COASTAL CAROLINA COMMUNITY COLLEGE

LUX VERITAS NOSTRO POPULO PERITIA

2024 – 2025 | College Catalog

MISSION

As a member of the North Carolina Community College System, Coastal Carolina Community College provides access and opportunities for quality post-secondary education, college transfer, workforce training, and lifelong learning for the civilian and military population of Onslow County. Coastal values academic excellence, 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 Basic Skills
- Lifelong Learning
- Personal and Cultural Enrichment
- Student Support Services
- 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. Non-traditional sessions may not include a formal exam period.

SUMMER SEMESTER 2024

May 16	Thursday	Summer Semester Full (10-week) and First (5-week) Sessions Begin
May 27	Monday	Memorial Day Holiday
June 3	Monday	Summer (8-week) Session Begins
June 21	Friday	First (5-week) Session Ends
June 24–28	Monday–Friday	Summer Break (Curriculum classes only)
July 1	Monday	Second (5-week) Session Begins
July 4	Thursday	Independence Day Holiday
July 5	Friday	Independence Break (Curriculum classes only)
August 6	Tuesday	Summer Semester Full (10-week), (8-Week) and Second (5-week) Session Ends
August 7	Wednesday	Weather day, if needed

FALL SEMESTER 2024

August 13–14	Tuesday–Wednesday	Faculty Workshops
August 15	Thursday	Fall Semester (16-week) and First (8-week) Sessions Begin
September 2	Monday	Labor Day Holiday
September 13	Friday	Fall (12-week) Session Begins
October 11	Friday	First (8-week) Session Ends
October 14–15	Monday–Tuesday	Fall Break (Curriculum classes only/weather days)
October 16	Wednesday	Second (8-week) Session Begins
November 11	Monday	Veterans' Day Holiday
November 27	Wednesday	Thanksgiving Break (Curriculum classes only)
November 28–29	Thursday–Friday	Thanksgiving Holidays
December 17	Tuesday	Fall Semester Full (16-week), 12-week and Second (8-week) Sessions End
December 18	Wednesday	Weather day, if needed

SPRING SEMESTER 2025

January 3	Friday	Faculty Workshops
January 6	Monday	Spring Semester Full (16-week) and First (8-week) Sessions Begin
January 20	Monday	Martin Luther King, Jr. Holiday
February 4	Tuesday	Spring (12-week) Session Begins
February 28	Friday	Mid- Semester Break (Curriculum classes only/weather days)
March 5	Wednesday	First (8-week) Session Ends
March 6	Thursday	Second (8-week) Session Begins
April 14–17	Monday–Thursday	Spring Break (Curriculum classes only)
April 18	Friday	Good Friday Holiday
April 21	Monday	Easter Monday Break (Curriculum classes only)
May 9	Friday	Spring Semester Full (16-week), 12-week, and Second (8-week) Sessions End
May 12 and 13	Monday–Tuesday	Weather days, if needed
May 17	Saturday	Graduation

SUMMER SEMESTER 2025

May 19	Monday	Summer Semester Full (10-week) and First (5-week) Sessions Begin
May 26	Monday	Memorial Day Holiday
June 3	Tuesday	Summer (8 week) Session Begins
June 20	Friday	First (5-week) Session Ends
June 23–27	Monday–Friday	Summer Break (Curriculum classes only)
July 1	Tuesday	Second (5-week) Session Begins
July 4	Friday	Independence Day Holiday
August 6	Wednesday	Summer Semester Full (10-week), (8-Week) and Second (5-week) Session Ends
August 7	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

Students requesting disability accommodations must self-identify to the Coordinator for Disability Support Services. Students are required to submit current documentation of their disability to the Coordinator for Disability Support Services in order to determine eligibility prior to any implementation of accommodation services. Students requesting accommodations from the College must have a disability, as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time for accommodations to be implemented.

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 assumed a 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 strengthened the College's relationship with Marine Corps Base Camp Lejeune and Marine Corps Air Station New River, 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 has 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 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 spring semester 2007. In 2016, the building was renamed for W.D. "Billy" Mills, a prominent former Senator whose efforts contributed to the early development of the campus.

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.

The Culinary/Hospitality Building, located 1.2 miles south of campus, opened in 2016, providing state-of-the-art facilities for the Culinary Arts and Hospitality Management programs. The Institutional Support Services Building, funded by Onslow County, opened in January 2017.

For several years, the College has committed resources for sustaining a safe and secure campus environment in support of enhanced learning and student success. The institution's focus on crisis communication and security includes installation of a public address system, emergency towers, lockable classroom and lab doors, emergency phones, motion sensitive lighting, and surveillance cameras.

In January 2017, upon Dr. Lingle's retirement, Mr. David L. Heatherly was named as the third President of Coastal Carolina Community College. Furthermore, the Board of Trustees bestowed the recognition of President Emeritus to Dr. Ronald K. Lingle for his years of outstanding service. Mr. Heatherly, having completed his 44th year at Coastal, is ready for the challenge of leading Coastal in the new millennium. Under his leadership, Onslow Early College High School was opened on the campus in fall 2017. This initiative is a partnership between Onslow County Schools and Coastal Carolina Community College.

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 (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Coastal Carolina Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

OTHER ACCREDITING AGENCIES

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

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM 2023 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 performance report is based on data compiled during the previous year and serves to inform colleges and the public on the performances of our 58 community colleges.

In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality.

In 2010, a review process was established to ensure the measures and methods for evaluation colleges were current and remained focused on improving student success. Every three years, a committee that is inclusive of college leaders; subject matter experts; and research and assessment professionals is appointed to review the measures and recommend deletions, revisions, and additions. Recommendations from the most recent review were approved in 2021 and this is the final report associated with the most recent set of measures.

Criteria and Outcomes for 2023 Performance Report
Performance Funding and Accountability Measures

1. **Basic Skills Student Progress**
   The index score based on the percentage of Basic Skills Periods of Participation (PoP) with a Measurable Skill Gain (MSG) gain during the Basic Skills program year (July 1 – June 30).Data Sources: Literacy Education Information System (LEIS) annual data file, Comprehensive Curriculum Student Report, Continuing Education data file, Diploma Sender
   Excellence Level: 1.241 Baseline: 0.527
   Coastal's performance level: 1.379

2. **Student Success Rate in College-Level English Courses**
   The index score based on the percentage of first-time fall Associate Degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within three years.Data Sources: Comprehensive Curriculum Student Report, National Student Clearinghouse
   Excellence Level: 1.144 Baseline: 0.723
   Coastal's performance level: 1.272

3. **Student Success Rate in College-Level Math Courses**
   The index score based on the percentage of first-time fall Associate Degree seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within three years.Data Sources: Comprehensive Curriculum Student Report, National Student Clearinghouse
   Excellence Level: 1.194 Baseline: 0.626
   Coastal's performance level: 1.313

4. **First Year Progression**
   The index score based on the percentage of first-time fall credential-seeking curriculum students graduated prior to or enrolled in postsecondary education the subsequent fall semester. Data Sources: Comprehensive Curriculum Student Report, Graduation Extract data file, National Student Clearinghouse
   Excellence Level: 1.067 Baseline: 0.874
   Coastal's performance level: 0.983

