in Emergency Medical Science. A total of forty-six (46) transfer hours will be awarded to certified EMT-Paramedics. Admission requirements must be met prior to matriculation.

### ASSOCIATE IN APPLIED SCIENCE (A45340B)

		Hours Per Week			
FALL SEMESTER		Class	Lab	Clinic	Credit
BIO 168	Anatomy and Physiology I	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
EMS 280	EMS Bridging Course	2	2	0	3
EMS 140	Rescue Scene Management	1	3	0	2
		11	10	0	15
SPRING SEMESTER					
BIO 169	Anatomy and Physiology II	3	3	0	4
PSY 150	General Psychology	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
EMS 125	EMS Instructor Methodology	1	2	0	2
		13	5	0	15
<b>Semester Hours:</b>					<b>30</b>
<b>Transfer Hours:</b>					<b>46</b>
<b>Total Semester Hours:</b>					<b>76</b>

## APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*



## FINANCIAL SERVICES

### CURRICULUM DESCRIPTION

The Financial Services curriculum is designed to provide students with the knowledge necessary for employment in the financial services sector of the economy.

Coursework includes accounting, business ethics, business law, computer applications, customer service, financial planning, insurance, marketing, personal finance, real estate, selling and personal tax. Related skills are developed through the study of communications, humanities, mathematics and psychology.

Graduates may find employment with banks, savings and loans, credit unions, insurance companies, brokerage firms, pension benefit companies, realty firms, and mortgage companies.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25330)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
ACC 120	Prin of Financial Accounting	3	2	4
BAF 110	Principles of Banking	3	0	3
BUS 115	Business Law I	3	0	3
CIS 110	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
		15	4	17
SPRING SEMESTER (1st Year)				
BAF 232	Consumer Lending	3	0	3
BAF 235	Analyzing Fin Statements	3	0	3
BUS 125	Personal Finance	3	0	3
BUS 147	Business Insurance	3	0	3
CTS 130	Spreadsheet	2	2	3
ENG 114	Prof Research & Reporting	3	0	3
		17	2	18

		Hours Per Week		
<b>SUMMER SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ECO 151	Survey of Economics <i>or</i>	3	0	3
ECO 251	Prin of Microeconomics <i>or</i>	(3)	(0)	(3)
ECO 252	Prin of Macroeconomics	(3)	(0)	(3)
MAT 140/140A	Survey of Mathematics/Lab <i>or</i>	3	2	4
MAT 161/161A	College Algebra/Lab	(3)	(2)	(4)
MKT 223	Customer Service <i>or</i>	3	0	3
COE 111	Co-Op Work Experience	(0)	(10)	(1)
		6-9	2-12	8-10
<b>FALL SEMESTER (2nd Year)</b>				
BAF 233	Commercial Lending	3	0	3
BUS 148	Survey of Real Estate <i>or</i>	3	0	3
RLS 112	Broker Prelicensing	(5)	(0)	(5)
COM 120	Intro to Interpersonal Com <i>or</i>	3	0	3
COM 231	Public Speaking	(3)	0	(3)
MKT 123	Fundamentals of Selling	3	0	3
BAF 234	Residential Mortgage Lending	3	0	3
		15-17	0	15-17
<b>SPRING SEMESTER (2nd Year)</b>				
BAF 143	Financial Planning	3	0	3
BUS 240	Business Ethics	3	0	3
BUS 270	Professional Development	3	0	3
	Approved Hum/Fine Arts Elective	3	0	3
		12	0	12
<b>Total Semester Hours:</b>				<b>70-74</b>

## APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## FIRE PROTECTION TECHNOLOGY

### CURRICULUM DESCRIPTION

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Coursework includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and five Certificates. The appropriate coursework for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A55240)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CIS 110	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Edu	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		17	2	18
<b>SPRING SEMESTER (1st Year)</b>				
FIP 152	Fire Protection Law	3	0	3
FIP 229	Dynamics and Combustion	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3
MAT 115	Mathematical Models <b>or</b>	2	2	3
MAT 140	Survey of Mathematics <b>or</b>	(3)	(0)	(3)
MAT 161	College Algebra <b>or</b>	(3)	(0)	(3)
MAT 171	Precalculus Algebra	(3)	(0)	(3)
		14-15	0-2	15

		Hours Per Week		
<b>SUMMER SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ENG 114	Professional Res and Reporting	3	0	3
FIP 128	Detection and Investigation	3	0	3
FIP 221	Advanced Fire Fighting Strategies	3	0	3
		9	0	9
<b>FALL SEMESTER (2nd Year)</b>				
FIP 144	Sprinklers and Auto Alarms	2	2	3
FIP 164	OSHA Standards	3	0	3
FIP 230	Chem of Hazardous Materials I	5	0	5
POL 130	State and Local Government	3	0	3
		13	2	14
<b>SPRING SEMESTER (2nd Year)</b>				
FIP 228	Local Government Finance	3	0	3
FIP 232	Hydraulics and Water Distribution	2	2	3
FIP 236	Emergency Management	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		11	2	12
<b>Total Semester Hours:</b>				<b>68</b>

#### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

**DIPLOMA (D55240)****Hours Per Week****FALL SEMESTER**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CIS 110	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Edu	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		17	2	18

**SPRING SEMESTER**

FIP 152	Fire Protection Law	3	0	3
FIP 229	Dynamics and Combustion	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3
MAT 115	Mathematical Models <b>or</b>	(2)	(2)	(3)
MAT 140	Survey of Mathematics <b>or</b>	(3)	(0)	(3)
MAT 161	College Algebra <b>or</b>	(3)	(0)	(3)
MAT 171	Precalculus Algebra	3	0	3
		14-15	0-2	15

**SUMMER SEMESTER**

FIP 128	Detection and Investigation	3	0	3
FIP 221	Advanced Fire Fighting Strategies	3	0	3
		6	0	6
<b>Total Semester Hours:</b>				<b>39</b>

**GENERAL LEVEL CERTIFICATE (C55240)****FALL SEMESTER**

FIP 120	Introduction to Fire Protection	3	0	3
FIP 124	Fire Prevention and Public Edu	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		12	0	12
<b>Total Semester Hours:</b>				<b>12</b>

**GENERAL LEVEL 2 CERTIFICATE (C55240C)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
FIP 120	Introduction to Fire Protection	3	0	3
		3	0	3
<b>SPRING SEMESTER</b>				
FIP 152	Fire Protection Law	3	0	3
FIP 229	Dynamics and Combust	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3
		12	0	12
<b>Total Semester Hours:</b>				<b>15</b>

**FIRE INVESTIGATOR LEVEL CERTIFICATE (C55240A)**

<b>FALL SEMESTER</b>				
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		6	0	6
<b>SPRING SEMESTER</b>				
FIP 152	Fire Protection Law	3	0	3
FIP 229	Dynamics and Combustion	3	0	3
		6	0	6
<b>SUMMER SEMESTER</b>				
FIP 128	Detection and Investigation	3	0	3
		3	0	3
<b>Total Semester Hours:</b>				<b>15</b>

**INCIDENT COMMAND LEVEL CERTIFICATE (C55240B)**

<b>FALL SEMESTER</b>				
FIP 132	Building Construction	3	0	3
FIP 136	Inspections and Codes	3	0	3
		6	0	6
<b>SPRING SEMESTER</b>				
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240	Fire Service Supervision	3	0	3
		6	0	6
<b>SUMMER SEMESTER</b>				
FIP 221	Advanced Fire Fighting Strategies	3	0	3
		3	0	3
<b>Total Semester Hours:</b>				<b>15</b>

**FIRE SUPERVISOR CERTIFICATE (C55240D)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
FIP 132	Building Construction	3	0	3
		3	0	3
<b>SPRING SEMESTER</b>				
FIP 220	Fire Fighting Strategies	3	0	3
FIP 228	Local Government Finance	3	0	3
FIP 240	Fire Service Supervision	3	0	3
		9	0	9
<b>SUMMER SEMESTER</b>				
FIP 128	Detection and Investigation	3	0	3
		3	0	3
<b>Total Semester Hours:</b>				<b>15</b>



## HEALTH AND FITNESS SCIENCE

### CURRICULUM DESCRIPTION

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

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

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

### ASSOCIATE IN APPLIED SCIENCE (A45630)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
BIO 168	Anatomy and Physiology I	3	3	4
CIS 110	Intro to Computers	2	2	3
PSF 110	Exercise Science	4	0	4
PSF 111	Fitness & Exercise Testing I	3	2	4
		13	7	16
<b>SPRING SEMESTER (1st YEAR)</b>				
BIO 169	Anatomy and Physiology II	3	3	4
ENG 111	Writing and Inquiry	3	0	3
PED 110	Fit and Well for Life	1	2	2
PED 120	Walking For Fitness or	0	3	1
PED 121	Walk, Jog, Run	(0)	(3)	(1)
PSF 116	Pvnt & Care Exer Injuries	2	2	3
		9	10	13
<b>SUMMER SEMESTER (1st YEAR)</b>				
COM 120	Interpersonal Communication <i>or</i>	3	0	3
ENG 112	Writing/Research in the Disc	(3)	(0)	(3)
PED 119	Circuit Training	0	3	1
PSY 150	General Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		9	3	10

	Hours Per Week		
	Class	Lab	Credit
<b>FALL SEMESTER (2nd Year)</b>			
HEA 112 First Aid & CPR	1	2	2
MAT 140 Survey of Mathematics	3	0	3
MAT 140A Survey of Mathematics Lab	0	2	1
PED 117 Weight Training I	0	3	1
PED 122 Yoga I <b>or</b>	0	2	1
PED 111 Physical Fitness	(0)	(3)	(1)
PSF 120 Group Exercise Instruction	2	2	3
PSF 218 Lifestyle Changes/Wellness	3	2	4
	9	13	15

### **SPRING SEMESTER (2nd YEAR)**

BIO 155 Nutrition	3	0	3
PED 118 Weight Training II	0	3	1
PSF 118 Fitness Facility Management	4	0	4
PSF 212 Exercise Programming	2	2	3
PSF 210 Personal Training	2	2	3
	11	7	14
<b>Total Semester Hours:</b>			<b>68</b>

### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111 Art Appreciation	HUM 130 Myth in Human Culture
*ART 114 Art History Survey I	HUM 160 Introduction to Film
*ART 115 Art History Survey II	HUM 211 Humanities I
DRA 111 Theatre Appreciation	HUM 212 Humanities II
DRA 112 Literature of the Theatre	*MUS 110 Music Appreciation
DRA 211 Theatre History I	*MUS 112 Introduction to Jazz
DRA 212 Theatre History II	MUS 210 History of Rock Music
*ENG 231 American Literature I	*PHI 215 Philosophical Issues
*ENG 232 American Literature II	*PHI 240 Introduction to Ethics
ENG 241 British Literature I	REL 112 Western Religions
ENG 242 British Literature II	REL 211 Intro to Old Testament
ENG 261 World Literature I	REL 212 Intro to New Testament
ENG 262 World Literature II	REL 221 Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## HOSPITALITY MANAGEMENT

### CURRICULUM DESCRIPTION

This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, food service, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

### ASSOCIATE IN APPLIED SCIENCE (A25110)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	0	2
CUL 110	Sanitation and Safety	2	0	2
ENG 111	Writing and Inquiry	3	0	3
HRM 110	Intro to Hospitality and Tourism	3	0	3
HRM 125	Etiquette for Hospitality	1	0	1
HRM 140	Legal Issues - Hospitality	3	0	3
		15	2	15
SPRING SEMESTER (1st Year)				
ACC 120	Principles of Financial Accounting	3	2	4
CUL 135	Food and Beverage Service	2	0	2
CUL 135A	Food and Beverage Svc Lab	0	2	1
HRM 120	Front Office Procedures	3	0	3
HRM 220	Cost Control - Food and Beverage	3	0	3
MAT 115	Mathematical Models <b>or</b>	2	2	3
MAT 140	Survey of Mathematics <b>or</b>	(3)	(0)	(3)
MAT 161	College Algebra	(3)	(0)	(3)
		13-14	4-6	16
SUMMER SEMESTER (1st Year)				
WBL 111	Work-Based Learning I	0	10	1
HRM 245	Human Resource Mgmt-Hospitality	3	0	3
HRM 210	Meetings and Event Planning	3	0	3
HRM 240	Marketing for Hospitality	3	0	3
		9	10	10

		Hours Per Week		
FALL SEMESTER (2nd Year)		Class	Lab	Credit
COM 110	Introduction to Communication	3	0	3
COM 120	Interpersonal Communication	(3)	(0)	(3)
HRM 215	Restaurant Management	3	0	3
HRM 215A	Restaurant Management Lab	0	2	1
HRM 225	Beverage Management	3	0	3
HRM 115	Housekeeping	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	2	16
SPRING SEMESTER (2nd Year)				
WBL 121	Work-Based Learning II	0	10	1
HRM 275	Leadership - Hospitality	3	0	3
HRM 280	Management Problems - Hospitality	3	0	3
	Social/Behavioral Science Elective	3	0	3
		9	10	10
Total Semester Hours:				67

#### APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

**DIPLOMA (D25110)****Hours Per Week****FALL SEMESTER (1st Year)**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	0	2
CUL 110	Sanitation and Safety	2	0	2
ENG 111	Writing and Inquiry	3	0	3
HRM 110	Intro to Hospitality and Tourism	3	0	3
HRM 125	Etiquette for Hospitality	1	0	1
HRM 140	Legal Issues - Hospitality	3	0	3
		15	2	16

**SPRING SEMESTER (1st Year)**

ACC 120	Principles of Financial Accounting	3	2	4
CUL 135	Food and Beverage Service	2	0	2
CUL 135A	Food and Beverage Svc Lab	0	2	1
HRM 120	Front Office Procedures	3	0	3
HRM 220	Cost Control - Food and Beverage	3	0	3
MAT 115	Mathematical Models <b>or</b>	2	2	3
MAT 140	Survey of Mathematics <b>or</b>	(3)	(0)	(3)
MAT 161	College Algebra	(3)	(0)	(3)
		13-14	4-6	16

**SUMMER SEMESTER (1st Year)**

HRM 245	Human Resource Mgmt-Hospitality	3	0	3
HRM 210	Meetings and Event Planning	3	0	3
HRM 240	Marketing for Hospitality	3	0	3
		9	0	9
<b>Total Semester Hours:</b>				<b>41</b>

**FOOD AND BEVERAGE CERTIFICATE (C25110F)****SPRING SEMESTER (1st Year)**

ACC 120	Principles of Accounting	3	2	4
CUL 135	Food and Beverage Service	2	0	2
CUL 135A	Food and Beverage Service Lab	0	2	1
HRM 120	Front Office Procedures	3	0	3
HRM 220	Cost Control - Food and Beverage	3	0	3
		11	4	13
<b>Total Semester Hours:</b>				<b>13</b>

## **HOSPITALITY FUNDAMENTALS CERTIFICATE (C25110)**

**Hours Per Week**

### **FALL SEMESTER**

		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CUL 110	Sanitation and Safety	2	0	2
HRM 110	Intro to Hospitality and Tourism	3	0	3
HRM 125	Etiquette for Hospitality	1	0	1
HRM 140	Legal Issues - Hospitality	3	0	3
		12	2	13
	<b>Total Semester Hours:</b>			<b>13</b>

## INFANT/TODDLER CARE

### CURRICULUM DESCRIPTION

The Curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Coastal Carolina Community College offers a Certificate. The appropriate coursework is listed below.

### CERTIFICATE (C55290)

		Hours Per Week		
		Class	Lab	Credit
EDU 119	Intro to Early Child Education	4	0	4
EDU 131	Child, Family, and Community	3	0	3
EDU 144	Child Development I	3	0	3
EDU 153	Health, Safety, and Nutrition	3	0	3
EDU 234/A	Infants, Toddlers, Twos/Lab	3	2	4
		16	2	17
<b>Total Semester Hours:</b>				<b>17</b>

## LATERAL ENTRY

### CURRICULUM DESCRIPTION

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organizations and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

### CERTIFICATE (C55430)

		Hours Per Week		
		Class	Lab	Credit
EDU 131	Child, Family, and Community	3	0	3
EDU 163	Classroom Mgt. and Instruction	3	0	3
EDU 243	Learning Theory	3	0	3
EDU 245	Policies and Procedures	3	0	3
EDU 271	Educational Technology	2	2	3
*PSY 241	Developmental Psychology	3	0	3
<i>*PSY 150 pre req to PSY 241</i>				
		17	2	18
<b>Total Semester Hours:</b>				<b>18</b>
Senior institution coursework also required:				
	Literacy/Reading Methods			3
	Instructional Methods			3
	Meeting Special Learning Needs, Exceptionalities and Diversity			3
				9
<b>Total Senior Institution Semester Hours:</b>				<b>9</b>
<b>Total Required Semester Hours:</b>				<b>27</b>



## MANICURING/NAIL TECHNOLOGY

### CURRICULUM DESCRIPTION

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Coursework includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam, and upon passing, be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Coastal Carolina Community College offers a Certificate. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### CERTIFICATE (C55400) — DAYTIME OFFERING

		Hours Per Week		
FALL OR SPRING SEMESTER		Class	Lab	Credit
COS 121	Manicure/Nail Tech I (1st 8 wks)	4	6	6
COS 222	Manicure/Nail Tech II (2nd 8 wks)	4	6	6
		8	12	12
Total Semester Hours:				12

### CERTIFICATE (C55400) — EVENING OFFERING

FALL SEMESTER				
COS 121	Manicure/Nail Technology I	4	6	6
		4	6	6
SPRING SEMESTER				
COS 222	Manicure/Nail Tech II	4	6	6
		4	6	6
Total Semester Hours:				12

## MEDICAL LABORATORY TECHNOLOGY

### CURRICULUM DESCRIPTION

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

Coursework emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the National Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Coastal Carolina Community College offers an Associate in Applied Science Degree. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A45420)

		Hours Per Week			
FALL SEMESTER (1st Year)		Class	Lab	Clinic	Credit
BIO 140	Environmental Biology	3	0	0	3
CHM 130	General, Organic and Biochemistry	3	0	0	3
CHM 130A	General, Organic and Biochem Lab	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
MLT 110	Introduction to MLT	2	3	0	3
MLT 111	Urinalysis and Body Fluids	1	3	0	2
MLT 115	Laboratory Calculations	2	0	0	2
MLT 140	Introduction to Microbiology	2	3	0	3
		14	13	0	19
SPRING SEMESTER (1st Year)					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
ENG 111	Writing and Inquiry	3	0	0	3
MLT 120	Hematology/Hemostasis I	3	3	0	4
MLT 125	Immunohematology I	4	3	0	5
MLT 240	Special Clinical Microbiology	2	3	0	3
		16	11	0	20

		Hours Per Week			
<b>SUMMER SEMESTER (Full Session)</b>		<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>
ENG 112	Writing/Research in the Disc	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		6	0	0	6
<b>SUMMER SEMESTER (1st Session)</b>					
MLT 130	Clinical Chemistry I	3	3	0	4
		3	3	0	4
<b>SUMMER SEMESTER (2nd Session)</b>					
PSY 150	General Psychology	3	0	0	3
		3	0	0	3
<b>FALL SEMESTER (2nd Year)</b>					
MLT 259	MLT Practicum I	0	0	33	11
MLT 280	Special Practice Lab	0	3	0	1
		0	3	33	12
<b>SPRING SEMESTER (2nd Year)</b>					
MLT 217	Professional Issues	0	3	0	1
MLT 269	MLT Practicum II	0	0	33	11
		0	3	33	12
<b>Total Semester Hours:</b>					<b>76</b>

## APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## MEDICAL OFFICE ADMINISTRATION

### CURRICULUM DESCRIPTION

This curriculum prepares individuals for employment in medical and other health care related offices.

Coursework will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health care related organizations.

Coastal Carolina Community College offers an Associate in Applied Science Degree and three Certificates. The appropriate coursework for each is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25310)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
OST 131	Keyboarding	1	2	2
OST 141	Medical Term I-Medical Office	3	0	3
OST 137	Office Software Applications	2	2	3
MED 116	Intro to A & P <b>or</b>	3	2	4
BIO 163	Basic Anatomy & Physiology	(4)	(2)	(5)
ACA 111	College Student Success	1	0	1
ENG 111	Writing and Inquiry	3	0	3
		13-14	6	16-17
<b>SPRING SEMESTER (1st Year)</b>				
OST 134	Text Entry and Formatting	2	2	3
OST 136	Word Processing	2	2	3
OST 142	Medical Term II-Medical Office	3	0	3
OST 148	Medical Coding Billing and Ins	3	0	3
OST 248	Diagnostic Coding	1	2	2
ENG 114	Professional Res and Reporting	3	0	3
		14	6	17
<b>SUMMER SEMESTER (1st Year)</b>				
PSY 118	Interpersonal Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		6	0	6

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
OST 149	Medical Legal Issues	3	0	3
ACC 115	College Accounting	3	2	4
OST 247	Procedural Coding	1	2	2
OST 241	Medical Office Transcription I	1	2	2
OST 164	Text Editing	3	0	3
		11	6	14
<b>SPRING SEMESTER (2nd Year)</b>				
OST 243	Medical Office Simulation	2	2	3
OST 286	Professional Development	3	0	3
OST 249	CPC Certification <b>or</b>	3	2	4
COM 120	Interpersonal Communication	(3)	(0)	(3)
ACC 150	Accounting Software Applications	1	2	2
MAT 115	Mathematical Models	2	2	3
OST 281	Emer Issues in Med Ofc	3	0	3
		14	6-8	17-18
<b>Total Semester Hours:</b>				<b>70-72</b>

#### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

**CERTIFICATE (C25310)**

		Hours Per Week		
<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
OST 131	Keyboarding	1	2	2
OST 141	Medical Term I-Medical Office	3	0	3
		4	2	5
<b>SPRING SEMESTER</b>				
OST 142	Medical Term II-Medical Office	3	0	3
OST 148	Medical Coding, Billing, and Ins	3	0	3
		6	2	6
<b>SUMMER SEMESTER</b>				
OST 241	Medical Office Transcription I	1	2	2
OST 149	Medical Legal Issues	3	0	3
		4	2	5
<b>Total Semester Hours:</b>				<b>16</b>

**MEDICAL TRANSCRIPTION CERTIFICATE (C25310A)**

<b>FALL SEMESTER</b>				
OST 131	Keyboarding	1	2	2
OST 141	Medical Term I-Medical Office	3	0	3
		4	2	5
<b>SPRING SEMESTER</b>				
OST 136	Word Processing	1	2	2
OST 142	Medical Term II-Medical Office	3	0	3
		4	2	5
<b>SUMMER SEMESTER</b>				
OST 241	Medical Office Transcription I	1	2	2
OST 149	Medical Legal Issues	3	0	3
		4	2	5
<b>Total Semester Hours:</b>				<b>15</b>

**MEDICAL BILLING AND INSURANCE CERTIFICATE (C25310B)****Hours Per Week**

<b>FALL SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
MED 116	Introduction to A & P	3	2	4
OST 141	Medical Term I-Medical Office	3	0	3
		6	2	7
<b>SPRING SEMESTER</b>				
OST 142	Medical Term II-Medical Office	3	0	3
OST 247	Procedure Coding	1	2	2
OST 248	Diagnostic Coding	1	2	2
		5	4	7
<b>SUMMER SEMESTER</b>				
OST 249	CPC Certification	3	2	4
		3	2	4
<b>Total Semester Hours:</b>				<b>18</b>

## NETWORKING TECHNOLOGY

### CURRICULUM DESCRIPTION

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Coursework includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Coastal Carolina Community College offers an Associate in Applied Science Degree and one Certificate. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25340)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro to Programming and Logic	2	3	3
CTS 115	Info Systems Business Concept	3	0	3
ENG 111	Writing and Inquiry	3	0	3
NET 125	Networking Basics	1	4	3
		12	9	16
SPRING SEMESTER (1st Year)				
DBA 110	Database Concepts	2	3	3
MAT 140/140A	Survey of Mathematics/Lab	3	2	4
NET 126	Routing Basics	1	4	3
NOS 110	Operating System Concepts	2	3	3
SEC 110	Security Concepts	3	0	3
		11	12	16
SUMMER SEMESTER (1st Year)				
ENG 114	Professional Res and Rpting	3	0	3
NET 225	Routing and Switching I	1	4	3
NOS 130	Windows Single User	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		9	6	12



		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTS 120	Hardware/Software Support	2	3	3
CTS 285	System Analysis and Design	3	0	3
NET 226	Routing and Switching II	1	4	3
NOS 120	Linux/Unix Single User	2	2	3
NOS 230	Windows Admin I	2	2	3
		10	11	15
<b>SPRING SEMESTER (2nd Year)</b>				
COM 120	Interpersonal Communication <b>or</b>	3	0	3
COM 140	Intercultural Communication	(3)	(0)	(3)
PSY 118	Interpersonal Psychology <b>or</b>	3	0	3
PSY 150	General Psychology*	(3)	(0)	(3)
NOS 220	Linux/UNIX Admin I	2	2	3
NOS 231	Windows Admin II	2	2	3
NET 289	Networking Project	1	4	3
		8	8	15

\*PSY 150 is a transferable course.

**Total Semester Hours:**

**74**

## **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## CISCO CERTIFICATE (C25340)

		Hours Per Week		
		Class	Lab	Credit
<b>FALL SEMESTER</b>				
NET 125	Networking Basics (1st 8 wks)	1	4	3
NET 126	Routing Basics (2nd 8 wks)	1	4	3
		2	8	6
<b>SPRING SEMESTER</b>				
NET 225	Routing and Switching I (1st 8 wks)	1	4	3
NET 226	Routing & Switching II (2nd 8 wks)	1	4	3
		2	8	6
<b>Total Semester Hours:</b>				<b>12</b>

## OFFICE ADMINISTRATION

### CURRICULUM DESCRIPTION

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry level to supervisor to middle management.

Coastal Carolina Community College offers an Associate in Applied Science Degree and a Certificate. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25370)

		Hours Per Week		
<b>FALL SEMESTER (1st Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
ACA 111	College Student Success	1	0	1
ENG 111	Writing and Inquiry	3	0	3
COM 120	Intro to Interpersonal Com	3	0	3
OST 131	Keyboarding	1	2	2
OST 137	Office Software Applicat	2	2	3
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	2	2	3
		15	6	18
<b>SPRING SEMESTER (1st Year)</b>				
ENG 114	Professional Res and Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 134	Text Entry and Formatting	2	2	3
OST 136	Word Processing	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	6	18
<b>SUMMER SEMESTER (1st Year)</b>				
WEB 140	Web Development Tools	2	2	3
		2	2	3

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
CTS 130	Spreadsheet	2	2	3
DBA 112	Database Utilization	2	2	3
ACC 115	College Acct	3	2	4
OST 140	Internet Comm/Research	1	2	2
OST 223	Admin Office Transcript I	2	2	3
OST 236	Adv Word/Information Processing	2	2	3
		12	12	18

<b>SPRING SEMESTER (2nd Year)</b>				
ACC 150	Acct Software	1	2	2
ACC 140	Payroll	1	2	2
OST 233	Office Publications Design	2	2	3
OST 286	Professional Development	3	0	3
OST 289	Administrative Office Mgt	2	2	3
CTS 120	Hardware/Software Support	2	3	3
		11	11	16
<b>Total Semester Hours:</b>				<b>73</b>

#### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

**CERTIFICATE (C25370)****FALL SEMESTER (1st Year)**

OST 131*	Keyboarding	1	2	2
OST 137	Office Software Applications	2	2	3
		3	4	5

**SPRING SEMESTER (1st Year)**

OST 136	Word Processing	2	2	3
CTS 130	Spreadsheets	2	2	3
		4	4	6

**FALL SEMESTER (2nd Year)**

OST 236	Adv Word/Information Proc	2	2	3
OST 184	Records Management	2	2	3
		4	4	6

**Total Semester Hours: 17**

\*Students who demonstrate mastery of touch keyboarding through academic high school transcripts may request to take a challenge exam for OST 131 Keyboarding.

## PARALEGAL TECHNOLOGY

### CURRICULUM DESCRIPTION

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Coursework includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25380)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
ENG 111	Writing and Inquiry	3	0	3
LEX 110	Introduction to Paralegal Study	2	0	2
LEX 120	Legal Research/Writing I	2	2	3
LEX 130	Civil Injuries	3	0	3
LEX 140	Civil Litigation I	3	0	3
LEX 160	Criminal Law and Procedure	2	2	3
		16	4	18
SPRING SEMESTER (1st Year)				
ACC 111	Financial Accounting	3	0	3
CIS 110	Introduction to Computers	2	2	3
CJC 132	Court Procedure and Evidence	3	0	3
ENG 114	Professional Res and Reporting	3	0	3
LEX 121	Legal Research/Writing II	2	2	3
LEX 141	Civil Litigation II	2	2	3
LEX 150	Commercial Law I	2	2	3
		17	8	21

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
LEX 210	Real Property I	3	0	3
LEX 220	Corporate Law	2	0	2
LEX 240	Family Law	3	0	3
LEX 250	Wills, Estates, and Trusts I	2	2	3
LEX 280	Ethics and Professionalism	2	0	2
SOC 220	Social Problems	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		18	2	19

<b>SPRING SEMESTER (2nd Year)</b>				
LEX 211	Real Property II	1	4	3
LEX 214	Investigation and Trial Preparation	1	4	3
LEX 260	Bankruptcy and Collections	3	0	3
LEX 270	Law Office Management/Tech	1	2	2
LEX 285	Workers' Comp Law	2	0	2
MAT 115	Mathematical Models	2	2	3
		10	12	16

<b>SUMMER SEMESTER (2nd Year)</b>					
WBL 111	Work-Based Learning I (Paralegal)	0	0	10	1
		0	0	10	1
<b>Total Semester Hours:</b>					<b>75</b>

### APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America

*\*Approved as Universal General Education Transfer Component (UGETC) course.*

## PRACTICAL NURSING

### CURRICULUM DESCRIPTION

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework is listed below.

### DIPLOMA (D45660)

		Hours Per Week			
SUMMER SEMESTER		Class	Lab	Clinic	Credit
BIO 106*	Introduction to Anat/Phys/Micro	2	2	0	3
CIS 111*	Basic PC Literacy	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		9	4	0	11
FALL SEMESTER					
NUR 101	Practical Nursing I (10 wks)	7	6	6	11
NUR 102A**	Practical Nursing II (6 wks)	4	0	6	6
		11	6	12	17
SPRING SEMESTER					
NUR 102B**	Practical Nursing II (6 wks)	4	0	6	6
NUR 103	Practical Nursing III (10 wks)	6	0	12	10
		10	0	18	16
Total Semester Hours:					44

### \*APPROVED COURSE SUBSTITUTIONS

Required Course	Course Substitution
BIO 106 Intro to Anat/Phys/Micro	BIO 163 Basic Anat and Phys <b>or</b> BIO 168 Anat and Physiology I <b>and</b> BIO 169 Anat and Physiology II
CIS 111 Basic PC Literacy	CIS 110 Introduction to Computers

\*\*Students must complete both NUR 102A and NUR 102B before credit can be awarded.



## SCHOOL-AGE CARE CERTIFICATE

### CURRICULUM DESCRIPTION

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

Coursework includes child growth/development; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

Coastal Carolina Community College offers a Certificate. The appropriate coursework is listed below.

### CERTIFICATE (C55450)

		Hours Per Week		
		Class	Lab	Credit
EDU 131	Child, Family, and Community	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 158	Healthy Lifestyles-Youth	3	0	3
EDU 235	School-Age Dev & Program	3	0	3
EDU 263	School-Age Program Admin	2	0	2
		17	0	17
<b>Total Semester Hours:</b>				<b>17</b>

## SURGICAL TECHNOLOGY

### CURRICULUM DESCRIPTION

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

### DIPLOMA (D45740)

		Hours Per Week			
SUMMER SEMESTER		Class	Lab	Clinic	Credit
BIO 163*	Basic Anatomy and Physiology	4	2	0	5
BIO 170*	Introductory Microbiology	3	3	0	4
ENG 111	Writing and Inquiry	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		13	5	0	15
FALL SEMESTER					
SUR 110	Intro to Sur Technology (1st 8 wks)	3	0	0	3
SUR 111	Perioperative Pat Care (1st 8 wks)	5	6	0	7
SUR 122A**	Surgical Procedures I (2nd 8 wks)	3	3	0	4
SUR 123A**	Sur Clinical Practice I (2nd 8 wks)	0	0	9	3
		11	9	9	17
SPRING SEMESTER					
SUR 122B**	Surgical Procedures I (1st 8 wks)	2	0	0	2
SUR 123B**	Sur Clinical Practice I (1st 8 wks)	0	0	12	4
SUR 134	Surgical Procedures II (2nd 8 wks)	5	0	0	5
SUR 135	Sur Clinical Practice II (2nd 8 wks)	0	0	12	4
SUR 137	Prof Success Prep (2nd 8 wks)	1	0	0	1
		8	0	24	16
<b>Total Semester Hours:</b>					<b>48</b>

## **\*APPROVED COURSE SUBSTITUTION**

### **Required Course**

BIO 170 Introductory Microbiology

### **Course Substitution**

BIO 175 General Biology

OR

BIO 275 Microbiology

BIO 163 Anatomy and Physiology

BIO 168 Anatomy and Physiology I

AND

BIO 169 Anatomy and Physiology II

**\*\*Students must complete both SUR 122A and SUR 122B before credit can be awarded.  
Students must complete both SUR 123A and SUR 123B before credit can be awarded.**

## WEB TECHNOLOGIES

### CURRICULUM DESCRIPTION

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Coursework in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Coastal Carolina Community College offers an Associate in Applied Science Degree. The appropriate coursework is listed below.

### ASSOCIATE IN APPLIED SCIENCE (A25290)

		Hours Per Week		
FALL SEMESTER (1st Year)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro to Programming and Logic	2	3	3
CTS 115	Info Sys Business Concept	3	0	3
ENG 111	Writing and Inquiry	3	0	3
NET 110	Networking Concepts	2	2	3
		13	7	16
SPRING SEMESTER (1st Year)				
DBA 110	Database Concepts	2	3	3
MAT 140/140A	Survey of Mathematics/Lab	3	2	4
NOS 110	Operating System Concepts	2	3	3
SEC 110	Security Concepts	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		12	10	16
SUMMER SEMESTER (1st Year)				
ENG 114	Professional Res and Rpting	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	3
WEB 140	Web Development Tools	2	2	3
WEB 230	Implementing Web Serv	2	2	3
		9	6	12

		Hours Per Week		
<b>FALL SEMESTER (2nd Year)</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
BUS 280	Real Small Business	4	0	4
WEB 115	Web Markup and Scripting	2	2	3
WEB 182	PHP Programming	2	2	3
WEB 210	Web Design	2	2	3
WEB 250	Database Driven Websites	2	2	3
		12	8	16
<b>SPRING SEMESTER (2nd Year)</b>				
COM 120	Interpersonal Communication	3	0	3
CSC 151	JAVA Programming	2	3	3
PSY 150	General Psychology <i>or</i>	3	0	3
PSY 118	Interpersonal Psychology	(3)	(0)	(3)
WEB 240	Internet Security	2	2	3
WEB 289	Internet Technologies Project	1	4	3
		11	9	15
<b>Total Semester Hours:</b>		<b>75</b>		

#### **APPROVED HUMANITIES/FINE ARTS ELECTIVES**

*ART 111	Art Appreciation	HUM 130	Myth in Human Culture
*ART 114	Art History Survey I	HUM 160	Introduction to Film
*ART 115	Art History Survey II	HUM 211	Humanities I
DRA 111	Theatre Appreciation	HUM 212	Humanities II
DRA 112	Literature of the Theatre	*MUS 110	Music Appreciation
DRA 211	Theatre History I	*MUS 112	Introduction to Jazz
DRA 212	Theatre History II	MUS 210	History of Rock Music
*ENG 231	American Literature I	*PHI 215	Philosophical Issues
*ENG 232	American Literature II	*PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 112	Western Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 261	World Literature I	REL 212	Intro to New Testament
ENG 262	World Literature II	REL 221	Religion in America
<i>*Approved as Universal General Education Transfer Component (UGETC) course.</i>			

## WELDING TECHNOLOGY

### CURRICULUM DESCRIPTION

The Welding Technology curriculum provides students a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self employment.

Coastal Carolina Community College offers a Diploma and three Certificates. Each has been identified as a limited enrollment program and may involve certain deadlines. See an academic counselor for additional information. The appropriate coursework for each is listed below.