5. **Curriculum Completion**
   The index score based on the percentage of first-time fall credential-seeking curriculum students who graduate, transfer, or are enrolled during the fourth academic year with 42 successfully completed non-developmental hours.Data Sources: Comprehensive Curriculum Student Report, Graduation Extract data file, National Student Clearinghouse
   Excellence Level: 1.086 Baseline: 0.850
   Coastal's performance level: 1.063

6. **Licensure and Certification Passing Rate**

The index score based on the percentage of first-time test-takers passing licensure and certification exams within each exam. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners. Data Sources: The number of first-time test-takers and the number passing were provided to the System Office by agencies issuing the license or certification. Excellence Level: 1.069 Baseline: 0.806
Coastal's performance level: 1.018

7. **College Transfer Performance**

The index score based on the percentage of community college students (Associate Degree completers and those who have completed 30 or more articulated transfer credits) transferring at a four-year university or college during the fall semester who remain enrolled at any four-year university or college the subsequent fall semester or graduate prior to. Data Sources: Comprehensive Curriculum Student Report, Graduation Extract data file, National Student Clearinghouse Excellence Level: 1.036 Baseline: 0.871Coastal's performance level: 0.959

In the 2023 Performance Measures for Student Success report, 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. Buildings include 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; W.D. "Billy" Mills Math and Science Technology Building; Classroom Building A; Classroom Building B; Kenneth B. Hurst Continuing Education Building; Multipurpose Building; and the Institutional Support Services Building at this location. The Culinary/Hospitality Building, located 1.2 miles south of campus, opened in 2016, providing state-of-the-art facilities for the Culinary Arts and Hospitality Management programs. The Bell Fork off campus site provides enhanced facilities for the Basic Law Enforcement (BLET) program.

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 residents of Onslow County. The LRC hours are Monday-Thursday, 7:00 a.m. - 7:00 p.m., and Friday, 7:00 a.m. - 5:00 p.m. Saturday hours are 9:00 a.m. - 3:00 p.m. Hours may vary during exams, holidays, and semester breaks. The LRC offers an atmosphere conducive to study, research, and learning. A readily accessible print collection of over 12,000 volumes, covering academic, technical, vocational, and fiction is available for circulation. A variety of nonprint media, including audio/eBooks through Hoopla and Libby/Overdrive media platforms and DVDs, 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 through interlibrary loan services. The LRC offers computers and a wireless network for students to access a wide variety of databases, including NC LIVE, and other electronic resources for research and class assignments. Study rooms, equipped with dry-erase boards, are available for both individual and group study, including a room designated for wheelchair accessibility. An information literacy classroom is available for instruction and computer usage. Students can check out laptops, headphones, chargers, textbooks on reserve, and anatomical models for in-library use up to 2 hours per day. The YA reading room, containing popular teen fiction and graphic novels, is available to students needing a collaborative space to relax, read, or browse books. Other Library services include printing, photocopying, scanning, and research assistance with a librarian.

COMPUTER SUPPORT LABORATORIES

Computers are available in the C. Louis Shields Learning Resources Center for student use. Computer support laboratories, located in the Kenneth B. Hurst Continuing Education Building, A.D. Guy Business Technology Building and the Health Occupational Science Building are available for use by Coastal students and the 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. Off-campus sites aboard Camp Lejeune and MCAS New River also offer computer support laboratories. The Director for Military Off-Campus Sites handles the scheduling of those Computer Support Laboratories. All Computer Support Laboratories are available to users at no cost.

DISTANCE LEARNING

Coastal Carolina Community College offers opportunities for the completion of courses outside the traditional classroom model. Distance learning courses meet academic standards, as established by the North Carolina Community College System, and are accepted as part of the graduation requirements 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.

Distance learning courses require students have continuous access to a computer with a reliable connection to the Internet. Instructions and procedures for executing distance learning courses are provided to students upon their registration. Regular contact with the course instructor is required. Many distance learning courses require students to have one or more of their exams proctored. Students may contact the appropriate program area department and/or access the College's website for additional information.

PRIVACY FOR DISTANCE LEARNERS

The Information Systems Support Services 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. 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 support service for the College's instructional programs. 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 College and Career Readiness. Call (910) 938-6259 for more information.

CAFETERIA

The Coastal Café is located in the Student Center and operates 7:30 a.m. – 5:00 p.m. Monday through Thursday and 7:30 a.m. – 3:00 p.m. on Friday. The café offers a variety of hot and cold sandwiches, chips, drinks, snacks and prepares daily lunch specials. The weekly specials menu can be found on café's webpage, www.coastalcarolina.edu/campus-life/coastal-cafe/. The café also features a salad bar and offers vegetarian alternatives. The telephone number is (910) 938-6242.

THE COLLEGE STORE

The College Store, also located in the Student Center, provides required textbooks, course materials, and supplies. Business hours are Monday through Thursday, 8:00 a.m. – 5:00 p.m., and Friday, 8:00 a.m. – 3:00 p.m. Extended business hours are offered at the beginning of each term and will be posted outside The College Store as well as on the College's official website and social media channels. Most items are also available for purchase via the College Store website at bookstore.coastalcarolina.edu or by following the links from the College's 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 also has a selection of Coastal clothing and gifts. The telephone number is (910) 938-6295.

MILITARY 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 family members, and civilians can receive services and information about the College including admissions, placement testing, academic counseling, and registration. The extension office can also provide information about various military educational opportunities such as Tuition Assistance. Coastal Carolina Community College has signed the Department of Defense Memorandum of Understanding, and as such, agrees to abide by the Principles and Criteria set forth, and by the Military Student Bill of Rights.

In addition to curriculum course offerings, various continuing education courses are offered at Camp Lejeune. Learning labs, with free tutoring and placement testing for students, are available at the Camp Lejeune and MCAS New River extension sites.

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. Security services are available by visiting the Security Office located inside the Cafeteria in the Student Center, by visiting the Chief of Security in the security office located in room 109 in the Institutional Support Services Building, or 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 accidents, criminal actions, emergencies, and suspicious persons should be reported to the Coastal Security Services Department as soon as possible. Information may be conveyed by accessing Security Services via the emergency call boxes located in buildings, emergency phones located in all elevators on campus, and/or emergency towers located outside and adjacent to campus buildings/parking lots; phoning the 24-hour access number for Security Services at (910) 938-6290 (or extension 6290 if using a campus phone); reporting directly to any security officer on patrol, or visiting the Security Office located on the first floor of the Institutional Support Services Building or the office in the Student Center. Reporting of campus incidents does not in any way commit an individual to taking legal action; however, such reports may help law enforcement agencies reduce further incidents within the campus community.

VISITORS

Visitors are 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 may 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(s) 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 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 procedures. 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 written acknowledgement 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.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM COMPLAINT PROCEDURE

After a student has exhausted the College's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the online Student Complaint Portal. The Portal is hosted by the Licensure Division of the University of North Carolina System Office. The Portal can be found online at https://studentcomplaints.northcarolina.edu.

A student can also complete a Student Complaint Form, by accessing the aforementioned Portal, and submit the complaint to:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
University of North Carolina System Office
910 Raleigh Road, Chapel Hill, NC 27515-2688

Students are required to work through the campus complaint process before escalating issues to the North Carolina Community College System Office (NCCCSO) through the Student Complaint Portal. The NCCCSO cannot offer legal advice to complainants and does not act as a student's agent, advocate, or attorney. Any information provided by NCCCSO staff is not to be interpreted as legal advice. The scope of the review done by the NCCCSO will be limited to a review of the complaint, ensuring the college processes have been followed, and ensuring that State Board code has been followed. In some cases, the NCCCSO may have a discussion with a college to obtain further details about the complaint.