### DIPLOMA (D50420)

		Hours Per Week		
FALL SEMESTER		Class	Lab	Credit
CIS 111	Basic PC Literacy	1	2	2
ISC 110	Workplace Safety	1	0	1
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
		7	20	14
SPRING SEMESTER				
ENG 102	Applied Communications II	3	0	3
MAT 101	Applied Mathematics I	2	2	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 141	Symbols and Specifications	2	2	3
WBL 110	World of Work	1	0	1
		11	19	18

		Hours Per Week		
<b>SUMMER SEMESTER</b>		<b>Class</b>	<b>Lab</b>	<b>Credit</b>
WLD 215	SMAW (Stick) Pipe	1	9	4
WLD 261	Certification Practices	1	3	2
WLD 262	Inspection and Testing	2	2	3
		4	14	9
<b>Total Semester Hours:</b>				<b>41</b>

### **STRUCTURAL WELDER CERTIFICATE (C50420A)**

#### **FALL SEMESTER**

ISC 110	Workplace Safety	1	0	1
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
		6	18	12
<b>Total Semester Hours:</b>				<b>12</b>

### **\*COMBINATION WELDER CERTIFICATE (C50420B)**

#### **SPRING SEMESTER**

WBL 110	World of Work	1	0	1
WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 141	Symbols and Specifications	2	2	3
		6	17	12
<b>Total Semester Hours:</b>				<b>12</b>

*\*The Combination Welder Certificate is intended for individuals who have completed the Structural Welder Certificate.*

### **CERTIFIED WELDER CERTIFICATE (C50420C)**

#### **FALL SEMESTER**

WLD 115	SMAW (Stick) Plate	2	9	5
		2	9	5

#### **SPRING SEMESTER**

WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
		1	9	4

#### **SUMMER SEMESTER**

WLD 215	SMAW (Stick) Pipe	1	9	4
WLD 261	Certification Practices	1	3	2
WLD 262	Inspection and Testing	2	2	3
		4	14	9
<b>Total Semester Hours:</b>				<b>18</b>

# DESCRIPTION OF COURSES

## COURSE NUMBERING

Courses at Coastal Carolina Community College are numbered in accordance with the North Carolina Community College System Combined Course Library.

## PREREQUISITE REQUIREMENTS

A prerequisite is a course to be completed prior to taking another course.

## COREQUISITE REQUIREMENTS

A corequisite is a course to be completed prior to or concurrently with another course.

## COURSE SUBSTITUTIONS

Within some curriculum programs, substitutions may be made for required classes. The substitutions listed below are standard ones requiring no special permission. Any substitutions not specifically included in the list below must be approved by the appropriate Division Chair.

Course Required	Course Substitution
BIO 106	BIO 163 and either BIO 170 or BIO 175
BIO 106	BIO 168 and BIO 169 and either BIO 170 or BIO 175
BIO 163	BIO 168 and BIO 169
BIO 170	BIO 175 or BIO 275
BUS 270	OST 286
CIS 111	OST 137 and OST 136 and CTS 130 and DBA 112
CJC 221	LEX 214
DEN 224	DEN 101 and DEN 102
ENG 102	ENG 112
LEX 214	CJC 221
MAT 101	MAT 121 or MAT 161 or MAT 171
MAT 121	MAT 171 and MAT 172
MAT 122	MAT 171 and MAT 172
MAT 151	MAT 152
MAT 161	MAT 171
MAT 263	MAT 271
NET 110	NET 125
PED 111	PED 110
PHY121	PHY 151
PHY 151	PHY 251
PHY 152	PHY 252



## COURSE REPLACEMENT LIST

Selected courses may be used as a replacement for certain required courses. Although the replacement course contains different content than the required course, it is more rigorous and wider in scope.

<b>Course Required</b>	<b>Appropriate Replacement</b>
ACC 115	ACC 120
BIO 110	BIO 111
BIO 175	BIO 275
CIS 111	CIS 110
CJC 120	Successful Completion of BLET program after May 31, 2002
CJC 131	LEX 160
CJC 131	Successful Completion of BLET program after May 31, 2002
CJC 132	Successful Completion of BLET program after May 31, 2002
CJC 221	Successful Completion of BLET program after May 31, 2002
ENG 102	ENG 111 (With grade of "C" or higher)
MAT 115	MAT 161 and MAT 151 and MAT 151A
MAT 140	MAT 141 and MAT 142
OST 137	CIS 110
PED 110	HEA 110
PSY 118	PSY 150

As a general policy, Coastal Carolina Community College does not waive state mandated prerequisites or corequisites. Students are allowed to demonstrate the needed competencies by testing instruments such as Compass, Asset, CPT/Accuplacer, ACT, or SAT. In exceptional cases, the appropriate Division Chair may waive a prerequisite or corequisite. This waiver requires written documentation of how the competencies were demonstrated (for example, a departmental test) by the student.

To promote personal development essential for academic success, most programs of study at Coastal Carolina Community College require ACA 111 College Student Success or ACA 1122 College Transfer Success. Curriculum students should enroll in an ACA course based on the specific requirements of their designated program of study. Students who have previously earned an associate's degree with a 3.25 GPA or higher from an accredited institution may substitute elective credit for ACA 111. Students who have previously earned a Bachelor's degree from an accredited institution may substitute elective credit for ACA 111 or ACA 122.

## COURSES THAT CANNOT BE CHALLENGED

ACA 111	CTS 250	LEX 211	OST 140
	CTS 289	LEX 214	OST 243
ART 121			OST 289
ART 122	DMA 010 - DMA 080	MUS 123	
ART 131		MUS 131	PED 110
ART 132	DRA 130	MUS 132	PED 111
ART 135	DRA 131	MUS 133	PED 113
ART 231	DRA 140	MUS 134	PED 115
ART 232	DRA 145	MUS 135	PED 116
ART 235	DRA 170	MUS 136	PED 117
ART 240	DRA 171	MUS 141	PED 118
ART 241		MUS 142	PED 119
ART 242	DRE 96	MUS 151	PED 120
ART 243	DRE 97	MUS 152	PED 121
ART 244	DRE 98	MUS 161	PED 122
ART 245	DRE 99	MUS 162	PED 123
ART 246		MUS 231	PED 125
	EDU 119	MUS 232	PED 155
CIS 115	EDU 184	MUS 233	PED 210
	EDU 284	MUS 234	PED 217
CJC 120	ENG 080	MUS 235	PED 218
CJC 221	ENG 090	MUS 236	
CJC 222	ENG 102	MUS 241	SEC 210
	ENG 111	MUS 242	SEC 220
COE 111	ENG 112		SEC 270
COE 115	ENG 113	MUS 261	SEC 289
	ENG 114	MUS 262	
COM 111	ENG 125		WEB 210
COM 120	ENG 126	NOS 220	WEB 230
COM 231	ENG 131	NOS 230	WEB 250
	ENG 133	NOS 231	WEB 289
CSC 235			
CSC 238	FIP 221		
CSC 239	FIP 224		

## PREREQUISITES

Appropriate placement test scores will satisfy certain prerequisites.

## COURSES UNIQUE TO A CONCENTRATION

Courses that are unique to a program concentration are limited to students who meet eligibility and enrollment requirements within a designated program area. Exceptions must be submitted to the Director of Admissions and Data Management Services/Registrar for approval.

## ACADEMIC RELATED

<b>ACA 111</b>	<b>College Student Success</b>	<b>1</b>	<b>0</b>	<b>1</b>
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Prerequisite(s): DRE 096

Corequisite(s): None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

<b>ACA 122</b>	<b>College Transfer Success</b>	<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisite(s): None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## ACCOUNTING

<b>ACC 111</b>	<b>Financial Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

<b>ACC 115</b>	<b>College Accounting</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set

Set 1: MAT 070

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

Corequisite(s): None

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

<b>ACC 120</b>	<b>Prin of Financial Accounting</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set

Set 1: MAT 060 and RED 080

Set 2: DMA 010, DMA 020, DMA 030, and RED 080

Set 3: MAT 060 and DRE 097

Set 4: DMA 010, DMA 020, DMA 030, and DRE 097

Corequisite(s): None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making, and address ethical considerations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ACC 121 Prin of Managerial Accounting**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): ACC 120

Corequisite(s): Take One Set

Set 1: MAT 060

Set 2: DMA 010, DMA 020, and DMA 030

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ACC 131 Federal Income Taxes**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): ACC 120

Corequisite(s): None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies, and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations

### **ACC 132 NC Business Taxes**

<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes.

### **ACC 140 Payroll Accounting**

<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): ACC 115 or ACC 120

Corequisite(s): None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

Hours Per Week		
Class	Lab	Credit

**ACC 149 Intro to Acc Spreadsheets**

1	2	2
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Prerequisite(s): ACC 120

Corequisite(s): None

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

**ACC 150 Accounting Software Appl**

1	2	2
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Prerequisite(s): ACC 115 or ACC 120

Corequisite(s): None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 215 Ethics in Accounting**

3	0	3
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Prerequisite(s): ACC 121

Corequisite(s): None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, and interpret facts and circumstances, as they relate to accounting firms and business activities.

**ACC 220 Intermediate Accounting I**

3	2	4
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Prerequisite(s): ACC 120

Corequisite(s): None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC 221 Intermediate Acct II**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): ACC 220

Corequisite(s): None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 225 Cost Accounting**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ACC 121

Corequisite(s): None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 240 Gov & Not-for-Profit Acct**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ACC 121

Corequisite(s): None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 268 Info Systems & Internal Ctrl's**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ACC 121

Corequisite(s): None

This course covers the design and operation of accounting information systems, with emphasis placed upon transaction cycles and the necessary controls for reliable data. Topics include accounting procedures; authorizing, documentation, and monitoring; flowcharting, data flow diagrams, and scheduling; and some auditing concepts. Upon completion, students should be able to demonstrate an analytical problem-solving ability and to communicate effectively their analysis in written or oral presentations.

## AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

<b>AHR 110</b>	<b>Intro to Refrigeration</b>	<b>2</b>	<b>6</b>	<b>5</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

<b>AHR 111</b>	<b>HVACR Electricity</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

<b>AHR 112</b>	<b>Heating Technology</b>	<b>2</b>	<b>4</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

<b>AHR 113</b>	<b>Comfort Cooling</b>	<b>2</b>	<b>4</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.



Hours Per Week		
Class	Lab	Credit

### AHR 114 Heat Pump Technology

2	4	4
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Prerequisite(s): AHR 110 or AHR 113

Corequisite(s): None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

### AHR 130 HVAC Controls

2	2	3
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Prerequisite(s): AHR 111

Corequisite(s): None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

### AHR 133 HVAC Servicing

2	6	4
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Prerequisite(s): None

Corequisite(s): AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and recordkeeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

### AHR 140 All-Weather Systems

1	3	2
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Prerequisite(s): AHR 112 or AHR 113

Corequisite(s): None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

### AHR 160 Refrigerant Certification

1	0	1
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Prerequisite(s): None

Corequisite(s): None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

Hours Per Week	
Class	Lab Credit

### AHR 211 Residential System Design

2	2	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

### AHR 212 Advanced Comfort Systems

2	6	4
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Prerequisite(s): AHR 114

Corequisite(s): None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps

### AHR 213 HVACR Building Code

1	2	2
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Prerequisite(s): None

Corequisite(s): None

This course covers the appropriate sections of the *North Carolina State Building Code* that govern the installation of commercial comfort, refrigeration, and mechanical systems. Emphasis is placed on using and understanding applications sections of the *North Carolina State Building Code*. Upon completion, students should be able to use the *North Carolina State Building Code* to locate information regarding the installation of commercial systems.

### AHR 220 Commercial Building Codes

2	0	2
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Prerequisite(s): None

Corequisite(s): None

This course covers the appropriate sections of the *North Carolina State Building Code* that govern the installation of commercial comfort, refrigeration, and mechanical systems. Emphasis is placed on using and understanding applications sections of the *North Carolina State Building Code*. Upon completion, students should be able to use the *North Carolina State Building Code* to locate information regarding the installation of commercial systems.

Hours Per Week		
Class	Lab	Credit

**AHR 235 Refrigeration Design**

2	2	3
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Prerequisite(s): AHR 110

Corequisite(s): None

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon completion, students should be able to design, adjust, and perform routine service procedures on a commercial refrigeration system.

**AHR 255 Indoor Air Quality**

2	2	3
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Prerequisite(s): AHR 110

Corequisite(s): None

This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.

## ANTHROPOLOGY

<b>ANT 210    General Anthropology</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Set 1: ENG 090 and RED 090  
                               Set 2: DRE 098

Corequisite(s):    None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

## ARCHITECTURE

<b>ARC 111</b>	<b>Intro to Arch Technology</b>	<b>1</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

<b>ARC 112</b>	<b>Constr Matls &amp; Methods</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

<b>ARC 113</b>	<b>Residential Arch Tech</b>	<b>1</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): ARC 111

Corequisite(s): ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

<b>ARC 114</b>	<b>Architectural CAD</b>	<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

<b>ARC 114A</b>	<b>Architectural CAD Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): ARC 114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

	Hours Per Week		
	Class	Lab	Credit

<b>ARC 131 Building Codes</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): ARC 112

Corequisite(s): None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing construction projects.

<b>ARC 213 Design Project</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s): ARC 111, ARC 112, and ARC 114

Corequisite(s): None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

<b>ARC 214 Architectural Statics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ARC 111, ARC 112, and ARC 121

Corequisite(s): None

This course covers the concepts of elementary statics as applied to architecture. Topics include forces, resultants, and types of force system; equations of equilibrium; reactions of simple architectural structures; internal forces in architectural roof trusses; frames and beams; centroids and moments of inertia as applied to architecture. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium as applied to architectural forms.

<b>ARC 221 Architectural 3-D CAD</b>	<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s): ARC 114

Corequisite(s): None

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.

**ARC 225 Architectural BIM I**

1	3	2
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Prerequisite(s): None

Corequisite(s): None

This course is an introduction to the fundamentals of Building Information Modeling (BIM) as a construction documentation system. Topics include basic parametric modeling, creating new types and families of components, and using 3D models to create design drawings. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

**ARC 225A Architectural BIM I Lab**

0	3	1
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Prerequisite(s): None

Corequisite(s): None

This course provides a laboratory setting to enhance architectural BIM skills. Emphasis is placed on further development of basic parametric modeling, creating new types and families of components. Upon completion, students should be able to use BIM software to create, edit, and print rudimentary architectural 3D computer models.

**ARC 230 Environmental Systems**

3	3	4
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Prerequisite(s): Take One Set

Set 1: ARC 111 and MAT 121

Set 2: ARC 111 and MAT 151

Set 3: ARC 111 and MAT 161

Set 4: ARC 111 and MAT 171

Set 5: ARC 111 and MAT 175

Corequisite(s): None

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

**ARC 231 Arch Presentations**

2	4	4
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Prerequisite(s): ARC 111

Corequisite(s): None

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

	Hours Per Week		
	Class	Lab	Credit

<b>ARC 235 Architectural Portfolio</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

<b>ARC 240 Site Planning</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisites: ARC 111

Corequisites: None

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations

<b>ARC 250 Survey of Architecture</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

<b>ARC 262 Arch Animation &amp; Video</b>	<b>1</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): ARC 221

Corequisite(s): None

This course covers three-dimensional architectural animation. Topics include storyboarding, rendered animation creation, audio and video input/output, and techniques for camera and object movement in and around buildings. Upon completion, students should be able to produce rendered architectural animations with sound and archive data to selected media.



Hours Per Week		
Class	Lab	Credit

**ARC 264    Digital Architecture**

<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):   None

Corequisite(s):   None

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, online resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document. In addition, students will demonstrate the ability to utilize spreadsheets and databases.

## ART

<b>ART 111    Art Appreciation</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Set 1: ENG 080 and RED 080  
                               Set 2: DRE 097

Corequisite(s):    None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including, but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ART 114    Art History Survey I</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Set 1: ENG 080 and RED 080  
                               Set 2: DRE 097

Corequisite(s):    None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ART 115    Art History Survey II</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Set 1: ENG 080 and RED 080  
                               Set 2: DRE 097

Corequisite(s):    None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

### **ART 121 Two-Dimensional Design**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ART 122 Three-Dimensional Design**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ART 131 Drawing I**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ART 132 Drawing II**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): ART 131

Corequisite(s): None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

### ART 135 Figure Drawing I

0	6	3
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Prerequisite(s): ART 131

Corequisite(s): None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### ART 171 Computer Art I

0	6	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### ART 231 Printmaking I

0	6	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### ART 232 Printmaking II

0	6	3
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Prerequisite(s): ART 231

Corequisite(s): None

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ART 235 Figure Drawing II**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): ART 135

Corequisite(s): None

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ART 240 Painting I**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ART 241 Painting II**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): ART 240

Corequisite(s): None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **ART 242 Landscape Painting**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): ART 240

Corequisite(s): None

This course introduces and practices the skills and techniques of open-air painting. Emphasis is placed on techniques of painting summer foliage, skies, and mountains, and the elements of aerial perspective. Upon completion, students should be able to complete an open-air landscape painting employing brush, knife, scumbling, and glazing techniques. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit

**ART 243    Portrait Painting**

0	6	3
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Prerequisite(s):    ART 240

Corequisite(s):    None

This course covers the portrait as subject matter by use of live models. Topics include composition, color mixing, and the history of portraiture. Upon completion, students should be able to demonstrate competence in the traditional approach to portrait painting. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**ART 244    Watercolor**

0	6	3
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**ART 245    Metals I**

0	6	3
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**ART 246    Metals II**

0	6	3
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Prerequisite(s):    ART 245

Corequisite(s):    None

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

# **ART 260 Photography Appreciation**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

# **ART 261 Photography I**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

# **ART 262 Photography II**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): ART 261

Corequisite(s): None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

# **ART 281 Sculpture I**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit

**ART 282 Sculpture II**

0	6	3
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Prerequisite(s): ART 281

Corequisite(s): None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**ART 283 Ceramics I**

0	6	3
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Prerequisite(s): None

Corequisite(s): None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**ART 284 Ceramics II**

0	6	3
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Prerequisite(s): ART 283

Corequisite(s): None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*



## AUTOMOTIVE BODY REPAIR

<b>AUB 111    Painting &amp; Refinishing I</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

<b>AUB 112    Painting &amp; Refinishing II</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s):    AUB 111

Corequisite(s):    None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

<b>AUB 114    Special Finishes</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    AUB 111

Corequisite(s):    None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

<b>AUB 121    Non-Structural Damage I</b>	<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.

Hours Per Week		
Class	Lab	Credit

### **AUB 122    Non-Structural Damage II**

<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s):    AUB 121

Corequisite(s):    None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

### **AUB 131    Structural Damage I**

<b>2</b>	<b>4</b>	<b>4</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

### **AUB 132    Structural Damage II**

<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s):    AUB 131

Corequisite(s):    None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

### **AUB 136    Plastics & Adhesives**

<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

Hours Per Week		
Class	Lab	Credit

**AUB 150    Automotive Detailing**

<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):   None

Corequisite(s):   None

This course covers the methods and procedures used in an 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.

## AUTOMOTIVE

<b>AUT 114    Safety and Emissions</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

<b>AUT 123    Powertrain Diagn &amp; Serv</b>	<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

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.

<b>AUT 141    Suspension &amp; Steering Sys</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

<b>AUT 151    Brake Systems</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

Hours Per Week		
Class	Lab	Credit

### **AUT 163    Adv Auto Electricity**

<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    TRN 120

Corequisite(s):    None

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

### **AUT 181    Engine Performance 1**

<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

### **AUT 183    Engine Performance 2**

<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s):    AUT 181

Corequisite(s):    None

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

	Hours Per Week		
	Class	Lab	Credit

**AUT 212    Auto Shop Management**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):   None

Corequisite(s):   None

This course covers the principals of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

**AUT 281    Adv Engine Performance**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):   None

Corequisite(s):   None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

## BANKING AND FINANCE

<b>BAF 110</b>	<b>Principles of Banking</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

<b>BAF 111</b>	<b>Teller Training</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

<b>BAF 143</b>	<b>Financial Planning</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's financial picture and recommend strategies to achieve the customer's objectives.

<b>BAF 232</b>	<b>Consumer Lending</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

**BAF 233 Commercial Lending**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basic principles and procedures used in commercial lending. Topics include the commercial customer, types of commercial loans, the commercial lending process, financial reports, and regulatory requirements. Upon completion, students should be able to demonstrate the knowledge and skills needed to effectively and profitably service the commercial loan customer.

**BAF 234 Residential Mort Lending**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.

**BAF 235 Analyzing Fin Statements**

3	0	3
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Prerequisite(s): ACC 120

Corequisite(s): None

This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements.

**BAF 236 Financing Real Estate**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces construction lending and other areas of commercial real estate finance with particular emphasis on managing credit risk. Topics include real estate law, appraisal, and investment analysis. Upon completion, students should be able to explain the basic formulas used in the analysis of commercial real estate investments and the principles of risk.



## BIOLOGY

<b>BIO 106</b>	<b>Intro to Anat/Phys/Micro</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

<b>BIO 110</b>	<b>Principles of Biology</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 060, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s): None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**BIO 111 General Biology I**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): Take One Set

Set 1: ENG 090, MAT 070 and RED 090

Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 090, and RED 090

Set 3: DRE 098 and MAT 070

Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisite(s): None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**BIO 112 General Biology II**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): BIO 111

Corequisite(s): None

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

**BIO 120 Introductory Botany**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): BIO 110 or BIO 111

Corequisite(s): None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science.*

**BIO 130     Introductory Zoology**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s):    BIO 110 or BIO 111

Corequisite(s):    None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science.*

**BIO 140     Environmental Biology**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Take One Set

Set 1: BIO 110

Set 2: BIO 111

Set 3: Medical Laboratory Technology program admission

Corequisite(s):    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 and the ICAA as a general education course in Natural Science.*

**BIO 140A    Environmental Biology Lab**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s):    Take One Set

Set 1: BIO 110

Set 2: BIO 111

Set 3: Medical Laboratory Technology program admission

Corequisite(s):    BIO 140

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

**BIO 155      Nutrition**

**3      0      3**

Prerequisite(s):    Take One Set

Set 1: ENG 090, MAT 070 and RED 090

Set 2: DMA 010, DMA 020, DMA 030, DMA 040,  
DMA 040, DMA 050, ENG 090 and RED 090

Set 3: DMA 010, DMA 020, DMA 030, DMA 040,  
DMA 050, and DRE 098

Corequisite(s):    None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**BIO 163      Basic Anat and Physiology**

**4      2      5**

Prerequisite(s):    Take One Set

Set 1: ENG 090, MAT 060, and RED 090

Set 2: DMA 010, DMA 020, DMA 030, ENG 090, and  
RED 090

Set 3: DRE 098 and MAT 060

Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s):    None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>BIO 168</b>	<b>Anatomy and Physiology I</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 060, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s): None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>BIO 169</b>	<b>Anatomy and Physiology II</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): BIO 168

Corequisite(s): None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>BIO 170</b>	<b>Introductory Microbiology</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): Take One Set:  
 Set 1: ENG 090, MAT 060, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s): None

This course introduces fundamental concepts of microbiology with emphasis on the relationships of microorganisms to humans. Topics include common groups of microorganisms and their relationships to human disease, including means of transmission, body defenses, prevention, control, and treatment. Upon completion, students should be able to practice and recognize the value of aseptic technique in microbial control.

**BIO 175      General Microbiology**

2	2	3
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Prerequisite(s):    BIO 110 or BIO 111 or BIO 163 or BIO 168

Corequisite(s):    None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**BIO 275      Microbiology**

3	3	4
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Prerequisite(s):    BIO 110 or BIO 111 or BIO 163 or BIO 168

Corequisite(s):    None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## BLUEPRINT READING

<b>BPR 130</b>	<b>Print Reading-Consturction</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

## BUSINESS

<b>BUS 110</b>	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
                           Set 1: ENG 080 and RED 080  
                           Set 2: DRE 097

Corequisite(s): None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>BUS 115</b>	<b>Business Law I</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
                           Set 1: ENG 080 and RED 080  
                           Set 2: DRE 097

Corequisite(s): None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>BUS 125</b>	<b>Personal Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
                           Set 1: ENG 080 and RED 080  
                           Set 2: DRE 097

Corequisite(s): None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.



	Hours Per Week		
	Class	Lab	Credit

**BUS 147 Business Insurance**

3	0	3
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Prerequisite(s): Take One Set  
Set 1: ENG 080 and RED 080  
Set 2: DRE 097

Corequisite(s): None

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

**BUS 148 Survey of Real Estate**

3	0	3
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Prerequisite(s): Take One Set  
Set 1: ENG 080 and RED 080  
Set 2: DRE 097

Corequisite(s): None

This course introduces real estate principles and practices. Topics include real estate finance, real estate law, brokerage, land use planning, property management, and valuation. Upon completion, students should be able to explain basic procedures involved in the lease, purchase, and sale of real property.

**BUS 225 Business Finance**

2	2	3
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Prerequisite(s): ACC 120  
Corequisite(s): None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 240 Business Ethics**

3	0	3
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Prerequisite(s): Take One Set  
Set 1: ENG 080 and RED 080  
Set 2: DRE 097

Corequisite(s): None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Hours Per Week		
Class	Lab	Credit

**BUS 270 Professional Development**

3	0	3
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

**BUS 280 REAL Small Business**

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Prerequisite(s): ENG 111 and CIS 110  
 Corequisite(s): None

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.

## CYBER CRIME

<b>CCT 110</b>	<b>Intro to Cyber Crime</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

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.

## COMPUTER ENGINEERING TECHNOLOGY

<b>CET 111</b>	<b>Computer Upgrade/Repair I</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

<b>CET 130</b>	<b>Operating System Prin</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications.

<b>CET 211</b>	<b>Computer Upgrade/Repair II</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

## CHEMISTRY

<b>CHM 090</b>	<b>Chemistry Concepts</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 060, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s): None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

<b>CHM 130</b>	<b>Gen, Org, &amp; Biochemistry</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: CHM 090 and MAT 060  
 Set 2: CHM 090, DMA 010, DMA 020, and DMA 030

Corequisite(s): CHM 130A

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>CHM 130A</b>	<b>Gen, Org &amp; Biochem Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): None  
 Corequisite(s): CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit
<b>CHM 131 Introduction to Chemistry</b>	<b>3</b>	<b>0</b>	<b>3</b>

Prerequisite(s): Take One Set

Set 1: ENG 090, MAT 070, and RED 090

Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 090, and RED 090

Set 3: DRE 098 and MAT 070

Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisite(s): 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 and the ICAA as a general education course in Natural Science.*

<b>CHM 131A Intro to Chemistry Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): CHM 131

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

### CHM 151 General Chemistry I

3	3	4
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Prerequisite(s): Take One Set

Set 1: ENG 090, MAT 080, and RED 090

Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, ENG 090, and RED 090

Set 3: DRE 098 and MAT 080

Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, and DRE 098

Corequisite(s): None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

### CHM 152 General Chemistry II

3	3	4
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Prerequisite(s): CHM 151

Corequisite(s): None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

### CHM 251 Organic Chemistry I

3	3	4
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Prerequisite(s): CHM 152

Corequisite(s): None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

**CHM 252    Organic Chemistry II**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s):    CHM 251

Corequisite(s):    None

This course provides continuation of the systematic study of the theories, principles and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*



## INFORMATION SYSTEMS

<b>CIS 110</b>	<b>Introduction to Computers</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics (Quantitative).*

<b>CIS 111</b>	<b>Basic PC Literacy</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

<b>CIS 115</b>	<b>Intro to Prog and Logic</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): 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 121

Set 6: MAT 161

Set 7: MAT 171

Set 8: MAT 175

Corequisite(s): None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics (Quantitative).*

## CRIMINAL JUSTICE

<b>CJC 100</b>	<b>Basic Law Enforcement Training</b>	<b>9</b>	<b>30</b>	<b>19</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application, and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

<b>CJC 111</b>	<b>Intro to Criminal Justice</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>CJC 112</b>	<b>Criminology</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. *UNCW has endorsed accepting transfer credit for this course as their CRM/SOC 255 Criminology course.*

Hours Per Week	
Class	Lab Credit

**CJC 113     Juvenile Justice**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

**CJC 114     Investigative Photography**

<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

**CJC 116     Intro to Info Security**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    CIS 110 or CIS 111

Corequisite(s):    None

This course introduces the students to undercover techniques necessary to identify information security breaches and establish, maintain, and monitor information security systems. Emphasis will be placed on the investigative tools used to collect evidence in cases of illegal activity. Upon completion, students should be able to evaluate information systems, identify security problems and provide procedures to guard against security breaches. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology program.*

**CJC 120     Interviews/Interrogations**

<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

	Hours Per Week		
	Class	Lab	Credit

**CJC 121 Law Enforcement Operations**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**CJC 122 Community Policing**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

**CJC 131 Criminal Law**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

**CJC 132 Court Procedure and Evidence**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC 141 Corrections**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**CJC 144 Crime Scene Processing**

2	3	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.*

**CJC 145 Crime Scene CAD**

2	3	3
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Prerequisite(s): CIS 110

Corequisite(s): None

This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, students should be able to produce and plot a crime scene drawing.

**CJC 146 Trace Evidence**

2	3	3
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Prerequisite(s): None

Corequisite(s): None

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.*

**CJC 151    Intro to Loss Prevention**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

**CJC 160    Terrorism: Underlying Issu**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

**CJC 170    Critical Incident Mgmt Pub Saf**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

**CJC 212    Ethics and Comm Relations**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

	Hours Per Week		
	Class	Lab	Credit

**CJC 215    Organization and Administration**

3	0	3
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operation

**CJC 216    Computer Sys Secur Invest**

3	0	3
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Prerequisite(s):    CJC 116

Corequisite(s):    None

This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology program.*

**CJC 217    Netwk Secur Troubleshoot**

3	0	3
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Prerequisites:    CJC 216

Corequisites:    None

This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.*

**CJC 221 Investigative Principles**

3	2	4
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Prerequisite(s): None

Corequisite(s): None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

**CJC 222 Criminalistics**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

**CJC 231 Constitutional Law**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

**CJC 244 Footwear and Tire Imprint**

2	3	3
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Prerequisite(s): None

Corequisite(s): None

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.



**CJC 245     Friction Ridge Analysis**

<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.*

**CJC 246     Adv. Friction Ridge Analys**

<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    CJC 245

Corequisite(s):    None

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.*

**CJC 249     Forensic Accounting**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    ACC 120

Corequisite(s):    None

This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. *This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology program.*

## COMMUNICATION

<b>COM 101</b>	<b>Workplace Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course is designed to enhance interpersonal skills for the workplace. Emphasis is placed on dealing with conflict, improving conversational and listening skills, and identifying nonverbal cues in an intercultural setting. Upon completion, students should be able to apply basic communication techniques to enhance relationships and manage conflict situations in a variety of workplace settings.

<b>COM 110</b>	<b>Introduction to Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisite(s): None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts (Substitute).*

<b>COM 120</b>	<b>Interpersonal Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisite(s): None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts (Substitute).*

**COM 140 Intro Intercultural Com**

3	0	3
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Prerequisite(s): Take One Set  
Set 1: ENG 090 and RED 090  
Set 2: DRE 098

Corequisite(s): None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts (Substitute).*

**COM 231 Public Speaking**

3	0	3
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Prerequisite(s): Take One Set  
Set 1: ENG 090 and RED 090  
Set 2: DRE 098

Corequisite(s): None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts (Substitute). This is a Universal General Education Transfer Component (UGETC) course.*

**COM 251 Debate I**

3	0	3
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Prerequisite(s): Take One Set  
Set 1: ENG 090 and RED 090  
Set 2: DRE 098

Corequisite(s): None

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## COSMETOLOGY

<b>COS 111</b>	<b>Cosmetology Concepts I</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): 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.

<b>COS 112</b>	<b>Salon I</b>	<b>0</b>	<b>24</b>	<b>8</b>
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Prerequisite(s): None

Corequisite(s): 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.

<b>COS 113</b>	<b>Cosmetology Concepts II</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): 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.

<b>COS 114</b>	<b>Salon II</b>	<b>0</b>	<b>24</b>	<b>8</b>
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Prerequisite(s): None

Corequisite(s): 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.

Hours Per Week		
Class	Lab	Credit

**COS 115    Cosmetology Concepts III**

<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s):   None

Corequisite(s):   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**

<b>0</b>	<b>12</b>	<b>4</b>
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Prerequisite(s):   None

Corequisite(s):   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**

<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s):   None

Corequisite(s):   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**

<b>0</b>	<b>21</b>	<b>7</b>
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Prerequisite(s):   COS 114 or COS 116

Corequisite(s):   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.

Hours Per Week	
Class	Lab Credit

**COS 121 Manicure/Nail Technology I**

<b>4</b>	<b>6</b>	<b>6</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

**COS 222 Manicure/Nail Tech. II**

<b>4</b>	<b>6</b>	<b>6</b>
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Prerequisite(s): COS 121

Corequisite(s): None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

**COS 250 Computerized Salon Ops**

<b>1</b>	<b>0</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

**COS 271 Instructor Concepts I**

<b>5</b>	<b>0</b>	<b>5</b>
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Prerequisite(s): None

Corequisite(s): 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.

	Hours Per Week		
	Class	Lab	Credit

**COS 272 Instructor Practicum I**

0	21	7
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Prerequisite(s): None

Corequisite(s): COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

**COS 273 Instructor Concepts II**

5	0	5
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Prerequisite(s): COS 271 and COS 272

Corequisite(s): COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

**COS 274 Instructor Practicum II**

0	21	7
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Prerequisite(s): COS 271 and COS 272

Corequisite(s): 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. *This is a certificate-level course.*

## COMPUTER SCIENCE

<b>CSC 134</b>	<b>C++ Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): CIS 115

Corequisite(s): None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>CSC 135</b>	<b>COBOL Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): CIS 115

Corequisite(s): None

This course introduces computer programming using the COBOL programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

<b>CSC 138</b>	<b>RPG Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): CIS 115

Corequisite(s): None

This course introduces computer programming using the RPG programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

<b>CSC 139</b>	<b>Visual BASIC Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): CIS 115

Corequisite(s): None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*



		Hours Per Week		
		Class	Lab	Credit
<b>CSC 151</b>	<b>JAVA Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
Prerequisite(s): CIS 115				
Corequisite(s): None				
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
<b>CSC 234</b>	<b>Advanced C++ Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
Prerequisite(s): CSC 134				
Corequisite(s): None				
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.				
<b>CSC 235</b>	<b>Advanced COBOL Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
Prerequisite(s): CSC 135				
Corequisite(s): None				
This course is a continuation of CSC 135 using the COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.				
<b>CSC 239</b>	<b>Advanced Visual BASIC Prog</b>	<b>2</b>	<b>3</b>	<b>3</b>
Prerequisite(s): CSC 139				
Corequisite(s): None				
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				

Hours Per Week		
Class	Lab	Credit

**CSC 289    Programming Capstone Project**

<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s):    CTS 285, CSC 138, and SGD 113

Corequisite(s):    None

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation and implementation. Upon completion, students should be able to complete a project, from the definition phase through implementation.

## CONSTRUCTION

<b>CST 241</b>	<b>Planning/Estimating I</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): BPR 130, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisite(s): None

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

## COMPUTER INFORMATION TECHNOLOGY

<b>CTS 115</b>	<b>Info Sys Business Concepts</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: MAT 060 and RED 080  
 Set 2: DMA 010, DMA 020, DMA 030, and RED 080  
 Set 3: DRE 097 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 097

Corequisite(s): None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>CTS 120</b>	<b>Hardware/Software Support</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: CIS 110, ENG 090, MAT 070, and RED 090  
 Set 2: CIS 111, ENG 090, MAT 070, and RED 090  
 Set 3: CIS 110, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 090, and RED 090  
 Set 4: CIS 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 090, and RED 090  
 Set 5: CIS 110, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098  
 Set 6: CIS 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisite(s): None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

		Hours Per Week		
		Class	Lab	Credit
<b>CTS 130</b>	<b>Spreadsheet</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): CIS 110 or CIS 111 or OST 137				
Corequisite(s): None				
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.				
<b>CTS 250</b>	<b>User Support &amp; Software Eval</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): CTS 120 and NOS 130				
Corequisite(s): None				
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.				
<b>CTS 285</b>	<b>Systems Analysis &amp; Design</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): CIS 115 and CTS 115				
Corequisite(s): None				
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.				
<b>CTS 289</b>	<b>System Support Project</b>	<b>1</b>	<b>4</b>	<b>3</b>
Prerequisite(s): CTS 285				
Corequisite(s): None				
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.				