SEX-BASED 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 sex-based harassment in any form. Sex-based harassment is against College policy and is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, as well as the applicable laws of this state.

Any student who believes that he or she has been subjected to sex-based harassment in violation of this policy should make a complaint to the Office of the Vice President for Instructional Support or her 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, color, national origin, sex, sex stereotypes, sex characteristics sexual orientation, gender, gender identity, gender expression, pregnancy or other related conditions, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

ADMISSIONS REQUIREMENTS

The admissions requirements for Coastal Carolina Community College will comply with current adopted rules under the State Board of Community Colleges Code regarding open door admissions of applicants (1D SBCCC 400.2). The College serves students regardless of race, color, national origin, sex, sex stereotypes, sex characteristics sexual orientation, gender, gender identity, gender expression, pregnancy or other related conditions, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

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®/HSE scores 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 qualified applicants who are not seeking a degree, diploma, or certificate will be admitted as special credit students. Special credit students are not eligible to receive financial aid funds, VA education benefits, or graduate from a program.

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. However, sixteen (16) and seventeen (17) year olds may be served upon satisfaction of specific program requirements. Certain classes or programs require a background check, placement test, and/or high school diploma or high school equivalency.

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 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. COMPLETE A RESIDENCY DETERMINATION REQUEST: All applicants (except Career and College Promise applicants and Early College High School students) must complete a Residency Determination request to determine their tuition status (in-state or out-of-state) prior to admission. Complete your Residency Determination Request online at: https://ncresidency.cfnc.org.
2. APPLY FOR ADMISSION: Online applications can be accessed by selecting Admissions at Coastal's Website at www.coastalcarolina.edu/admissions or through CFNC.org.
3. REQUEST OFFICIAL TRANSCRIPTS: Make arrangements for official high school transcripts showing proof of graduation or High School Equivalency scores, which qualify as a high school equivalency certificate within the fifty states, to be sent to the Admissions Office. If you previously attended a college, university, or technical school, Coastal requires that you submit official transcripts from those educational institutions.
4. ATTEND A NEW STUDENT EXPERIENCE SESSION: New Student Experience sessions are offered prior to the start of each semester to introduce new students to the College. Sessions are offered both in-person and virtually.
5. APPLY FOR FINANCIAL AID: 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. Start your process by going to www.fafsa.gov. After completion, you will receive next steps from Coastal's Financial Aid Office before eligibility can be determined.

6. TAKE ANY REQUIRED PLACEMENT TEST: Students, who are eligible for placement testing, may take a diagnostic assessment only twice within a 10-year time period.
7. CONNECT WITH AN ACADEMIC ADVISOR/COUNSELOR TO BE OFFICIALLY ADMITTED: All prospective students are required to meet with a counselor as the final step of the application process. The counselor will help you choose a curriculum and discuss registration options.

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.

REINFORCED INSTRUCTION FOR STUDENT EXCELLENCE (RISE)

Upon admission into the College, students, in accordance with RISE guidelines established by the North Carolina Community College System (NCCCS), may be placed into gateway math or English course(s), gateway math or English course(s) with mandatory co-requisite course(s), and/or transition support course(s). Students may also be required to take a diagnostic assessment, based upon RISE guidelines established by the NCCCS or local College policies, in order to determine placement into gateway math or English course(s), gateway math or English course(s) with mandatory co-requisite course(s), and/or transition course(s). Students who are required to take a diagnostic assessment may only take the diagnostic assessment twice within a 10-year period.

According to NCCCS State Board Code (section 23-2), a corequisite is defined as a course taken at the same time as another course or prior to the course to be taken. English corequisite courses are designed to be taken concurrently, whereas math corequisite courses may be taken at the same time or prior to the gateway course.

For students enrolled in gateway English course with mandatory co-requisite course, concurrent enrollment is required. Students will be automatically deregistered from gateway English course if an administrative withdrawal or self-withdrawal is initiated for co-requisite course. Conversely, students will be automatically deregistered from co-requisite course if an administrative withdrawal or self-withdrawal is initiated for gateway English course.

Students may take a mandatory math corequisite course concurrently or prior to taking the corresponding gateway math course. Students will be automatically deregistered from the gateway math course if an administrative withdrawal or self-withdraw is initiated for a mandatory corequisite course. However, a student may withdraw from a gateway math course without being automatically deregistered from the corequisite course.

READMISSION OF CURRICULUM STUDENTS

Curriculum students must fulfill readmission requirements with the College after two or more consecutive semesters of absence (excluding summer semester). To fulfill readmission requirements, students must:

1. COMPLETE A RESIDENCY DETERMINATION REQUEST: All applicants (except Career and College Promise applicants) must complete a Residency Determination request to determine their tuition status (in state or out of state) prior to Admission. Complete your Residency Determination Request online at: https://ncresidency.cfnc.org.
2. APPLY FOR ADMISSION: Online applications can be accessed by selecting Admissions at Coastal's Website at www.coastalcarolina.edu/admissions or through CFNC.org.
3. CONNECT WITH AN ACADEMIC ADVISOR/COUNSELOR TO BE OFFICIALLY ADMITTED: All prospective students are required to meet with a counselor as the final step of the application process. The counselor will help you choose a curriculum and discuss registration options.
4. 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, Culinary Arts, Dental Assisting, Dental Hygiene, 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; Automotive Systems Technology; Basic Law Enforcement Training; Collision Repair and Refinishing Technology; Cosmetology; Cosmetology Instructor; Culinary Arts; Dental Assisting; Dental Hygiene; Diesel and Heavy Equipment Technology; Electrical Systems Technology; Electronics Engineering Technology; Emergency Medical Science; Medical Laboratory Technology; Practical Nursing; Surgical Technology; and Welding Technology.

Additional admission requirements and deadlines for limited enrollment programs such as Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Emergency Medical Science, Medical Laboratory Technology, Practical Nursing, and Surgical Technology are outlined in admissions resources. 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 are not eligible to receive financial aid funds, VA education benefits, or graduate from a program.

SPECIAL CREDIT STUDENT

A special credit student is a student who wishes to take one or more courses but is not seeking 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, VA education 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 form or transient study form obtained from their college, complete a Coastal admissions application, and meet Coastal's course placement requirements.

Visiting students currently receiving federal financial aid (Pell) or VA education benefits 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 are referred to the Admissions Bulletin for the Transition program. This bulletin is updated annually with current admissions requirements for the program. It is available at the College website (www.coastalcarolina.edu).

SPECIAL ADMISSIONS POLICY FOR EMERGENCY MEDICAL SCIENCE BRIDGING PROGRAM

The Emergency Medical Science (EMS) applicant who meets all admission requirements as outlined in the EMS Bridging Admission Bulletin will receive a total of forty-three (43) transfer hours. Following an official transcript evaluation, EMS Bridging students must be enrolled in and successfully complete all other EMS and related courses and GPA requirements 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.

A Career and College Promise Program student may change his or her program of study (major) with approval of the high school principal (or his/her designee) and the College's Vice President for Instruction (or designee). The College's Vice President for Instruction (or designee) shall approve a change in pathway based on verification provided by the student that the program change allows the student to meet their newly chosen career path.

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.

For more information about additional Career and College Promise Program admission eligibility requirements, please contact the Admissions Office.

ONSLOW EARLY COLLEGE HIGH SCHOOL

Coastal Carolina Community College has an Early College, the Onslow Early College High School (OECHS), in cooperation with Onslow County Schools. The OECHS provides students the opportunity to graduate high school while also pursuing an associate degree and provides an opportunity to transfer to a four-year institution.

The Onslow Early College High School, also referred to as a Cooperative Innovative High School (CIHS), is comprehensive in nature and focused in its design. While many Onslow County students enroll in Career and College Promise (CCP) dual enrollment courses, the CCP is not an organized program of study for associate degree completion; however, the OECHS will provide specific college transfer pathways, carefully selected to structure degree completion opportunities, providing a seamless connection between high school, community college, universities, and, eventually, careers. The target population includes college-ready high school students who would benefit from accelerated academic instruction, with a goal of targeting greater than 25% college-ready, first-generation students.

EQUAL EDUCATIONAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

Coastal Carolina Community College (Coastal), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sex stereotypes, sex characteristics sexual orientation, gender, gender identity, gender expression, pregnancy or other related conditions, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the Coastal community, are incompatible with the safe, healthy environment

that the Coastal community expects and deserves, and will not be tolerated. Coastal is committed to providing programs, activities, and an education and work environment free from discrimination and harassment. Coastal is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

In appreciation for their service to this state and country during a period of war, and in recognition of the time and advantage lost toward the pursuit of a civilian career, all eligible veterans as defined in G.S. 128-15 shall be granted preference in hiring decisions to the extent allowed by statute.

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 all buildings, washrooms, 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 Accommodation Request 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 Carolina Community College 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, phone (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 Vice President for Instructional Support or her 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 should 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, a student may seek the alternate assistance of the Division Chair for Student Services or his/her designee 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.

IN-STATE TUITION FOR CERTAIN VETERANS/FEDERAL PROGRAM RECIPIENTS SESSION LAW 2015-116 SENATE BILL 478

In accordance with North Carolina Session Law 2015-116 (Senate Bill 478), provisions are available to make certain veterans/federal program recipients eligible for in-state tuition if all of the following criteria are met:

For veterans, the 12-month residency requirement for in-state tuition is waived for any veteran who meets all of the following criteria:

- Served active duty for at least 90 days in the Armed Forces, the Commissioned Corps of the U.S. Public Health Service or the National Oceanic and Atmospheric Administration.
- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses, federal educational benefits under either the Montgomery GI Bill Active Duty Education Program or the Post-9/11 Educational Assistance.
- Qualifies for admission to the community college.
- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently.
- Provide the college with a letter of intent to establish legal residence in North Carolina.

For other individuals, the 12-month residency requirement is waived if the person meets all of the following criteria:

- The person is the recipient of a veteran's federal educational benefits under either 38 USC Chapter 30 (Montgomery GI Bill Active Duty Education Program) or 38 USC Chapter 33 (Post-9/11 Educational Assistance).
- The person's abode is North Carolina, meaning the person must actually live in NC, whether temporarily or permanently.
- The person provides the institution of higher education with a letter of intent to establish legal residence in North Carolina.

After the expiration of the three-year period, any enrolled veteran or other enrolled individual eligible for the educational benefits listed above and from whom the 12-month residency requirement was waived will continue to be eligible for the in-state tuition rate so long as the veteran or qualified individual remains continuously enrolled at the same institution of higher education.

S.L. 2015-116 applies to qualifying veterans and other individuals listed above who enroll in institutions of high education for any academic quarter, term or semester that begins on or after July 1, 2015.

In accordance with Section 301 of Public Law 115-251, the 12-month residency requirement for in-state tuition is waived for recipients of VA education benefits under Chapter 31 (Veteran Readiness and Employment), and students who receive Chapter 31 federal educational benefits will be charged at the in-state tuition rate.

COORDINATED RESIDENCY DETERMINATION PROCESS SESSION LAW 2013-360: RESIDENCY CLASSIFICATION AND STATUS

In accordance with North Carolina Session Law 2013-360, the University of North Carolina General Administration (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) introduced the statewide Residency Determination Service (RDS) as the centralized services for determining residency for students. This service enables a student to use one residency determination for admissions applications to multiple NC public colleges and universities and to demonstrate residency for state aid programs consideration at all public and private NC colleges and universities.

Every prospective or returning student application (except continuing education, Early College, and Career and College Promise Program students) will be classified according to his or her state of legal residence as part of the College's identified admissions procedure. The residency application is available online at www.ncresidency.org.

Copies of Session Law 2013-360 are available upon request at the College's Admissions Office. All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at www.ncresidency.org for more current details regarding the North Carolina Residency Determination Service processes and required residency guidelines.

REGULATIONS/RESIDENCE STATUS

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in the North Carolina Residency Determination Service (RDS) Guidebook which serves as the controlling administrative statement of policy on this subject. Copies of the guidebook are available upon request at the Coastal Carolina Community College Admissions Office.

In accordance with North Carolina Session Law 2013-360, the College utilizes a statewide Residency Determination Service (RDS) for new and returning students seeking residency determination as part of the admissions application process.

Copies of Session Law 2013-360 are available upon request at the College's Admissions Office. All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at www.ncresidency.org for more current details regarding the North Carolina Residency Determination Service processes and required residency guidelines.

APPEAL OF RESIDENCE STATUS

Prospective or returning students who disagree with the residency classification as determined by the North Carolina Residency Determination Service (RDS) may challenge the initial classification through an established appeal process. Copies of Session Law 2013-360 are available upon request at the College's Admissions Office.

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency website at www.ncresidency.org for more current details regarding the North Carolina Residency Determination Service processes and required residency guidelines.

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 advisor/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 advisor/counselor, faculty advisor, or success coach during the first semester about long-range educational and/or career goals and determine which senior institutions have appropriate educational programs;
2. Discuss with an academic advisor/counselor, faculty advisor, or success coach 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 an academic advisor/counselor, faculty advisor, or success coach which senior institutions are best suited in relation to all factors considered;
4. Contact and/or visit the student's selected senior institution(s) in order to consult with an admissions officer and/or faculty advisor to determine the appropriateness of the planned course of study at Coastal and for the student's particular goals;
5. Continue to consult with an academic advisor/counselor, faculty advisor, or success coach each semester to review progress at Coastal in relation to transfer goals while 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 with each institution 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 readmission 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;
- Courses must meet general education requirements; and
- Courses may total no more than 14 semester hours of general education course credit.
- For courses not originating at a NC community college, if the courses are used to complete the AA or AS, the courses will transfer as part of the degree. Otherwise, if 14 hours or less are presented without completion of the AA or AS, then the receiving institution will consider the courses on a course-by-course basis.

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 be notified in writing by the institution. In this notification, the student will be directed to the College Foundation of North Carolina (CFNC) website (www.cfnc.org) where the student will be given information regarding space availability and contacts in the respective UNC Admissions offices. It is the student's responsibility to contact each institution's admissions office 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.