## CULINARY

<b>CUL 110    Sanitation &amp; Safety</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

<b>CUL 135    Food &amp; Beverage Service</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

<b>CUL 135A   Food &amp; Beverage Serv Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    CUL 135

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

## DATABASE MANAGEMENT TECHNOLOGY

<b>DBA 110</b>	<b>Database Concepts</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): CIS 110

Corequisite(s): None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

<b>DBA 112</b>	<b>Database Utilization</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): CIS 110 or CIS 111 or OST 137

Corequisite(s): None

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end user mode.

## DENTAL

<b>DEN 100</b>	<b>Basic Orofacial Anatomy</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): Enrollment in the Dental Assisting program

Corequisite(s): None

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. *This is a diploma-level course.*

<b>DEN 101</b>	<b>Preclinical Procedures</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>7</b>
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Prerequisite(s): Enrollment in the Dental Assisting program

Corequisite(s): None

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. *This is a diploma-level course.*

<b>DEN 102</b>	<b>Dental Materials</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>5</b>
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Prerequisite(s): Enrollment in the Dental Assisting program

Corequisite(s): None

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. *This is a diploma-level course.*

<b>DEN 103</b>	<b>Dental Sciences</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): Enrollment in the Dental Assisting program

Corequisite(s): None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. *This is a diploma level-course.*



		Hours Per Week			
Class		Lab	Clinic	Credit	
<b>DEN 104</b>	<b>Dental Health Education</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisite(s): Enrollment in the Dental Assisting program					
Corequisite(s): None					
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. <i>This is a diploma-level course.</i>					
<b>DEN 105</b>	<b>Practice Management</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): Enrollment in the Dental Assisting program					
Corequisite(s): None					
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. <i>This is a diploma-level course.</i>					
<b>DEN 106</b>	<b>Clinical Practice I</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>5</b>
Prerequisite(s): DEN 101					
Corequisite(s): None					
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. <i>This is a diploma-level course.</i>					
<b>DEN 107</b>	<b>Clinical Practice II</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>5</b>
Prerequisite(s): DEN 106					
Corequisite(s): None					
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. <i>This is a diploma level-course.</i>					

		Hours Per Week			
	Class	Lab	Clinic	Credit	
<b>DEN 110</b>	<b>Orofacial Anatomy</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisite(s): Enrollment in the Dental Hygiene program					
Corequisite(s): None					
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.					
<b>DEN 111</b>	<b>Infection/Hazard Control</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): Enrollment in the Dental Hygiene or Dental Assisting program					
Corequisite(s): None					
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.					
<b>DEN 112</b>	<b>Dental Radiography</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): Enrollment in the Dental Hygiene or Dental Assisting program					
Corequisite(s): None					
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.					
<b>DEN 120</b>	<b>Dental Hyg Preclinic Lec</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): Enrollment in the Dental Hygiene program					
Corequisite(s): DEN 121					
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.					

		Hours Per Week			
	Class	Lab	Clinic	Credit	
<b>DEN 121</b>	<b>Dental Hygiene Precl Lab</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>
Prerequisite(s): Enrollment in the Dental Hygiene program					
Corequisite(s): DEN 120					
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.					
<b>DEN 123</b>	<b>Nutrition/Dental Health</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): Enrollment in the Dental Hygiene program					
Corequisite(s): None					
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.					
<b>DEN 124</b>	<b>Periodontology</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): DEN 110					
Corequisite(s): None					
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.					
<b>DEN 130</b>	<b>Dental Hygiene Theory I</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): DEN 120					
Corequisite(s): DEN 131					
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.					

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>DEN 131</b>	<b>Dental Hygiene Clinic I</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>
Prerequisite(s): DEN 121					
Corequisite(s): DEN 130					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
<b>DEN 140</b>	<b>Dental Hygiene Theory II</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisite(s): DEN 130					
Corequisite(s): DEN 141					
This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.					
<b>DEN 141</b>	<b>Dental Hygiene Clinic II</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>
Prerequisite(s): DEN 131					
Corequisite(s): DEN 140					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
<b>DEN 220</b>	<b>Dental Hygiene Theory III</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): DEN 140					
Corequisite(s): DEN 221					
This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.					

		Hours Per Week			
	Class	Lab	Clinic	Credit	
<b>DEN 221</b>	<b>Dental Hygiene Clinic III</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>
Prerequisite(s): DEN 141					
Corequisite(s): DEN 220					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
<b>DEN 222</b>	<b>General &amp; Oral Pathology</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): BIO 163 or BIO 168					
Corequisite(s): None					
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.					
<b>DEN 223</b>	<b>Dental Pharmacology</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): None					
Corequisite(s): BIO 163 or BIO 168					
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures. Also included in this course are the procedures for handling dental office emergencies.					
<b>DEN 224</b>	<b>Materials and Procedures</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisite(s): DEN 111					
Corequisite(s): None					
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventative materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.					

		Hours Per Week			
	Class	Lab	Clinic	Credit	
<b>DEN 230</b>	<b>Dental Hygiene Theory IV</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisite(s): DEN 220					
Corequisite(s): DEN 231					
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.					
<b>DEN 231</b>	<b>Dental Hygiene Clinic IV</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>
Prerequisite(s): DEN 221					
Corequisite(s): DEN 230					
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.					
<b>DEN 232</b>	<b>Community Dental Health</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>3</b>
Prerequisite(s): Enrollment in the Dental Hygiene program					
Corequisite(s): None					
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.					
<b>DEN 233</b>	<b>Professional Development</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
Prerequisite(s): Enrollment in the Dental Hygiene program					
Corequisite(s): None					
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.					

## DEVELOPMENTAL MATHEMATICS

<b>DMA 010</b>	<b>Operations with Integers</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

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.

<b>DMA 020</b>	<b>Fractions with Decimals</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
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Prerequisite(s): DMA 010

Corequisite(s): None

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.

<b>DMA 030</b>	<b>Propor/Ratio/Rate/Percent</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
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Prerequisite(s): DMA 010 and DMA 020

Corequisite(s): None

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.

<b>DMA 040</b>	<b>Express/Lin Equat/Inequal</b>	<b>.75</b>	<b>.50</b>	<b>1</b>
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Prerequisite(s): Take One Set

Set 1: DMA 010, DMA 020, and DMA 030

Set 2: MAT 060

Corequisite(s): None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

**DMA 050    Graphs/Equations of Lines**

**.75    .50    1**

Prerequisite(s):    Take One Set

Set 1: DMA 010, DMA 020, DMA 030, and DMA 040

Set 2: DMA 040 and MAT 060

Corequisite(s):    None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

**DMA 060    Polynomial/Quadratic Appl**

**.75    .50    1**

Prerequisite(s):    Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Set 2: DMA 040, DMA 050 and MAT 060

Set 3: MAT 060 and MAT 070

Corequisite(s):    None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

**DMA 070    Rational Express/Equation**

**.75    .50    1**

Prerequisite(s):    Take One Set

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

Set 2: DMA 040, DMA 050, DMA 060, and MAT 060

Set 3: DMA 060, MAT 060, and MAT 070

Set 4: DMA 010, DMA 020, DMA 030, DMA 060, and MAT 070

Corequisite(s):    None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.



		Hours Per Week		
		Class	Lab	Credit
<b>DMA 080</b>	<b>Radical Express/Equations</b>	<b>.75</b>	<b>.50</b>	<b>1</b>

Prerequisite(s): Take One Set  
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070  
Set 2: DMA 060, DMA 070, MAT 060, and MAT 070  
Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060  
Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070

Corequisite(s): None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

Hours Per Week		
Class	Lab	Credit

## DRAFTING

### DFT 119 Basic CAD

1	2	2
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Prerequisite(s): None

Corequisite(s): None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

## DRAMA/THEATRE

<b>DRA 111    Theatre Appreciation</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                               Set 1: ENG 080 and RED 080  
                               Set 2: DRE 097

Corequisite(s):    None

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 and the ICAA as a general education course in Humanities/Fine Arts.*

<b>DRA 112    Literature of the Theatre</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                               Set 1: ENG 090 and RED 090  
                               Set 2: DRE 098

Corequisite(s):    None

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>DRA 120    Voice for Performance</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit

**DRA 130 Acting I**

0	6	3
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Prerequisite(s): None

Corequisite(s): None

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**DRA 131 Acting II**

0	6	3
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Prerequisite(s): DRA 130

Corequisite(s): None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**DRA 140 Stagecraft I**

0	6	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**DRA 141 Stagecraft II**

0	6	3
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Prerequisite(s): DRA 140

Corequisite(s): None

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

**DRA 145 Stage Make-up**

1	2	2
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Prerequisite(s): None

Corequisite(s): None

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**DRA 170 Play Production I**

0	9	3
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Prerequisite(s): None

Corequisite(s): None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**DRA 171 Play Production II**

0	9	3
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Prerequisite(s): DRA 170

Corequisite(s): None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **DRA 211 Theatre History I**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

### **DRA 212 Theatre History II**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

### **DRA 260 Directing**

<b>0</b>	<b>6</b>	<b>3</b>
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Prerequisite(s): DRA 130  
 Corequisite(s): DRA 140

This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement*

## DEVELOPMENTAL READING/ENGLISH

<b>DRE 96</b>	<b>Integrated Reading and Writing</b>	<b>2.5</b>	<b>1</b>	<b>3</b>
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Prerequisite(s):   None

Corequisite(s):   None

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® 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.

<b>DRE 97</b>	<b>Integrated Reading and Writing II</b>	<b>2.5</b>	<b>1</b>	<b>3</b>
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Prerequisite(s):   DRE 96

Corequisite(s):   None

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® 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.

<b>DRE 98</b>	<b>Integrated Reading and Writing III</b>	<b>2.5</b>	<b>1</b>	<b>3</b>
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Prerequisite(s):   DRE 97

Corequisite(s):   None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® 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.

Hours Per Week		
Class	Lab	Credit

<b>DRE 99</b>	<b>Integrated Reading and Writing III</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): DRE 97

Corequisite(s): 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® 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.



## ECONOMICS

<b>ECO 151</b>	<b>Survey of Economics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>ECO 251</b>	<b>Prin of Microeconomics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 070, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 070  
 Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisite(s): None

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 and the ICAA as a general education course in Social/Behavioral Sciences.*

		Hours Per Week		
		Class	Lab	Credit
<b>ECO 252</b>	<b>Principles of Macroeconomics</b>	<b>3</b>	<b>0</b>	<b>3</b>

Prerequisite(s): Take One Set

Set 1: ENG 090, MAT 070, and RED 090

Set 2: DMA 010, DMA 020, DMA 030, DMA 040,  
DMA 050, ENG 090, and RED 090

Set 3: DRE 098 and MAT 070

Set 4: DMA 101, DMA 020, DMA 030, DMA 040, DMA  
050, and DRE 098

Corequisite(s): None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

## EDUCATION

<b>EDU 119</b>	<b>Intro to Early Child Educ</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): Enrollment in Early Childhood program

Corequisite(s): None

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

<b>EDU 131</b>	<b>Child, Family, &amp; Commu</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set

Set 1: ENG 080 and RED 080

Set 2: DRE 097

Corequisite(s): None

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.

<b>EDU 144</b>	<b>Child Development I</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set

Set 1: ENG 080 and RED 080

Set 2: DRE 097

Corequisite(s): None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

### **EDU 145 Child Development II**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: EDU 144, ENG 080, and RED 080  
 Set 2: DRE 097 and EDU 144

Corequisite(s): None

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.

### **EDU 146 Child Guidance**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

### **EDU 151 Creative Activities**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): EDU 151A

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**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): 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, & Nutrit**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

### **EDU 158 Healthy Lifestyles-Youth**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/cooking activities (indoor/outdoor, teacher-directed/youth-directed) appropriate for youth developing typically/atypically; safe/healthy menu planning; safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulations and identify health/safety/nutritional needs of youth.

**EDU 163 Classroom Mgt & Instruction**

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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

**EDU 184 Early Child Intro Pract**

1	3	2
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Prerequisite(s): Take One Set  
 Set 1: ENG 080, RED 080, EDU 119, EDU 146, EDU 151/151A, and departmental approval  
 Set 2: DRE 097, EDU 119, EDU 146, EDU 151/151A, and departmental approval

Corequisite(s): None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

**EDU 216 Foundations of Education**

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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement at select institutions.*

<b>EDU 221</b>	<b>Children with Exceptional</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, RED 090, EDU 144, and EDU 145  
 Set 2: DRE 098, EDU 144, and EDU 145

Corequisite(s): None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement at select institutions.*

<b>EDU 234</b>	<b>Infants, Toddlers, &amp; Twos</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, RED 090, EDU 119, and EDU 144  
 Set 2: DRE 098, EDU 119, and EDU 144

Corequisite(s): EDU 234A

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.

<b>EDU 234A</b>	<b>Infants/Toddlers/Twos Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): EDU 234

This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.

**EDU 235 School-Age Dev & Program**

**3 0 3**

Prerequisite(s): Take One Set  
 Set 1: EDU 145, END 090, and RED 090  
 Set 2: DRE 098 and EDU 145

Corequisite(s): None

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

**EDU 243 Learning Theory**

**3 0 3**

Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

**EDU 245 Policies and Procedures**

**3 0 3**

Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.



		Hours Per Week		
		Class	Lab	Credit
<b>EDU 251</b>	<b>Exploration Activities</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s):	Take One Set Set 1: ENG 090, MAT 060, and RED 090 Set 2: DRE 098 and MAT 060 Set 3: DMA 010, DMA 020, DMA 030, ENG, 090 and RED 090 Set 4: DMA 010, DMA 020, DMA 030, and DRE 098			
Corequisite(s):	None			
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.				
<b>EDU 259</b>	<b>Curriculum Planning</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s)	Take One Set Set 1: EDU 119, ENG 090 and RED 090 Set 2: DRE 098 and EDU 119			
Corequisite(s):	None			
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.				
<b>EDU 261</b>	<b>Early Childhood Admin I</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s):	Take One Set Set 1: EDU 119, ENG 090, and RED 090 Set 2: DRE 098			
Corequisite(s):	None			
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**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: EDU 261, ENG 090, and RED 090  
 Set 2: DRE 098 and EDU 261

Corequisite(s): None

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

**EDU 263 School-Age Program Admin**

<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

**EDU 271 Educational Technology**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: CIS 110, EDU 119, EDU 145, ENG 090 and RED 090  
 Set 2: CIS 110, DRE 098, EDU 119, and EDU 145

Corequisite(s): None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. 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.

		Hours Per Week		
		Class	Lab	Credit

<b>EDU 280</b>	<b>Language &amp; Literacy Exp</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

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.

<b>EDU 284</b>	<b>Early Child Capstone Prac</b>	<b>1</b>	<b>9</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, EDU 184, EDU 259, EDU 280, RED 090, and departmental approval  
 Set 2: DRE 098, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, EDU 184, EDU 259, EDU 280, and departmental approval

Corequisite(s): None

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

## ENGINEERING

<b>EGR 131</b>	<b>Intro to Electronics Tech</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

<b>EGR 150</b>	<b>Intro to Engineering</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>EGR 220</b>	<b>Engineering Statics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): PHY 251

Corequisite(s): MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

**EGR 225    Engineering Dynamics**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    EGR 220

Corequisite(s):    MAT 273

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## ELECTRICITY

<b>ELC 112</b>	<b>DC/AC Electricity</b>	<b>3</b>	<b>6</b>	<b>5</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment, and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

<b>ELC 113</b>	<b>Residential Wiring</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

<b>ELC 114</b>	<b>Commercial Wiring</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s): ELC 113

Corequisite(s): None

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.

<b>ELC 115</b>	<b>Industrial Wiring</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Prerequisite(s): ELC 113

Corequisite(s): None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

**ELC 117     Motors and Controls**

**2       6       4**

Prerequisite(s):    ELC 112

Corequisite(s):    None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC 118     National Electrical Code**

**1       2       2**

Prerequisite(s):    None

Corequisite(s):    None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

**ELC 119     NEC Calculations**

**1       2       2**

Prerequisite(s):    None

Corequisite(s):    None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

**ELC 121     Electrical Estimating**

**1       2       2**

Prerequisite(s):    ELC 113

Corequisite(s):    None

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

**ELC 125     Diagrams and Schematics**

**1       2       2**

Prerequisite(s):    None

Corequisite(s):    None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

**ELC 131     Circuit Analysis I**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC 131A    Circuit Analysis I Lab**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    ELC 131

This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

**ELC 134     Transformer Applications**

<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers single- and three-phase transformer applications as found in industrial/commercial buildings and machinery. Topics include transformer principles, single- and three-phase calculations, and connections. Upon completion, students should be able to understand single-and three-phase transformers, make transformer connections, and make calculations.

**ELC 135     Electrical Machines**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    ELC 112

Corequisite(s):    None

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.



## ELECTRONICS

<b>ELN 131</b>	<b>Analog Electronics I</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

<b>ELN 132</b>	<b>Analog Electronics II</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment

<b>ELN 133</b>	<b>Digital Electronics</b>	<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

<b>ELN 133A</b>	<b>Digital Electronics Lab</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): ELN 133

This course provides a lab that allows students the opportunity to enhance their understanding of digital electronics. Emphasis is placed on number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion students should be able to demonstrate a general understanding of digital fundamentals.

**ELN 232    Intro to Microprocessors**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

**ELN 234    Communication Systems**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

**ELN 246    Cert Elect Tech Prep**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination.

**ELN 247    Electronic App Project**

<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

Hours Per Week		
Class	Lab	Credit

**ELN 275    Troubleshooting**

<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications. In addition, students will utilize word processing and spreadsheets, demonstrate manipulation of data bases of technical service specifications and prepare multimedia presentations to present results.

## EMERGENCY MEDICAL SCIENCE

<b>EMS 110</b>	<b>EMT</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>8</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

<b>EMS 122</b>	<b>EMS Clinical Practicum I</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): EMS 110

Corequisite(s): EMS 130

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

<b>EMS 125</b>	<b>EMS Instructor Methodology</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): EMS 110

Corequisite(s): EMS 120, EMS 130, and EMS 131

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

<b>EMS 130</b>	<b>Pharmacology I for EMS</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): EMS 110

Corequisite(s): EMS 122 and EMS 160

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

		Hours Per Week			
	Class	Lab	Clinic	Credit	
<b>EMS 131    Adv Airway Management</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	
Prerequisite(s):    EMS 110					
Corequisite(s):    EMS 122, EMS 130, and EMS 160					
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.					
<b>EMS 140    Rescue Scene Management</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	
Prerequisite(s):    Enrollment in EMS program					
Corequisite(s):    None					
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.					
<b>EMS 150    Emerg Vehicles and EMS Comm</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	
Prerequisite(s):    None					
Corequisite(s):    None					
This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.					
<b>EMS 160    Cardiology I</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	
Prerequisite(s):    EMS 110					
Corequisite(s):    None					
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.					