North Carolina State University C3

The program is a partnership between North Carolina State University (NC State) and Coastal Carolina Community College. Benefits for eligible students accepted into C3 include: guaranteed admission to NC State, a waived NC State application fee, and joint academic advising. Additionally, C3 students may participate in C3 events each semester. C3 students will also have access to NC State libraries. Requirements include, but are not limited to, enrolling as a full-time student in an approved associate degree program with 30 credit hours or less of coursework completed for the eligible program of study and one full year of community college remaining as well as a cumulative GPA of a 3.0.

The C3 program aims to increase bachelor's degree completion through partnership with NC State University. For more information on eligibility requirements, transfer planning and steps to apply, contact admissions@coastalcarolina.edu, call 910-938-6332, or visit the Student Center.

The East Carolina University Pirate Promise

The program is a partnership between East Carolina University (ECU) and Coastal Carolina Community College. Benefits for eligible students accepted into Pirate Promise include: guaranteed admission to ECU, a waived ECU application fee, and joint academic advising. Additionally, Pirate Promise students may participate in Pirate Promise campus events. Pirate Promise students will also have access to ECU libraries. Requirements include, but are not limited to, enrolling as a full-time student in an approved associate degree program with 30 credit hours or less of coursework completed for the eligible program of study and one full year of community college remaining as well as a cumulative GPA of a 2.5.

Pirates Promise aims to increase bachelor's degree completion through partnership with East Carolina University. For more information on eligibility requirements, transfer planning and steps to apply, contact admissions@coastalcarolina.edu, call 910-938-6332, or visit the Student Center.

University of North Carolina Onslow Extension

The program is a partnership between the University of North Carolina Wilmington (UNCW) and Coastal Carolina Community College. UNCW staff are located in the James Leroy Henderson, Jr. Administration Building. For assistance, please contact uncwtransfer@uncw.edu.

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 Forces 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) Repealed by Session Laws 2007-484, 5.15, effective August 30, 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 Forces is abiding in this state incident to active military duty in this state. In the event the active duty member of the Armed Forces 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 Forces 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 is 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

Forces 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 Forces 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 ot support approved co-curricular and extracurricular programs including student government, clubs and organizations, educational activities, graduation, student handbooks, and other beneficial services for students. Student fees are non-refundable after classes begin.

Instructional technology fees are collected each semester ot support the costs of procuring, maintaining, and operating technology necessary for instructional purposes, including, but not limited ot, a learning management system as wel as technology hardware and software. Instructional technology fees are non-refundable after class begins.

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 ot 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. When 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 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 course materials (print and/or digital) and supplies for each course. For some courses and programs, required digital course materials, supply and other fees are billed through

tuition. These charges can include Inclusive Access fees, which provide online access to textbooks and other materials or Lab Kit fees, which purchase at-home lab kits that are used in some online sections of science courses. Once registered for a course that requires a lab kit, students can be visit The College Store to retrieve their kit and must provide proof of registration and a valid photo ID. In addition to course materials and supplies, certain technical and vocational programs require equipment or tools that must be purchased.

Textbooks, digital access codes and supplies are available from The College Store which is located in the Student Center.

Course Materials Refund Policy

1. A receipt from The College Store is required to complete a return or exchange of course materials.
2. To receive a refund, course materials must be returned in the condition they were purchased and within ten (10) calendar days of the start of the course. The last day to complete refunds for each term is located on the purchase receipt.
3. Defective (not defaced) textbooks can be exchanged for the same title without any additional charges. The exchange must be completed during the same term the textbook was purchased.
4. Access codes purchased from The College Store that have been opened, revealed or redeemed are non-refundable.
5. Textbook bundles that include access codes are non-refundable once they have been opened.

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 advisor/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 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. A request for a Catalog of Record change will only be approved if the student has maintained continuous enrollment or if the student has not requested a Catalog of Record change more than two years (i.e., 4 consecutive Fall and Spring semesters (summer semesters are excluded)) from the current academic year.

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

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 credit 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 (or designee) or the Director for 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.

STUDENT SUCCESS COURSES

Student Success courses (ACA 111 and ACA 122) are designed to introduce the College's physical and academic environment to promote the support services that are essential for success. These courses also provide information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Students who are enrolled in a program requiring ACA 111 or ACA 122 must take the ACA course within their first 12 semester hours of credit. Any exceptions will require approval from the Vice President for Instruction or his/her designee.

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.

Any person who is at least 65 years old may audit courses offered at the constituent institutions of the University of North Carolina and the community colleges as defined in Senate Bill 257 Session Law 2017-57 Page 121 G.S. 115D-2(2) without payment of any required registration fee or tuition for the audit provided the audit is approved in accordance with policies adopted by the Board of Governors and the State Board of Community Colleges for their respective institutions, and there is no cost to the State. A person shall be allowed to audit a class under this section only on a space available basis. This section does not apply to audits of courses provided on a self-supporting basis by community colleges.

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. All persons requesting a name change will be required to submit official documentation (driver license, military ID card, social security card, etc.) of the change.

CHANGE OF ACADEMIC PROGRAM

In order to fulfill required checks on student progress for financial aid and VA education benefits and to check progress toward graduation, student records are maintained with reference to the particular academic program in which they are enrolled.

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 advisor/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.

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.

DEVELOPMENTAL AND SUPPLEMENTAL COURSE PLACEMENT

Developmental courses are designed to address academic preparedness, workforce retraining, development of general and discipline-specific strategies, and barriers to learning. Supplemental courses provide supplemental skills to a specific co-requisite course or customized developmental course delivery. Developmental and supplemental courses do not earn credit toward a certificate, diploma, or degree. Identified developmental and supplemental courses are designated by numeric course codes under one hundred (100) and are offered in the areas of Chemistry, English/Reading, Mathematics, and Study Skills. Criteria are established for appropriate placement in developmental and supplemental courses.

ADDING, DISENROLLING, OR WITHDRAWING FROM COURSES

Adding or Disenrolling from Courses Prior to the First Day of the Term/Session

A student who finds it necessary to add or disenroll from a course from the College may do so through their student portal or by completing 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. Students wishing to disenroll from all classes, prior to the first day of the term/session, must contact the Registrar's Office before the first day of the term/session.

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 complete the following steps.

1. Contact the Registrar's Office to initiate the withdrawal process.
2. Communicate with instructor(s) (or if necessary, Division Chair) to submit confirmation of the withdrawal 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 complete the following steps.

1. Contact the Registrar's Office to initiate the withdrawal process.
2. Connect with an Academic Advisor/Counselor to understand the implications of withdrawing from all courses.
3. Return the completed form to the Registrar's Office for final processing.
4. Complete and submit the Leave/Withdrawal Follow-up Survey to the Registrar's Office.

The Registrar's Office will notify instructor(s), as necessary, regarding student withdrawals.

Grade Reporting For Disenrollments/Withdrawals

For disenrollment of courses 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 disenrolled 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 based on the grading system, a grade of "F" may be recorded on the transcript at the end of the semester. Disenrollment/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 seventy-five (75) percent of the degree requirement toward any Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Science, Associate in Engineering, Associate in Science in Teacher Preparation, Associate in Fine Arts in Theatre, Associate in Fine Arts in Visual Arts, or Associate in Fine Arts in Music 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 seventy-five (75) percent of the total required hours. Transfer credits are not used in the computation of the student's grade point average.

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 has signed the Department of Defense Memorandum of Understanding and, as such, agrees to abide by the Principles and Criteria set forth, and by the Military Student Bill of Rights. The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education’s ACE Military Guide. 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.

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 122 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.

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), CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION, AND DEFENCE 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.

The College grants credit for Cambridge Assessment International Education tests. Students desiring credit must have their scores submitted to the Registrar’s Office for evaluation.

NOTE: No greater than seventy-five percent (75%) of the credit hours required for graduation from a curriculum program may be earned through Credit for Prior Learning. Additional information may be obtained from the Director for 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 charges prior to attempting the exam. The faculty member(s) administering the examination will report the results to the Director for 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 and successfully complete the course as previously registered in order to receive credit. One challenge attempt per course is allowed, and all challenged courses, regardless of outcome, will not adhere to the College's refund policy.

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 70% 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/VA education benefits 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 member 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 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.

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 Data Management Services/Registrar and approved by the Vice President for Instruction.

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 institutions 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 Advisor/ Counselor to complete the proper form and obtain procedural information. The student must submit the form to the Director for 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. In order to be officially enrolled, a student must attend the course no later than the census date. To allow for absences related to religious observances, illness, emergencies, and other circumstances, students may miss a percentage of class hours before being disenrolled by the instructor. If the absences are not all consecutive, then the student will be disenrolled by the instructor when the number of absences exceeds 12.5% of class hours. If the absences are all consecutive, then the student will be disenrolled by the instructor when the number of absences reaches 12.5% of class hours.

Class Contact Hours	12.5% of Class 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 guidelines. For students taking courses that are corequisites, an attendance violation in one of the courses will result in the student being disenrolled from both courses.

If the college opens late, campus activities will resume at the designated time. Students and employees should report to the location where they would normally be at that specific time, even if the class or lab have an earlier starting time. All instructional time missed will be made up.

Coastal's online courses are equivalent to their seated courses in both academic rigor and student requirements. Students are required to regularly demonstrate substantive academic engagement through their active participation within online courses. Each course syllabus will state the equivalent of 12.5% of class hours and identify at a minimum one academic or academically related activity that will be completed each scheduled week. Students who do not adhere to the specific attendance guidelines will be disenrolled 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 Coordinator for Disability Support 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 Withdraw Due to Excessive Absences

When a student has been disenrolled from a course due to excessive absences, he/she may request reinstatement within ten (10) working days of the disenrollment 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 Director, Admissions and Counseling Services. After consultation with the Director, Admissions and Counseling 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 Director, Admissions and Counseling Services. After consultation with the Director, Admissions and Counseling 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.

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	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B (Good)	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C (Average)	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D (Below Average)	63 – 66	1.00
D-	60 – 62	0.67
F (Unsatisfactory)	Below 60	0

NOTE: *Grades are rounded to the nearest whole number. Course credit may not be transferable to another institution when a grade of 72 "C-" or lower is earned.*

The following grade/status 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.” In rare and unusual circumstances, as determined and approved by the Vice President, a student may be approved to arrange with an instructor the terms of an incomplete and for seeing that the incomplete is removed prior to the end of two academic terms, or the grade becomes an “F."

IP–IN PROGRESS This status grade indicates current enrollment and progress toward course completion.

NA-NEVER ATTEND This status 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 courses 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 for a specific course.

W–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–WITHDRAWAL FOR AUDITS This is the grade reported for an audit student who ceases attendance without officially notifying the school or initiates a student withdrawal. 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 grade point average of all their grades for that semester is 3.0 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 AU (audit), CE (credit by examination), I (incomplete), IP (in progress), P (pass), R (re-enroll), W (withdrawal) and WA (withdrawal for audit) are not considered in credit hours attempted and not counted toward cumulative GPA. For information about federal regulations pertaining to Financial Aid Satisfactory Academic Progress requirements, see the section "Financial Aid Satisfactory Academic Progress (SAP) requirements".

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) the student will be placed on Academic Warning. Students on academic warning will: (1) receive notification from Student Services, (2) meet with an Academic Advisor/Counselor or Success Coach to develop a student success plan, and (3) secure information and training designed to enhance student success. Students on academic warning may continue their studies under the guidance of an academic counselor.

Academic Warning contributes towards unsatisfactory academic progress for students utilizing VA education benefits.

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 advisor/counselor.

Prior to the first day of attendance, schedules of students on academic probation will be reviewed by an academic advisor/counselor/advisor who may:

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

Identified students must report to an academic advisor/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 Director for Admissions and Counseling Services (or designee). Prior to the first day of attendance, each identified student will have their schedule reviewed by the Director for Admissions and Counseling Services (or designee), and enrollment may be limited to a maximum of seven (7) credit hours until such time as the student's GPA is brought back to satisfactory academic progress. The Director for Admissions and Counseling Services (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 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.

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 between the student and the instructor, the student will, within five academic calendar days, contact the Division Chair, Director, or supervisor who will consider the appeal and render judgment within five academic calendar days.
3. In the event of no resolution with the instructor's supervisor, the student will, within five academic calendar days, 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 judgment within five academic calendar days.
4. Decisions obtained by this process will be recognized as final.

Exceptions to the aforementioned timelines 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 record without the written consent of the student.

A student has 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 papers, registrations, grades and other supporting data are maintained in the Registrar's Office. Any student wishing to challenge the content of his/her educational records must notify the Director for 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 Clearinghouse (NSC) or National Students Loan Data System (NSLDS). 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 are 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. The student does not have 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 to the Registrar's Office.

DISRUPTIVE CONDUCT

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.

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 or using technology generated 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, AI-generated, 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; or
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 outline specific requirements for conducting disciplinary procedures regarding sexual assault. The Violence Against Women Act (VAWA) and Campus Sexual Violence Elimination Act (SaVE) require the College to address sexual violence (domestic violence, dating violence and stalking) through awareness, education and establishment of specific disciplinary procedures. 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, including testing, as appropriate, 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 and/or Intoxicants

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 Director for Admissions and Counseling Services for counseling prior to returning to class.
3. For second or other subsequent offenses involving alcohol and/or intoxicants, 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, phenobarbital, 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 in the College Catalog.

When a faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning illegal drugs or alcohol, he/she may be suspended from employment before initiation or completion of regular disciplinary proceedings in accordance with "Special Rules Relating to Suspensions" as found in the "Discipline and Non-Reappointment and Grievance Procedure." It is the responsibility of all employees and students to be informed of and abide by the provisions of this policy

COMMUNICABLE DISEASE POLICY

The College recognizes the serious implications that the spread of communicable disease, as defined by the Centers for Disease Control and Prevention (CDC), 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. This communicable disease policy is based on scientific, medical, and legal information currently available. It is also consistent with guidelines issued by the CDC, OSHA standards, other national/state health-related organizations' recommendations, and is compatible with the policies of all clinical affiliates. Since scientific information is prone to frequent change, the College will review this policy annually, or as necessary, as new information on infectious diseases becomes available.

Any student who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to Student Services. Any employee who knows, or has a reasonable basis for believing, that he or she is infected with a communicable disease (e.g. pandemic influenza) or other serious public health threat has an obligation to report that information to the Office of Personnel Services and Workplace Safety. A serious public health threat is one that has been declared by the State Public Health Director or the Governor.

In the event of a reported occurrence of a communicable disease on campus, the College will seek guidance and direction from the appropriate public health authorities.

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 standard 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/standard precautions with satisfactory accuracy.