		Hours Per Week			
	Class	Lab	Clinic	Credit	
<b>EMS 210    Adv Patient Assessment</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	
Prerequisite(s):    EMS 130, and EMS 131					
Corequisite(s):    None					
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.					
<b>EMS 220    Cardiology II</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>	
Prerequisite(s):    EMS 122, EMS 130, and EMS 160					
Corequisite(s):    None					
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.					
<b>EMS 221    EMS Clinical Practicum II</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>	
Prerequisite(s):    EMS 122 and EMS 130					
Corequisite(s):    None					
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					
<b>EMS 231    EMS Clinical Practicum III</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>	
Prerequisite(s):    EMS 130 and EMS 221					
Corequisite(s):    None					
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.					

		Hours Per Week			
	Class	Lab	Clinic	Credit	
<b>EMS 240</b>	<b>Patients W/Special Challenges</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>
Prerequisite(s): EMS 122 and EMS 130					
Corequisite(s): None					
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.					
<b>EMS 241</b>	<b>EMS Clinical Practicum IV</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>
Prerequisite(s): EMS 130 and EMS 231					
Corequisite(s): None					
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.					
<b>EMS 250</b>	<b>Medical Emergencies</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
Prerequisite(s): EMS 122 and EMS 130					
Corequisite(s): None					
This course provides an in-depth study of medical conditions frequently encountered in the pre-hospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.					
<b>EMS 260</b>	<b>Trauma Emergencies</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisite(s): EMS 122 and EMS 130					
Corequisite(s): None					
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.					

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>EMS 270</b>	<b>Life Span Emergencies</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): EMS 122 and EMS 130					
Corequisite(s): None					
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.					
<b>EMS 280</b>	<b>EMS Bridging Course</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>
Prerequisite(s): None					
Corequisite(s): None					
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.					
<b>EMS 285</b>	<b>EMS Capstone</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
Prerequisite(s): EMS 220, EMS 250, EMS 240, and EMS 260					
Corequisite(s): None					
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.					



## ENGLISH

<b>ENG 102</b>	<b>Applied Communications II</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

<b>ENG 111</b>	<b>Writing and Inquiry</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisite(s): None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

<b>ENG 112</b>	<b>Writing/Research in the Disc</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA and the ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 113 Literature-Based Research**

**3 0 3**

Prerequisite(s): ENG 111

Corequisite(s): None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved for transfer under the CAA and the ICAA as a general education course in English Composition.*

**ENG 114 Prof Research & Reporting**

**3 0 3**

Prerequisite(s): ENG 111

Corequisite(s): None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. All students must complete a major individual research report acceptable to academic and industry standards, which utilizes MLA and/or APA style and computer generated graphics. *This course has been approved for transfer under the CAA and the ICAA as a general education course in English Composition.*

**ENG 125 Creative Writing I**

**3 0 3**

Prerequisite(s): ENG 111

Corequisite(s): None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**ENG 126 Creative Writing II**

3	0	3
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Prerequisite(s): ENG 125

Corequisite(s): None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**ENG 131 Introduction to Literature**

3	0	3
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Prerequisite(s): ENG 111

Corequisite(s): ENG 112, ENG 113, or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**ENG 133 Introduction to the Novel**

3	0	3
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Prerequisite(s): ENG 111

Corequisite(s): ENG 112, ENG 113, or ENG 114

This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel.

**ENG 231 American Literature I**

3	0	3
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Prerequisite(s): ENG 112 or ENG 113 or ENG 114

Corequisite(s): None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 232 American Literature II**

3	0	3
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Prerequisite(s): ENG 112 or ENG 113 or ENG 114

Corequisite(s): None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

**ENG 241 British Literature I**

3	0	3
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Prerequisite(s): ENG 112 or ENG 113 or ENG 114

Corequisite(s): None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**ENG 242 British Literature II**

3	0	3
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Prerequisite(s): ENG 112 or ENG 113 or ENG 114

Corequisite(s): None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**ENG 261    World Literature I**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    ENG 112 or ENG 113 or ENG 114

Corequisite(s):    None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**ENG 262    World Literature II**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    ENG 112 or ENG 113 or ENG 114

Corequisite(s):    None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**ENG 273    African-American Literature**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    ENG 112 or ENG 113 or ENG 114

Corequisite(s):    None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## EMERGENCY PREPAREDNESS TECHNOLOGY

<b>EPT 120    Sociology of Disaster</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

<b>EPT 130    Mitigation &amp; Preparedness</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.

<b>EPT 150    Incident Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

<b>EPT 210    Response &amp; Recovery</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

**EPT 220    Terrorism and Emer. Mgt.**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

**EPT 225    Haz Analysis/Risk Assess**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the probability and frequency of hazards, level of hazard exposure, and the effect or cost, both direct and indirect, of this exposure. Topics include identifying and characterizing hazards, evaluating hazard severity and frequency, estimating risks, and determining potential societal and economic effects. Upon completion, students should be able to identify the potential hazards and risks within a community.

**EPT 275    Emergency Ops Center Mgt**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

## FIRE PROTECTION

<b>FIP 120</b>	<b>Introduction to Fire Protection</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

<b>FIP 124</b>	<b>Fire Prevention &amp; Public Ed</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021.

<b>FIP 128</b>	<b>Detection &amp; Investigation</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021.

<b>FIP 132</b>	<b>Building Construction</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions, meeting NFPA 1021.



**FIP 136      Inspections & Codes**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):   None

Corequisite(s):   None

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.

**FIP 144      Sprinklers & Auto Alarms**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):   FIP 124 or FIP 132 or FIP 136 or FIP 152 or FIP 164

Corequisite(s):   None

This course introduces various types of automatic sprinklers, standpipes, and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.

**FIP 152      Fire Protection Law**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):   None

Corequisite(s):   None

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

**FIP 164      OSHA Standards**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):   None

Corequisite(s):   None

This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

**FIP 220 Fire Fighting Strategies**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.

**FIP 221 Adv Fire Fighting Strat**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): FIP 220

Corequisite(s): None

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

**FIP 228 Local Govt Finance**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): CIS 110 or CIS 111 and FIP 124 or FIP 132 or FIP 136 or FIP 152 or FIP 164

Corequisite(s): None

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.

**FIP 229 Fire Dynamics and Combust**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): FIP 124 or FIP 132 or FIP 136 or FIP 152 or FIP 164

Corequisite(s): None

This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

<b>FIP 230</b>	<b>Chem of Hazardous Mat I</b>	<b>5</b>	<b>0</b>	<b>5</b>
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Prerequisite(s): FIP 124 or FIP 132 or FIP 136 or FIP 152 or FIP 164

Corequisite(s): None

This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

<b>FIP 232</b>	<b>Hydraulics &amp; Water Dist</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take From Each Set

Set 1: MAT 115, MAT 120, MAT 121, MAT 140, MAT 151,  
MAT 161, MAT 171, or MAT 175

Set 2: FIP 124, FIP 132, FIP 136, FIP 152, or FIP 164

Corequisite(s): None

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

<b>FIP 236</b>	<b>Emergency Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisites: None

Corequisites: None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate a knowledge of comprehensive emergency management and the integrated emergency management system.

<b>FIP 240</b>	<b>Fire Service Supervision</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): FIP 124 or FIP 132 or FIP 136 or FIP 152 or FIP 164

Corequisite(s): None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.

Hours Per Week		
Class	Lab	Credit

<b>FIP 252</b>	<b>Apparatus Spec &amp; Purch</b>			
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<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the specification and purchase of fire apparatus. Emphasis is placed on NFPA standards for apparatus, recommended types of fire apparatus, purchase and bidding procedures, and the importance of specifications. Upon completion, students should be able to make internal decisions, write specifications, and make recommendations for the purchase of major capital equipment.

## FRENCH

<b>FRE 111</b>	<b>Elementary French I</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>FRE 112</b>	<b>Elementary French II</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): FRE 111

Corequisite(s): None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>FRE 211</b>	<b>Intermediate French I</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): FRE 112

Corequisite(s): None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

Hours Per Week		
Class	Lab	Credit

**FRE 212 Intermediate French II**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): FRE 211

Corequisite(s): None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

## GEOLOGY

<b>GEL 111</b>	<b>Introductory Geology</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 060, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s): None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC).*

<b>GEL 113</b>	<b>Historical Geology</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): GEL 111 or GEL 120

Corequisite(s): None

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science.*

<b>GEL 120</b>	<b>Physical Geology</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 060, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s): None

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science.*

**GEL 230 Environmental Geology**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): GEL 111 or GEL 120

Corequisite(s): None

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science.*



## GEOGRAPHY

<b>GEO 111</b>	<b>World Regional Geography</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>GEO 112</b>	<b>Cultural Geography</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

**GEO 130 General Physical Geography**

3	0	3
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of land forms. 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 and the ICAA as a general education course in Social/Behavioral Sciences.*

**GEO 131 Physical Geography I**

3	2	4
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**GEO 132 Physical Geography II**

3	2	4
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact.

## HEALTH

<b>HEA 110</b>	<b>Personal Health/Wellness</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>HEA 112</b>	<b>First Aid &amp; CPR</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>HEA 120</b>	<b>Community Health</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## HEAVY EQUIPMENT MAINTENANCE

<b>HET 110 Diesel Engines</b>	<b>3</b>	<b>9</b>	<b>6</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

<b>HET 114 Power Trains</b>	<b>3</b>	<b>6</b>	<b>5</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

<b>HET 115 Electronic Engines</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): TRN 120

Corequisite(s): None

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

<b>HET 125 Preventive Maintenance</b>	<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventative maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

### **HET 126 Prevent Maintenance Lab**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): HET 125

This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125.

### **HET 128 Medium/Heavy Duty Tune Up**

<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): HET 110

Corequisite(s): None

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

### **HET 231 Med/Hvy. Duty Brake System**

<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

### **HET 232 Med/Hvy. Duty Brk Sys Lab**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): HET 231

This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231.

### **HET 233 Suspension and Steering**

<b>2</b>	<b>4</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

## HISTORY

<b>HIS 111</b>	<b>World Civilizations I</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>HIS 112</b>	<b>World Civilizations II</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>HIS 115</b>	<b>Intro to Global History</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

		Hours Per Week		
		Class	Lab	Credit
<b>HIS 117</b>	<b>History of Religions</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s):	Take One Set Set 1: ENG 090 and RED 090 Set 2: DRE 098			
Corequisite(s):	None			
This course surveys the historical development of the world's major religions. Topics include systems of belief and religious practice, polytheism, monotheism, and current religious movements. Upon completion, students should be able to analyze the world's major religious traditions.				
<b>HIS 121</b>	<b>Western Civilization I</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s):	Take One Set Set 1: ENG 090 and RED 090 Set 2: DRE 098			
Corequisite(s):	None			
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. <i>This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.</i>				
<b>HIS 122</b>	<b>Western Civilization II</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s):	Take One Set Set 1: ENG 090 and RED 090 Set 2: DRE 098			
Corequisite(s):	None			
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. <i>This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.</i>				

### **HIS 131 American History I**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

### **HIS 132 American History II**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

### **HIS 162 Women and History**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): HIS 131 or HIS 132

Corequisite(s): None

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. Special emphasis is placed on women and the American experience. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*



		Hours Per Week		
		Class	Lab	Credit
<b>HIS 221</b>	<b>African-American History</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): HIS 131 or HIS 132				
Corequisite(s): None				
This course is a study of African-Americans from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African-Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African-Americans. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
<b>HIS 231</b>	<b>Recent American History</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): Take One Set				
Set 1: ENG 090 and RED 090				
Set 2: DRE 098				
Corequisite(s): None				
This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				
<b>HIS 236</b>	<b>North Carolina History</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): Take One Set				
Set 1: ENG 090 and RED 090				
Set 2: DRE 098				
Corequisite(s): None				
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. <i>This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</i>				

## HOTEL AND RESTAURANT MANAGEMENT

<b>HRM 110</b>	<b>Intro to Hosp &amp; Tourism</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

<b>HRM 115</b>	<b>Housekeeping</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.

<b>HRM 120</b>	<b>Front Office Procedures</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

<b>HRM 125</b>	<b>Etiquette for Hospitality</b>	<b>1</b>	<b>0</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers social skills needed to effectively interact within organizational and customer situations. Topics include general social manners, personal appearance, table manners, restaurant and meeting etiquette, and business interaction. Upon completion, students should be able to function with confidence in various social, cultural, and professional situations.

	Hours Per Week		
	Class	Lab	Credit

<b>HRM 140</b>	<b>Legal Issues-Hospitality</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

<b>HRM 210</b>	<b>Meetings &amp; Event Planning</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.

<b>HRM 215</b>	<b>Restaurant Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): CUL 135

Corequisite(s): HRM 215A

This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

<b>HRM 215A</b>	<b>Restaurant Management Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): CUL 135

Corequisite(s): HRM 215

This course provides a laboratory experience for enhancing student skills in the responsibilities and activities encountered in managing a food and beverage operation. Emphasis is placed on practical applications of planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management operations which may include overseeing and execution of production and service.

**HRM 220 Cost Control-Food & Bev**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

**HRM 225 Beverage Management**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation.

**HRM 240 Marketing for Hospitality**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

**HRM 245 Human Resource Mgmt-Hosp**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

**HRM 275 Leadership-Hospitality**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student's personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments.

**HRM 280 Mgmt Problems-Hospitality**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): HRM 110

Corequisite(s): None

This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

## HUMANITIES

<b>HUM 110    Technology and Society</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>HUM 115    Critical Thinking</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisite(s):    None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>HUM 130    Myth in Human Culture</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    ENG 111

Corequisite(s):    None

This course provides as 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 and the ICAA as a general education course in Humanities/Fine Arts.*

### **HUM 160 Introduction to Film**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

### **HUM 211 Humanities I**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

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

### **HUM 212 Humanities II**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

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

Hours Per Week		
Class	Lab	Credit

**HUM 230 Leadership Development**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement.*



## HYDRAULICS

<b>HYD 112</b>	<b>Hydraulics-Med/Heavy Duty</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

## INSURANCE

<b>INS 101</b>	<b>Life/Accident/Health Ins</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides basic instruction in life and health insurance. Topics include life, accident, and health agent regulations, comparison of policies, and individual and group policy provisions. Upon completion, students should be able to demonstrate knowledge of life, health, and accident insurance required for the N.C. Agents' Life and Health Licensure Exam.

<b>INS 103</b>	<b>Property &amp; Casualty Ins</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers types of property and casualty coverage, policy provisions, applicable laws and regulations, buying procedures, government property, and casualty coverage. Topics include general liability insurance, automobile insurance, homeowner's insurance, commercial, fire and extended coverage, worker's compensation, and various policy provisions. Upon completion, students should be able to discuss types of property and casualty coverage, appropriate policy provisions, and appropriate legal principles and their applicable uses.

<b>INS 107</b>	<b>Claims Adjusting</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the legal basis of contracts and claims. Emphasis is placed on the elements and purpose of negligence, principles of torts, investigation and interview techniques, medical terminology, and diagnostic procedures. Upon completion, students should be able to demonstrate the ability to investigate and legally settle claims.

## INDUSTRIAL SCIENCE

<b>ISC 110</b>	<b>Workplace Safety</b>	<b>1</b>	<b>0</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

<b>ISC 115</b>	<b>Construction Safety</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

## LEGAL EDUCATION

<b>LEX 110</b>	<b>Intro to Paralegal Study</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the paralegal profession and the legal system, and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of paralegals.

<b>LEX 120</b>	<b>Legal Research/Writing I</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

<b>LEX 121</b>	<b>Legal Research/Writing II</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): LEX 120

Corequisite(s): None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

<b>LEX 130</b>	<b>Civil Injuries</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

	Hours Per Week		
	Class	Lab	Credit

**LEX 140 Civil Litigation I**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure, and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.

**LEX 141 Civil Litigation II**

2	2	3
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Prerequisite(s): LEX 140

Corequisite(s): None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement, and post-trial practice.

**LEX 150 Commercial Law I**

2	2	3
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Prerequisite(s): None

Corequisite(s): None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

**LEX 160 Criminal Law & Procedure**

2	2	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

Hours Per Week		
Class	Lab	Credit

**LEX 210 Real Property I**

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

**LEX 211 Real Property II**

1	4	3
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Prerequisite(s): LEX 210

Corequisite(s): None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

**LEX 214 Investigat & Trial Prep**

1	4	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

**LEX 220 Corporate Law**

2	0	2
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Prerequisite(s): None

Corequisite(s): None

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

	Hours Per Week		
	Class	Lab	Credit

**LEX 240     Family Law**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

**LEX 250     Wills, Estates, & Trusts**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

**LEX 260     Bankruptcy and Collections**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgements.

**LEX 270     Law Office Mgt/Technology**

<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

Hours Per Week		
Class	Lab	Credit

**LEX 280    Ethics & Professionalism**

<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

**LEX 285    Workers' Comp Law**

<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.



## MATHEMATICS

<b>MAT 050</b>	<b>Basic Math Skills</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

<b>MAT 101</b>	<b>Applied Mathematics I</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take One Set

Set 1: DMA 010, DMA 020, and DMA 030

Set 2: MAT 060

Set 3: MAT 070

Set 4: MAT 080

Corequisite(s): None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

<b>MAT 115</b>	<b>Mathematical Models</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take One Set

Set 1: DMA 010, DMA 020, DMA 030, DMA 040,  
and DMA 050

Set 2: MAT 060 and MAT 070

Set 3: MAT 060 and MAT 080

Set 4: MAT 121

Set 5: MAT 161

Set 6: MAT 171

Set 7: MAT 175

Corequisite(s): None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

### **MAT 121 Algebra/Trigonometry I**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060  
 Set 2: MAT 060 and MAT 070  
 Set 3: MAT 060 and MAT 080

Corequisite(s): None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

### **MAT 140 Survey of Mathematics**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): 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 121  
 Set 5: MAT 161  
 Set 6: MAT 171  
 Set 7: MAT 175

Corequisite(s): None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *Under the CAA and the ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

### **MAT 140A Survey of Mathematics Lab**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): 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 121  
 Set 5: MAT 161  
 Set 6: MAT 171  
 Set 7: MAT 175

Corequisite(s): MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **MAT 141 Mathematical Concepts I**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: DMA 010, DMA 020, DMA 030, and DMA 040  
 Set 2: MAT 060 and MAT 080  
 Set 3: MAT 121  
 Set 5: MAT 171

Corequisite(s): None

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. *Under the CAA and the ICAA, this course satisfies the general education mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

### **MAT 143    Quantitative Literacy**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    DMA 010, DMA 020, DMA 030, DMA 040, 050 and  
DRE 098

Corequisite(s):    None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

### **MAT 151    Statistics I**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                           Set 1: DMA 010, DMA 020, DMA 030, DMA 040,  
   DMA 050, DMA 060, DMA 070, and DMA 080  
                           Set 2: MAT 060 and MAT 080  
                           Set 3: MAT 121  
                           Set 4: MAT 140  
                           Set 5: MAT 161  
                           Set 6: MAT 171  
                           Set 7: MAT 175

Corequisite(s):    None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.