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

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 Faculty Assembly, the campus is tobacco-free.

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

CELL PHONE/ELECTRONIC DEVICES

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 any electronic device when appropriate. 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/SIMILAR RECREATIONAL DEVICES

Skateboarding, rollerblading, Segways, longboards, hover boards, or similar recreational devices are not allowed on the college property or Extension Program sites, as set forth by installation regulations.

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 President.
3. Not withstanding 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 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. 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. The first placard will be provided at no charge; however, there will be a $5.00 replacement fee. 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. The college reserves the right to restrict access to any parking space(s) and/or parking lots for college business for as long as needed. 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, Security 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 make an appropriate announcement through local media, the College website, and various electronic resources. The College is committed to delivery of instructional services for which the 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, as well as holding classes during scheduled breaks, and/or extending the semester through catalog-published weather days.

UNAUTHORIZED PRESENTATIONS/SOLICITATION ON CAMPUS

Unauthorized presentations on College premises regarding the dissemination of information including, but not limited to, political, social, and/or religious issues are prohibited. 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, including the placement of 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 aboard Camp Lejeune and Marine Corps Air Station New River. Academic advisor/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, limited personal counseling services are available to assist students in achieving their educational goals.

NEW STUDENT EXPERIENCE

New Student Experience programs are offered prior to the start of each semester to acquaint new students to the College, its facilities, resources, services, activities, organizations and policies. Students interested in enrolling with the College will be invited to attend a New Student Experience orientation session. All new students are directed to take advantage of an orientation session to maximize their opportunities for academic success.

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

Students requesting disability accommodations must self-identify to the Coordinator for Disability Support Services. Students are required to submit current documentation of their disability to the Coordinator for Disability Support Services in order to determine eligibility prior to any implementation of accommodation services. Students requesting accommodations from the College must have a disability, as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time for accommodations to be implemented.

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Coastal Carolina Community College is committed to the ideal of equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person with a disability shall receive necessary reasonable accommodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

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 Coordinator for Disability Support Services.

Service Animals

Animals are generally prohibited on College grounds; however, service animals are welcome to accompany their handlers under the following provisions as well as applicable laws:

- Students with disabilities are permitted to bring service animals onto College property in accordance with Title II of the Americans with Disabilities Act and as provided in this policy.
- Visitors with disabilities are permitted to bring service animals onto College property in accordance with Title III of the Americans with Disabilities Act and as provided in this policy.

Service animal handlers must ensure the animal is in good health, is current on required immunizations, and is licensed in accordance with all applicable government regulations. The burden of proof of licensure and immunizations remains with the person with a disability.

The service animal must be under the full control of the handler at all times and cannot disrupt the educational process. The service animal must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the individual's disability prevents them from using these devices. The College has the authority to remove a service animal if the handler does not take effective action to control the animal or if it becomes unruly, disruptive, unclean and/or unhealthy, or poses a direct threat to the health and safety of members of the learning community. The person with a disability is also responsible for the disposal of any waste left by the service animal, in addition to the costs of repair to any damage to College property caused by the service animal. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal present.

For purposes of this policy, service animals are welcome in all classrooms, labs, and other educational and social spaces where a student would go in the course of enrollment in the College; however, the College may prohibit the presence of animals in certain locations where health or safety restrictions prevent their presence, where animals may be in danger, or where the presence of animals may cause health issues.

Students and visitors who wish to bring service animals to campus are strongly encouraged to voluntarily make their presence known to the Coordinator for Disability Support Services. Likewise, if another person on campus has a covered disability under the American with Disabilities Act and it includes an allergic reaction to animals, a request for accommodation should be made to the Coordinator for Disability Support Services. All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodations for all individuals.

CAREER COUNSELING AND EMPLOYMENT SERVICES

The Career and Placement Center offers students and clients the opportunity to work closely with a trained and experienced staff member where they can receive one-on-one job coaching. Career and Placement Center clients have access to a wealth of employment information including information on the local job market, local job postings, current hiring practices, and interviewing techniques. Clients are encouraged to take a career assessment and work with a career counselor to ensure they take full advantage of their skills and abilities, empowering them to take control of their career development. Other services provided by the Career and Placement Center include:

- Career exploration
- Employability workshops
- Resume/Cover letter critique
- Local job postings
- Mock interviews
- Social media networking
- Career counseling

The Career and Placement Center is located in room 33 of the Student Center (SC) Building. The Center is open Monday – Friday, 8:30 a.m. – 4:30 p.m., and staff may be reached at (910) 938-6761 or by email at careerservices@coastalcarolina.edu.

FINANCIAL ASSISTANCE

The College provides a number of financial assistance programs, ensuring educational opportunities for individual students to meet the rising cost of obtaining an education. Grants, scholarships, and employment opportunities are included in such programs.

One of the most common forms of financial assistance is the Federal Pell grant. To be considered for Pell grant funds, students are encouraged to apply early by completing the Free Application for Federal Student Aid (FAFSA) each year at www.fafsa.gov. As part of the initial application process, each student will receive a personalized Federal Student Aid ID (FSA ID). The FSA ID will allow a student to complete the FAFSA with the United States Department of Education (DOE) to determine the student's financial need/ eligibility.

The student's financial need is the difference between the cost of education designated by the school and the amount the student or the student's family can contribute toward the cost of the student's education, known as the expected family contribution (EFC), which is determined by a standard formula from the DOE.

The Financial Aid Office will evaluate and verify the information provided on the FAFSA. Students will be notified if documentation is required for verification by the College or DOE.

The Financial Aid Office is located in the Admissions Office within the Student Center Building. Assistance for completing the FAFSA is available through the Financial Aid Office. The Federal School Code for Coastal Carolina Community College is 005316.

Applications for state, institutional, and private programs vary. Contact the Financial Aid Office (Student Center Building), 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, www.coastalcarolina.edu.

FINANCIAL AID AWARD NOTIFICATION

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

Clock Hour Programs

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).

Changes in Enrollment Status

The Financial Aid Office will reevaluate and recalculate the federal aid for students who change their enrollment status prior to the established financial aid census date. Financial aid will be recalculated based on the current enrollment status of a student at the time that the award is disbursed. A recalculation may result in: (1) a refund to the student; or (2) an outstanding balance owed by the student to the College.

Consortium Agreement

A Consortium Agreement is a contract between two colleges/universities that recognizes the student's registration at each location for financial aid purposes. It also certifies only one of the two institutions can administer Title IV and State financial aid.

Within the Consortium Agreement, one of the two colleges/universities is defined as the Home Institution and the other college/university is referred to as the Host Institution. The Home Institution is the school where the student is fully matriculated and from which he/she will earn a degree. The Host Institution is where the student temporarily takes courses, whose credits will be transferred back to his/her Home Institution.

The number of credits earned under an approved consortium agreement is integrated into the student's record upon completion of the course. The Consortium Agreement is also subject to approval by both the home and host institutions' authorized financial aid staff.

Course Repeats

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.
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 as long as the student maintains Satisfactory Academic Progress. Please review the Financial Aid Satisfactory Academic Progress Requirement.

Disbursement of Aid

Disbursement of excess financial aid after tuition, fees, bookstore charges, and verification of class attendance will be processed on the date listed in the Information for Pell Students Handout distributed upon registering for class(es). This information is updated on the College's website.