### **MAT 151A Statistics I Lab**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): Take One Set

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

Set 2: MAT 060 and MAT 080

Set 3: MAT 121

Set 4: MAT 140

Set 5: MAT 161

Set 6: MAT 171

Set 7: MAT 175

Corequisite(s): MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

### **MAT 152 Statistical Methods I**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set

Set 1: DRE 098 and MAT 143

Set 2: DRE 098 and MAT 171

Set 3: DRE 098 and MAT 161

Set 4: DMA 050, DRE 098 and MAT 140

Corequisite(s): None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics (Quantitative).*

**MAT 161 College Algebra**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set

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

Set 2: MAT 060 and MAT 080

Corequisite(s): None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction.

**MAT 161A College Algebra Lab**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): Take One Set

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

Set 2: MAT 060 and MAT 080

Corequisite(s): MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

### **MAT 171 Precalculus Algebra**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set

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

Set 2: MAT 060 and MAT 080

Set 3: MAT 121

Corequisite(s): None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics.*

### **MAT 172 Precalculus Trigonometry**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): MAT 171

Corequisite(s): None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics.*

### **MAT 252 Statistical Methods II**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set

Set 1: MAT 121 and MAT 152

Set 2: MAT 152 and MAT 171

Corequisite(s): None

This course is designed to provide a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences and communicate results on multiple sample data taken from business and health, social, natural, and applied sciences. *This course has been approved for transfer under the CAA and ICAA as an elective course requirement.*

**MAT 263    Brief Calculus**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s):    MAT 171

Corequisite(s):    None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate result. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics.*

**MAT 271    Calculus I**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s):    MAT 172

Corequisite(s):    None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics.*

**MAT 272    Calculus II**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s):    MAT 271

Corequisite(s):    None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics.*



**MAT 273     Calculus III**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s):    MAT 272

Corequisite(s):    None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics.*

**MAT 280     Linear Algebra**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    MAT 271

Corequisite(s):    None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**MAT 285     Differential Equations**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    MAT 272

Corequisite(s):    None

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## MEDICAL ASSISTING

<b>MED 116</b>	<b>Introduction to A &amp; P</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

## MARKETING AND RETAILING

<b>MKT 123</b>	<b>Fundamentals of Selling</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

<b>MKT 223</b>	<b>Customer Service</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

## MEDICAL LABORATORY TECHNOLOGY

<b>MLT 110</b>	<b>Intro to MLT</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Enrollment in the Medical Laboratory Technology program

Corequisite(s): MLT 111, MLT 115, and MLT 140

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

<b>MLT 111</b>	<b>Urinalysis &amp; Body Fluids</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): Enrollment in the Medical Laboratory Technology program

Corequisite(s): None

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

<b>MLT 115</b>	<b>Laboratory Calculations</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): Enrollment in the Medical Laboratory Technology program

Corequisite(s): None

This course is designed to present mathematical operations used in the medical laboratory. Topics include use of basic math processes, systems of measurement, conversion factors, solutions, and dilutions. Upon completion, students should be able to solve practical problems in the context of the medical laboratory.

<b>MLT 120</b>	<b>Hematology/Hemostasis I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): MLT 110, MLT 111, MLT 115, and MLT 140

Corequisite(s): None

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>MLT 125</b>	<b>Immunohematology I</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>5</b>
Prerequisite(s):		MLT 110, MLT 111, MLT 115, and MLT 140			
Corequisite(s):		None			
This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.					
<b>MLT 130</b>	<b>Clinical Chemistry I</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>4</b>
Prerequisite(s):		MLT 120, MLT 125, and MLT 240			
Corequisite(s):		None			
This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.					
<b>MLT 140</b>	<b>Intro to Microbiology</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s):		Enrollment in the Medical Laboratory Technology program			
Corequisite(s):		None			
This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.					
<b>MLT 217</b>	<b>Professional Issues</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
Prerequisite(s):		MLT 111 and MLT 115			
Corequisite(s):		None			
This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.					

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>MLT 240</b>	<b>Special Clin Microbiology</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): MLT 110 and MLT 140					
Corequisite(s): None					
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.					
<b>MLT 259</b>	<b>MLT Practicum I</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>11</b>
Prerequisite(s): MLT 111 and MLT 115					
Corequisite(s): None					
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.					
<b>MLT 269</b>	<b>MLT Practicum II</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>11</b>
Prerequisite(s): MLT 111 and MLT 115					
Corequisite(s): None					
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.					
<b>MLT 280</b>	<b>Special Practice Lab</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>
Prerequisite(s): MLT 111 and MLT 115					
Corequisite(s): None					
This course provides additional medical laboratory experience. Emphasis is placed on laboratory skills and techniques. Upon completion, students should be able to demonstrate proficiency in laboratory skills and techniques.					

## MUSIC

<b>MUS 110</b>	<b>Music Appreciation</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):   Take One Set  
                           Set 1: ENG 090 and RED 090  
                           Set 2: DRE 098

Corequisite(s):   None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>MUS 111</b>	<b>Fundamentals of Music</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):   Take One Set  
                           Set 1: MAT 060  
                           Set 2: DMA 010, DMA 020, and DMA 030

Corequisite(s):   None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>MUS 112</b>	<b>Introduction to Jazz</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisites:    Take One Set  
                           Set 1: ENG 090 and RED 090  
                           Set 2: DRE 098

Corequisites:    None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

### **MUS 113 American Music**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisites: Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

### **MUS 121 Music Theory I**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): MUS 111 or appropriate placement score  
 Corequisite(s): None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **MUS 122 Music Theory II**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): MUS 121  
 Corequisite(s): None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*



### **MUS 123 Music Composition**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): MUS 111 or MUS 121

Corequisite(s): None

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. Upon completion, students should be able to create short musical works using appropriate musical notation. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **MUS 131 Chorus I**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): Appropriate vocal proficiency

Corequisite(s): None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **MUS 132 Chorus II**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): MUS 131

Corequisite(s): None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### **MUS 133 Band I**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): Audition

Corequisite(s): None

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

### MUS 134 Band II

0	2	1
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Prerequisite(s): MUS 133

Corequisite(s): None

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### MUS 135 Jazz Ensemble I

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### MUS 136 Jazz Ensemble II

0	2	1
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Prerequisite(s): MUS 135

Corequisite(s): None

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### MUS 141 Ensemble I

0	2	1
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Prerequisite(s): Audition

Corequisite(s): None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### MUS 142 Ensemble II

0	2	1
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Prerequisite(s): MUS 141

Corequisite(s): None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### MUS 151 Class Music I

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix
Classical Guitar	G
Piano	P
Voice	V

### MUS 152 Class Music II

0	2	1
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Prerequisite(s): MUS 151

Corequisite(s): None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix
Classical Guitar	G
Piano	P
Voice	V

### MUS 161 Applied Music I

1	2	2
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Prerequisite(s): Audition

Corequisite(s): None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix	Instrument	Suffix
Brass	B	Piano	P
Classical Guitar	G	Strings	S
Drums/Percussion	D	Voice	V
Organ	R	Woodwinds	W

### MUS 162 Applied Music II

1	2	2
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Prerequisite(s): MUS 161

Corequisite(s): None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix	Instrument	Suffix
Brass	B	Piano	P
Classical Guitar	G	Strings	S
Drums/Percussion	D	Voice	V
Organ	R	Woodwinds	W

Hours Per Week		
Class	Lab	Credit

**MUS 210 History of Rock Music**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
Set 1: ENG 090 and RED 090  
Set 2: DRE 098

Corequisite(s): None

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**MUS 212 American Musical Theatre**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**MUS 221 Music Theory III**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): MUS 122

Corequisite(s): None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit

**MUS 222 Music Theory IV**

3	2	4
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Prerequisite(s): MUS 221

Corequisite(s): None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**MUS 231 Chorus III**

0	2	1
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Prerequisite(s): MUS 132

Corequisite(s): None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**MUS 232 Chorus IV**

0	2	1
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Prerequisite(s): MUS 231

Corequisite(s): None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**MUS 233 Band III**

0	2	1
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Prerequisite(s): MUS 134

Corequisite(s): None

This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit

**MUS 234 Band IV**

0	2	1
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Prerequisite(s): MUS 233

Corequisite(s): None

This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**MUS 235 Jazz Ensemble III**

0	2	1
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Prerequisite(s): MUS 136

Corequisite(s): None

This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**MUS 236 Jazz Ensemble IV**

0	2	1
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Prerequisite(s): MUS 235

Corequisite(s): None

This course is a continuation of MUS 235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**MUS 241 Ensemble III**

0	2	1
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Prerequisite(s): MUS 142

Corequisite(s): None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

### MUS 242 Ensemble IV

0	2	1
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Prerequisite(s): MUS 241

Corequisite(s): None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

### MUS 261 Applied Music III

1	2	2
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Prerequisite(s): MUS 162

Corequisite(s): None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix	Instrument	Suffix
Brass	B	Piano	P
Classical Guitar	G	Strings	S
Drums/Percussion	D	Voice	V
Organ	R	Woodwinds	W



Hours Per Week		
Class	Lab	Credit

### MUS 262 Applied Music IV

1	2	2
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Prerequisite(s): MUS 261

Corequisite(s): None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Register in one of the following areas:

Instrument	Suffix	Instrument	Suffix
Brass	B	Piano	P
Classical Guitar	G	Strings	S
Drums/Percussion	D	Voice	V
Organ	R	Woodwinds	W

### MUS 270 Music Literature

3	0	3
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Prerequisite(s): MUS 122

Corequisite(s): None

This course is a survey of music literature from the Middle Ages to the present. Emphasis is placed on selected works of representative composers. Upon completion, students should be able to trace important developments and demonstrate an understanding of the aspects of the composers' styles.

## NETWORKING TECHNOLOGY

<b>NET 110</b>	<b>Networking Concepts</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080, MAT 070, and RED 080  
 Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 080, and RED 080  
 Set 3: DRE 097 and MAT 070  
 Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 097

Corequisite(s): None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

<b>NET 125</b>	<b>Networking Basics</b>	<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: MAT 070  
 Set 2: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Corequisite(s): None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

<b>NET 126</b>	<b>Routing Basics</b>	<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s): NET 125  
 Corequisite(s): None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Hours Per Week		
Class	Lab	Credit

### NET 225    Routing & Switching I

1	4	3
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Prerequisite(s):    NET 126

Corequisite(s):    None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

### NET 226    Routing and Switching II

1	4	3
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Prerequisite(s):    NET 225

Corequisite(s):    None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

### NET 289    Networking Project

1	4	3
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Prerequisite(s):    NET 226

Corequisite(s):    None

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

## NETWORKING OPERATING SYSTEMS

<b>NOS 110</b>	<b>Operating Systems Concepts</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

<b>NOS 120</b>	<b>Linux/UNIX Single User</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): NOS 110 or CET 211

Corequisite(s): None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desk-top productivity roles.

<b>NOS 130</b>	<b>Windows Single User</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): NOS 110 or CET 211

Corequisite(s): None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

<b>NOS 220</b>	<b>Linux/UNIX Admin I</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): NOS 120

Corequisite(s): None

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Hours Per Week		
Class	Lab	Credit

**NOS 230 Windows Admin I**

2	2	3
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Prerequisite(s): NOS 130

Corequisite(s): None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

**NOS 231 Windows Admin II**

2	2	3
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Prerequisite(s): NOS 230

Corequisite(s): None

This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment.

**NOS 244 Operating System – AS/400**

2	2	3
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Prerequisite(s): CIS 110, CIS 115, and NOS 110

Corequisite(s): None

This course includes operating systems concepts for AS/400 systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions in an AS/400 environment.

## NURSING

<b>NUR 101</b>	<b>Practical Nursing I</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>11</b>
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Prerequisite(s): BIO 106, CIS 111, ENG 111, and PSY 150

Corequisite(s): None

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

<b>NUR 102</b>	<b>Practical Nursing II*</b>	<b>8</b>	<b>0</b>	<b>12</b>	<b>12</b>
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Prerequisite(s): NUR 101

Corequisite(s): None

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

\*Clinical Practice A - Clinical focus will complement content areas of surgical process and the special needs patient, cardiovascular, oncology, musculoskeletal and gastrointestinal nursing.

Clinical Practice B - Clinical focus will complement content areas of gerontology, endocrinology, neurology, respiratory, and genitourinary.

<b>NUR 103</b>	<b>Practical Nursing III</b>	<b>6</b>	<b>0</b>	<b>12</b>	<b>10</b>
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Prerequisite(s): NUR 102

Corequisite(s): None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Clinical practice will be completed in maternal-child health and mental health practice settings. *This is a diploma-level course.*

<b>NUR 111</b>	<b>Intro to Health Concepts</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>8</b>
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Prerequisites: Enrollment in the Associate Degree Nursing program

Corequisites: BIO 168, NUR 117, and PSY 150

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.

<b>NUR 112</b>	<b>Health-Illness Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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Prerequisites: NUR 111 and NUR 117

Corequisites: BIO 169, ENG 111, NUR 118, and PSY 241

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.

<b>NUR 113</b>	<b>Family Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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Prerequisites: NUR 111, NUR 112, NUR 114, NUR 117, NUR 118, and NUR 211

Corequisites: CIS 110 and ENG 114

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.

<b>NUR 114</b>	<b>Holistic Health Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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Prerequisites: NUR 111, NUR 112, NUR 117, NUR 118, and NUR 211

Corequisites: Humanities/Fine Arts Elective

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.

<b>NUR 117</b>	<b>Pharmacology</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>
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Prerequisites: Enrollment in the Associate Degree Nursing program

Corequisites: BIO 168, NUR 111, and PSY 150

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

<b>NUR 118</b>	<b>Nutrition/Diet Therapy</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
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Prerequisites: Permission of instructor

Corequisites: None

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the U.S. Department of Agriculture dietary standard recommended for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

<b>NUR 211</b>	<b>Health Care Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
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Prerequisites: NUR 111, NUR 112, and NUR 117

Corequisites: BIO 169, ENG 111, NUR 118, and PSY 241

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.



		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>NUR 212</b>	<b>Health System Concepts</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>5</b>
Prerequisites:	NUR 111, NUR 112, NUR 113, NUR 114, NUR 117, NUR 118, and NUR 211				
Corequisites:	CIS 110 and ENG 114				
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.					
<b>NUR 213</b>	<b>Complex Health Concepts</b>	<b>4</b>	<b>3</b>	<b>15</b>	<b>10</b>
Prerequisites:	NUR 111, NUR 112, NUR 113, NUR 114, NUR 117, NUR 118, NUR 211, and NUR 212				
Corequisites:	BIO 175				
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.					
<b>NUR 214</b>	<b>Nsg Transition Concepts</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>4</b>
Prerequisites:	Current unrestricted license to practice Practical Nursing, BIO 168, and PSY 150				
Corequisites:	ENG 111, BIO 169, and PSY 241				
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.					

## OFFICE ADMINISTRATION

<b>OST 131    Keyboarding</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

<b>OST 134    Text Entry &amp; Formatting</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    OST 131

Corequisite(s):    None

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

<b>OST 136    Word Processing</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    OST 131

Corequisite(s):    None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

<b>OST 137    Office Software Appls</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

	Hours Per Week		
	Class	Lab	Credit

<b>OST 140</b>	<b>Internet Comm/Research</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

<b>OST 141</b>	<b>Med Terms I-Med Office</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

<b>OST 142</b>	<b>Med Terms II-Med Office</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): OST 141

Corequisite(s): None

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

<b>OST 148</b>	<b>Med Coding Billing &amp; Insu</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Hours Per Week	
Class	Lab Credit

### OST 149 Medical Legal Issues

3	0	3
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Prerequisite(s): None

Corequisite(s): None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

### OST 164 Text Editing Applications

3	0	3
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Prerequisite(s): Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisite(s): None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

### OST 184 Records Management

2	2	3
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Prerequisite(s): None

Corequisite(s): None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

### OST 223 Admin Office Transcript I

2	2	3
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Prerequisite(s): Take One Set

Set 1: OST 134 and OST 164

Set 2: OST 136 and OST 164

Corequisite(s): None

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

**OST 224 Admin Ofc Transcript II**

1	2	2
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Prerequisite(s): OST 223

Corequisite(s): None

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

**OST 233 Office Publications Design**

2	2	3
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Prerequisite(s): OST 136

Corequisite(s): None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**OST 236 Adv Word/Information Processing**

2	2	3
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Prerequisite(s): OST 136

Corequisite(s): None

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

**OST 241 Med Ofc Transcription I**

1	2	2
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Prerequisite(s): Take One Set

Set 1: ENG 090, OST 136, and OST 141

Set 2: DRE 098, OST 136, and OST 141

Corequisite(s): None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

		Hours Per Week		
		Class	Lab	Credit
<b>OST 243</b>	<b>Med Office Simulation</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): OST 131, OST 148, and OST 241				
Corequisite(s): None				
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.				
<b>OST 247</b>	<b>Procedure Coding</b>	<b>1</b>	<b>2</b>	<b>2</b>
Prerequisite(s): MED 116 and OST 141				
Corequisite(s): None				
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.				
<b>OST 248</b>	<b>Diagnostic Coding</b>	<b>1</b>	<b>2</b>	<b>2</b>
Prerequisite(s): MED 116 and OST 141				
Corequisite(s): None				
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.				
<b>OST 249</b>	<b>CPC Certification</b>	<b>3</b>	<b>2</b>	<b>4</b>
Prerequisite(s): OST 247 and OST 248				
Corequisite(s): None				
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.				
<b>OST 281</b>	<b>Emer Issues in Med Ofc</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s): None				
Corequisite(s): None				
This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.				

		Hours Per Week		
		Class	Lab	Credit
<b>OST 286</b>	<b>Professional Development</b>	<b>3</b>	<b>0</b>	<b>3</b>
Prerequisite(s):	Take One Set Set 1: ENG 080 and RED 080 Set 2: DRE 097			
Corequisite(s):	None			
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.				
<b>OST 289</b>	<b>Administrative Office Mgt</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s):	Take One Set Set 1: OST 134 and OST 164 Set 2: OST 136 and OST 164			
Corequisite(s):	None			
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.				

## PHYSICAL EDUCATION

<b>PED 110</b>	<b>Fit and Well for Life</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>PED 111</b>	<b>Physical Fitness I</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

<b>PED 113</b>	<b>Aerobics I</b>	<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, flexibility, and safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*



	Hours Per Week		
	Class	Lab	Credit

**PED 115 Step Aerobics I**

0	3	1
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Prerequisite(s): None

Corequisite(s): None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 116 Step Aerobics II**

0	3	1
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Prerequisite(s): PED 115

Corequisite(s): None

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 has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 117 Weight Training I**

0	3	1
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 118 Weight Training II**

0	3	1
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Prerequisite(s): PED 117

Corequisite(s): None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit

**PED 119     Circuit Training**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 120     Walking for Fitness**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 121     Walk, Jog, Run**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 122     Yoga I**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
	Class	Lab	Credit

**PED 123 Yoga II**

0	2	1
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Prerequisite(s): PED 122

Corequisite(s): None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 125 Self-Defense: Beginning**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 128 Golf - Beginning**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 130 Tennis - Beginning**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

**PED 131 Tennis - Intermediate**

0	2	1
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Prerequisite(s): PED 130

Corequisite(s): None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 138 Archery**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 139 Bowling - Beginning**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 143 Volleyball - Beginning**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

	Hours Per Week		
Class	Lab	Credit	

**PED 144 Volleyball - Intermediate**

0	2	1
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Prerequisite(s): PED 143

Corequisite(s): None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 145 Basketball - Beginning**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 146 Basketball - Intermediate**

0	2	1
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Prerequisite(s): PED 145

Corequisite(s): None

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 147 Soccer**

0	2	1
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Prerequisite(s): None

Corequisite(s): None

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 152    Swimming - Beginning**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 155    Water Aerobics**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 165    Sport Science As a Career**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisite(s):    None

This course provides students with foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science program. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

Hours Per Week		
Class	Lab	Credit

**PED 210 Team Sports**

<b>0</b>	<b>3</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 217 Pilates I**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PED 218 Pilates II**

<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): PED 217

Corequisite(s): None

This course provides continued instruction in the pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal pilates practice. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## PHILOSOPHY

<b>PHI 215</b>	<b>Philosophical Issues</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

<b>PHI 240</b>	<b>Introduction to Ethics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): ENG 111

Corequisite(s): None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*



## PHYSICS

<b>PHY 110</b>	<b>Conceptual Physics</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 070, and RED 090  
 Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, ENG 090, and RED 090  
 Set 3: DRE 098 and MAT 070  
 Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisite(s): PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC).*

<b>PHY 110A</b>	<b>Conceptual Physics Lab</b>	<b>0</b>	<b>2</b>	<b>1</b>
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Prerequisite(s): None  
 Corequisite(s): PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC).*

<b>PHY 121</b>	<b>Applied Physics I</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 121, and RED 090  
 Set 2: DRE 098 and MAT 121

Corequisite(s): None

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields. In addition, elements of trigonometry will be applied in the solution of physics problems.

**PHY 151 College Physics I**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set

Set 1: ENG 090, MAT 161, and RED 090

Set 2: ENG 090, MAT 171, and RED 090

Set 3: DRE 098 and MAT 161

Set 4: DRE 098 and MAT 171

Corequisite(s): None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

*This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC).*

**PHY 152 College Physics II**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): PHY 151

Corequisite(s): None

This course used 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 and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC).*

**PHY 251 General Physics I**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, MAT 271, and RED 090  
 Set 2: DRE 098 and MAT 271

Corequisite(s): MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC).*

**PHY 252 General Physics II**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): MAT 272 and PHY 251

Corequisite(s): None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC).*

**PHY 253 Modern Physics**

<b>3</b>	<b>3</b>	<b>4</b>
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Prerequisite(s): PHY 251

Corequisite(s): None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

## POLITICAL SCIENCE

<b>POL 110</b>	<b>Intro Political Science</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>POL 120</b>	<b>American Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>POL 130</b>	<b>State &amp; Local Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**POL 210 Comparative Government**

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Prerequisite(s): Take One Set  
Set 1: ENG 090 and RED 090  
Set 2: DRE 098

Corequisite(s): None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

**POL 220 International Relations**

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Prerequisite(s): Take One Set  
Set 1: ENG 090 and RED 090  
Set 2: DRE 098

Corequisite(s): None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

**POL 250 Intro to Political Theory**

3	0	3
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Prerequisite(s): Take One Set  
Set 1: ENG 090 and RED 090  
Set 2: DRE 098

Corequisite(s): None

This course introduces students to normative political theory and examines basic questions and issues about the nature and purpose of politics. Emphasis is placed on the classical and modern political theories of Plato, Aristotle, Machiavelli, Hobbes, Locke, Rousseau, Mill, and Marx. Upon completion, students should be able to discuss and evaluate normative political theories about the nature and purpose of politics. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

## PHYSICAL FITNESS TECHNOLOGY

<b>PSF 110</b>	<b>Exercise Science</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.

<b>PSF 111</b>	<b>Fitness &amp; Exer Testing I</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

<b>PSF 114</b>	<b>Phys Fit Theory &amp; Instr</b>	<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090, PSF 110, and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course provides information about related components of fitness and general information about the industry. Topics include the study of the components of fitness, theories of exercise and fitness, and information about the industry. Upon completion, students should be able to identify fitness components and demonstrate these in an exercise setting.

Hours Per Week	
Class	Lab Credit

**PSF 116    Pvnt & Care Exer Injuries**

<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                               Set 1: ENG 090 and RED 080  
                               Set 2: DRE 098

Corequisite(s):    None

This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

**PSF 118    Fitness Facility Mgmt**

<b>4</b>	<b>0</b>	<b>4</b>
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Prerequisite(s):    Take One Set  
                               Set 1: ENG 090 and RED 080  
                               Set 2: DRE 098

Corequisite(s):    None

This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.

**PSF 120    Group Exercise Instruction**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                               Set 1: ENG 080, PSF 110, and RED 080  
                               Set 2: DRE 097

Corequisite(s):    None

This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.

**PSF 210    Personal Training**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                             Set 1: ENG 090, PSF 110, and RED 090  
                             Set 2: DRE 098

Corequisite(s):    None

This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

**PSF 212    Exercise Programming**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                             Set 1: ENG 090, PSF 110, and RED 090  
                             Set 2: DRE 098

Corequisite(s):    None

This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

**PSF 218    Lifestyle Changes/Wellness**

<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s):    Take One Set  
                             Set 1: ENG 090 and RED 090  
                             Set 2: DRE 098

Corequisite(s):    None

This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.



## PSYCHOLOGY

<b>PSY 118</b>	<b>Interpersonal Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 080 and RED 080  
 Set 2: DRE 097

Corequisite(s): None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

<b>PSY 150</b>	<b>General Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>PSY 211</b>	<b>Psychology of Adjustment</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): PSY 150

Corequisite(s): None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PSY 239    Psychology of Personality**

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Prerequisites:    PSY 150

Corequisites:    None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

**PSY 241    Developmental Psych**

3	0	3
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Prerequisite(s):    PSY 150

Corequisite(s):    None

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

**PSY 243    Child Psychology**

3	0	3
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Prerequisite(s):    PSY 150

Corequisite(s):    None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PSY 263 Educational Psychology**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): PSY 150

Corequisite(s): None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PSY 271 Sports Psychology**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): PSY 150

Corequisite(s): None

This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PSY 275 Health Psychology**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): PSY 150

Corequisite(s): None

This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**PSY 281    Abnormal Psychology**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    PSY 150

Corequisite(s):    None

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

## READING

<b>RED 080</b>	<b>Intro to College Reading</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

<b>RED 090</b>	<b>Improved College Reading</b>	<b>3</b>	<b>2</b>	<b>4</b>
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Prerequisite(s): Take One Set

Set 1: RED 080

Set 2: DRE 097

Corequisite(s): None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written materials. Upon completion, students should be able to comprehend and analyze college-level reading material.

## RELIGION

<b>REL 112</b>	<b>Western Religions</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>REL 211</b>	<b>Intro to Old Testament</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>REL 212</b>	<b>Intro to New Testament</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

Hours Per Week		
Class	Lab	Credit

**REL 221 Religion in America**

<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

## REAL ESTATE

<b>RLS 112</b>	<b>Broker Prelicensing</b>	<b>5</b>	<b>0</b>	<b>5</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

<b>RLS 113</b>	<b>Real Estate Mathematics</b>	<b>2</b>	<b>0</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.



## INFORMATION SYSTEMS SECURITY

<b>SEC 110</b>	<b>Security Concepts</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: MAT 060 and RED 080  
 Set 2: DMA 010, DMA 020, DMA 030, and RED 080  
 Set 3: DRE 097 and MAT 060  
 Set 4: DMA 010, DMA 020, DMA 030, and DRE 097

Corequisite(s): None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

## SIMULATION AND GAME DEVELOPMENT

<b>SGD 113</b>	<b>SGD Programming</b>	<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s): CIS 115

Corequisite(s): None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

## SOCIOLOGY

<b>SOC 210</b>	<b>Introduction to Sociology</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>SOC 213</b>	<b>Sociology of the Family</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

<b>SOC 220</b>	<b>Social Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

Hours Per Week		
Class	Lab	Credit

**SOC 225 Social Diversity**

3	0	3
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Prerequisite(s): SOC 210

Corequisite(s): None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerances. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

**SOC 232 Social Context of Aging**

3	0	3
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Prerequisites: Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisites: None

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**SOC 234 Sociology of Gender**

3	0	3
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Prerequisites: Take One Set

Set 1: ENG 090 and RED 090

Set 2: DRE 098

Corequisites: None

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

**SOC 240 Social Psychology**

3	0	3
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences.*

**SOC 242 Sociology of Deviance**

3	0	3
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Prerequisite(s): Take One Set  
 Set 1: ENG 090 and RED 090  
 Set 2: DRE 098

Corequisite(s): None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## SPANISH

<b>SPA 111    Elementary Spanish I</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    Take One Set  
                           Set 1: ENG 080 and RED 080  
                           Set 2: DRE 097

Corequisite(s):    None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>SPA 112    Elementary Spanish II</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    SPA 111

Corequisite(s):    None

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. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

<b>SPA 120    Spanish for the Workplace</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

**SPA 211 Intermediate Spanish I**

3	0	3
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Prerequisite(s): SPA 112

Corequisite(s): None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**SPA 212 Intermediate Spanish II**

3	0	3
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Prerequisite(s): SPA 211

Corequisite(s): None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Independent laboratory work is required in addition to class sessions. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

**SPA 231 Reading and Composition**

3	0	3
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Prerequisite(s): SPA 212

Corequisite(s): None

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

## SUSTAINABILITY TECHNOLOGIES

<b>SST 140</b>	<b>Green Bldg &amp; Design Concepts</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.



## SURGICAL TECHNOLOGY

<b>SUR 110</b>	<b>Intro to Surgical Tech</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): SUR 111

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

<b>SUR 111</b>	<b>Periop Patient Care</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>7</b>
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Prerequisite(s): None

Corequisite(s): SUR 110

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

<b>SUR 122</b>	<b>Surgical Procedures I*</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>6</b>
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Prerequisite(s): SUR 110 and SUR 111

Corequisite(s): 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.

\*This course will be offered as a split course - SUR 122A and SUR 122B

		Hours Per Week			
		Class	Lab	Clinic	Credit
<b>SUR 123</b>	<b>Sur Clinical Practice I*</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>7</b>
Prerequisite(s): SUR 110 and SUR 111					
Corequisite(s): 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 select surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.					
*This course will be offered as a split course - SUR 123A and SUR 123B					
<b>SUR 134</b>	<b>Surgical Procedures II</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>
Prerequisite(s): SUR 123					
Corequisite(s): None					
This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.					
<b>SUR 135</b>	<b>SUR Clinical Practice II</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>4</b>
Prerequisite(s): SUR 123					
Corequisite(s): SUR 134 and SUR 137					
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.					
<b>SUR 137</b>	<b>Prof Success Prep</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Prerequisite(s): SUR 123					
Corequisite(s): SUR 134 and SUR 135					
This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.					

## SOCIAL WORK

<b>SWK 110</b>	<b>Intro to Social Work</b>	<b>3</b>	<b>0</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

## TRANSPORTATION TECHNOLOGY

<b>TRN 110</b>	<b>Intro to Transport Tech</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

<b>TRN 120</b>	<b>Basic Transp Electricity</b>	<b>4</b>	<b>3</b>	<b>5</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

<b>TRN 130</b>	<b>Intro to Sustainable Transp</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

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.

<b>TRN 140</b>	<b>Transp Climate Control</b>	<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

**TRN 145    Adv Transp Electronics**

<b>2</b>	<b>3</b>	<b>3</b>
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Prerequisite(s):    TRN 120

Corequisite(s):    None

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

**TRN 170    PC Skills for Transp**

<b>1</b>	<b>2</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing. In addition, students will demonstrate the ability to utilize spreadsheets, data bases and multimedia.

**TRN 180    Basic Welding for Transp**

<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

### WORK-BASED LEARNING

<b>WBL 110</b>	<b>World of Work</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

<b>WBL 111</b>	<b>Work-Based Learning I</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

<b>WBL 121</b>	<b>Work-Based Learning II</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>2</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

## WEB TECHNOLOGIES

<b>WEB 110</b>	<b>Internet/Web Fundamentals</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to deploy a website created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

<b>WEB 115</b>	<b>Web Markup and Scripting</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): WEB 110

Corequisite(s): None

This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites.

<b>WEB 140</b>	<b>Web Development Tools</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): None

Corequisite(s): None

This course provides an introduction to web development software suites. Topics include the creation of websites and applets using web development software. Upon completion, students should be able to create entire websites and supporting applets.

<b>WEB 182</b>	<b>PHP Programming</b>	<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s): CIS 115 and WEB 110

Corequisite(s): None

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

		Hours Per Week		
		Class	Lab	Credit
<b>WEB 210</b>	<b>Web Design</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): WEB 110 and WEB 140				
Corequisite(s): None				
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.				
<b>WEB 230</b>	<b>Implementing Web Service</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): NET 110 or NET 125				
Corequisite(s): None				
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.				
<b>WEB 240</b>	<b>Internet Security</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): Take One Set				
Set 1: CIS 110, SEC 110, and WEB 110				
Set 2: CIS 111, SEC 110, and WEB 110				
Corequisite(s): None				
This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.				
<b>WEB 250</b>	<b>Database Driven Websites</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): DBA 110, WEB 140, and WEB 182				
Corequisite(s): None				
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.				



Hours Per Week		
Class	Lab	Credit

**WEB 289 Internet Technologies Project**

<b>1</b>	<b>4</b>	<b>3</b>
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Prerequisite(s): WEB 210, WEB 230, and WEB 250

Corequisite(s): None

This course provides an opportunity to complete a significant web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

## WELDING

<b>WLD 110    Cutting Processes</b>	<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

<b>WLD 112    Basic Welding Processes</b>	<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

<b>WLD 115    SMAW (Stick) Plate</b>	<b>2</b>	<b>9</b>	<b>5</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

<b>WLD 116    SMAW (Stick) Plate/Pipe</b>	<b>1</b>	<b>9</b>	<b>4</b>
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Prerequisite(s):    WLD 115

Corequisite(s):    None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

		Hours Per Week		
		Class	Lab	Credit
<b>WLD 121</b>	<b>GMAW (MIG) FCAW/Plate</b>	<b>2</b>	<b>6</b>	<b>4</b>
Prerequisite(s): None				
Corequisite(s): None				
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.				
<b>WLD 131</b>	<b>GTAW (TIG) Plate</b>	<b>2</b>	<b>6</b>	<b>4</b>
Prerequisite(s): None				
Corequisite(s): None				
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.				
<b>WLD 141</b>	<b>Symbols &amp; Specifications</b>	<b>2</b>	<b>2</b>	<b>3</b>
Prerequisite(s): None				
Corequisite(s): None				
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.				
<b>WLD 215</b>	<b>SMAW (Stick) Pipe</b>	<b>1</b>	<b>9</b>	<b>4</b>
Prerequisite(s): WLD 115 or WLD 116				
Corequisite(s): None				
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.				

Hours Per Week		
Class	Lab	Credit

**WLD 261    Certification Practices**

<b>1</b>	<b>3</b>	<b>2</b>
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Prerequisite(s):    WLD 115, WLD 121, and WLD 131

Corequisite(s):    None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

**WLD 262    Inspection and Testing**

<b>2</b>	<b>2</b>	<b>3</b>
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Prerequisite(s):    None

Corequisite(s):    None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

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## **INFORMATION RESOURCES**

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Kenny Colwell.....Assistant Systems Administrator  
 A.A.S.-Coastal Carolina Community College  
 B.S.-East Carolina University

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 Computer Programs/Distance Learning Coordinator/  
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 Microsoft Certified Product Specialist

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Garrison Libby .....Public Services Librarian

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Scott McIrvine ..... Connectivity Specialist  
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 Air Force Communications-Computer Tech Training

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 Microsoft Certified Systems Engineer  
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## **INSTRUCTIONAL FACULTY**

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 M.A.-Manhattanville College

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 B.S.-DeSales University

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 M.S.-Emory University  
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 B.S.-John Wesley College  
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 Emergency Medical Science/  
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Air Conditioning, Heating and Refrigeration Technology  
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 M.S.Ed.S.-University of North Carolina Greensboro  
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 A.A.-Peace College  
 B.S.W.-East Carolina University  
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 Diploma-Louisiana Technical School  
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Heather Castrignano .....Accounts Payable Specialist

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Michael Fresia .....	Buildings and Grounds Keeper
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Bobby Hamilton .....	Buildings and Grounds Keeper
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