College Financing Plan

In accordance with Federal Executive Order 13607, the College provides a College Financing Plan to notify students about their educational costs and the amount of financial aid being awarded by the institution to help meet identified expenses.

Lifetime Eligibility

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) or the maximum lifetime amount of 600 percent (600%) 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 to determine the remaining percentage of Pell eligibility.

Tuition, Textbooks, and Course-Related Supplies

Pell Grant funds may be used for tuition, fees, textbooks, and documented course-related supplies. Eligible students may charge these allowable items to their student accounts based on the amount of their award. If the amount of financial aid received is less than the charges, the student is required to pay the remaining balance at the time of registration or upon purchasing books and supplies in the College Store. A valid Coastal student ID is required for purchase of allowable items within the College Store.

TYPES OF FINANCIAL AID ASSISTANCE

Federal Pell Grant

The Pell Grant is a federal program for undergraduate students and is based on financial need. A student must submit a new Free Application for Federal Student Aid (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.

A maximum of thirty (30) attempted hours of required developmental courses may be funded. Financial aid is awarded on an annual basis for two semesters: fall, spring, and/or summer semesters. Students will be notified of the availability of summer funding. Financial aid is not available for audited courses, credit by examination courses, or courses not in the student's designated curriculum, except required developmental courses not to exceed thirty (30) credit hours.

Federal guidelines require the Financial Aid Office to reevaluate the enrollment status for federal financial aid for students who have: (1) added/dropped classes prior to the 60 percent point of the semester; (2) chosen to not attend a class and reported as "never attend;" and/or (3) enrolled in one or more classes not required for the student's program of study and/or (4) enrolled in a Clock Hour Converted Program of Study (CHC).

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 with priority given to Federal Pell Grant recipients.

Federal Work Study

Federal Work Study provides employment opportunities for students on the College campus and at a number of public schools throughout the 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. The student's work schedule will be set by the student's supervisor and will vary according to the student's class schedule.

North Carolina Community College Grant

The North Carolina Community College Grant is designed to assist students who (1) qualify as bona fide residents of North Carolina for tuition purposes, (2) demonstrate financial need as documented through their FAFSA, (3) enroll in a minimum of six semester hours of credit per fall and spring semesters, and (4) attend a North Carolina community college. Students may apply by completing the Free Application for Federal Student Aid (FAFSA).

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. Students may apply by completing the Free Application for Federal Student Aid (FAFSA).

Federal Student Loan Programs

Coastal Carolina Community College does not participate in Federal Student Loan programs.

STUDENT'S RESPONSIBILITY: FINANCIAL AID

Students wishing to apply and remain eligible for financial aid are responsible for meeting the College's admissions standards within an eligible degree, diploma, or certificate program of study. Students are also responsible to remain in good financial standing with the College (not owe a balance) and must not be in default of a student loan from any educational institution.

Students receiving financial aid are responsible for contacting 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.

Students are responsible for notifying the College in writing regarding changes of name, address, email/or telephone numbers. Failure to maintain an up-to-date address could result in the student not receiving refunds and/or important letters/notifications from the College. Students are also responsible for notifying the Financial Aid Office of any academic program or enrollment status change.

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 60 percent point 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) after the 35% point of an academic period. This is determined by the number of days in the semester, plus 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. Any 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 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% Quantitative Measurement), and program completion time limits (150% Maximum Timeframe 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 will become ineligible to receive financial aid. Any student deemed ineligible for financial aid (by the Financial Aid Office), will have the

one-time opportunity to appeal for extenuating circumstances. A student under financial aid warning status with an approved appeal will be placed on financial aid probation. A student 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 will be notified by the Financial Aid Office of ineligibility for future financial aid until the academic deficiencies are resolved; and

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. A grade of "I" may affect your completion rate. If the financial aid student falls below the 67% completion rate, the student will be notified by the Financial Aid Office of the first 67% violation and will be placed on financial aid warning for the next term of attendance. The student 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. A student 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 one-time opportunity to appeal for extenuating circumstances. A student under financial aid warning status with an approved appeal will be placed on financial aid probation. A student 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 30 hours of 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. Any student deemed ineligible for financial aid (by the Financial Aid Office), will have the one-time opportunity to appeal for extenuating circumstances.

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 Department by submitting a written request for an appeal, in addition to any supporting documentary evidence showing any extenuating circumstances that caused the student to become ineligible, to the Assistant Director for Financial Aid Services or designee 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 the student's written request for an appeal, the Assistant Director for Financial Aid Services or designee will inform the Chair of the Financial Aid Appeals Committee in writing within ten (10) working days, and the Chair of the Financial Aid Appeals Committee, upon receiving written notification from the Assistant Director for Financial Aid Services, will convene the Financial Aid Appeals Committee within ten (10) working days in order to hold an appeal hearing on the student's request for the reinstatement of financial aid.

Prior to attending the appeal hearing, the student must also meet, as part of the appeal process, with either a Success Coach or an Academic Advisor/ Counselor to establish an Academic Success Plan, and the Financial Aid Appeals Committee will review the established Academic Success Plan during the hearing. Both the student and a Financial Aid Department representative must be present at the hearing, and the Financial Aid Department representative must provide documentation to show that the student is not eligible to receive additional financial aid.

After reviewing all available evidence, as well as hearing from not only the student but also the Financial Aid Department representative, the Financial Aid Appeals Committee will render a decision within five (5) working days, and the student will be notified of the Financial Aid Appeals Committee decision in writing. With an approved appeal, the student will receive a Financial Aid Appeal Agreement Form that lists all conditions and stipulations of the approved appeal and must be returned within five (5) working days of notification. 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 Department 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.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

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

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.

FINANCIAL AID FRAUD AND FORGERY

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. Purposely providing false or misleading information to receive federal financial aid is in violation of the College's rules of proscribed conduct and may result in prosecution under state and federal laws.

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 education benefits, a veteran student must: (1) be fully admitted to a VA approved curriculum or Continuing Education program, (2) apply for those entitlements, and (3) meet eligibility requirements established by the VA. VA education benefits 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 education benefits 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, Veteran Readiness and Employment. Chapter 32 students participated in VA Education Benefits

programs 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 education benefits. 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.

The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship) provides Post-9/11 GI Bill benefits to the children and surviving spouses of Service members who died in the line of duty while on active duty after September 10, 2001. Effective January 1, 2015, Section 701 of the Veterans Access, Choice, and Accountability Act of 2014 has expanded the Fry Scholarship to also provide benefits for eligible surviving spouses.

It is the responsibility of students receiving VA education benefits 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 benefits.**

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 two (2) 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.

VETERAN READINESS AND EMPLOYMENT SERVICES

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

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.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

Students may qualify for a federal grant program if enrolled in occupational based fields of study, dependent upon specific federal grant criteria.

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 diploma, certificate, or degree program, have completed at least 12 semester hours at Coastal, and have achieved a cumulative grade point average of 3.50 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.*

Standards of Progress Needed to Hold Office in Student Organizations

Full-time and part-time students who are currently enrolled and have at least a 2.5 cumulative GPA may hold an office in a student club. The Student Government Association (SGA) requires a 2.5 cumulative GPA for all officers and representatives and candidates must be in good standing with the College.

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. 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.

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 Vice President for Instructional Support. 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.

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.

Mr. T. Greg Cooper, 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) in order to be considered for this financial assistance.

No person shall be excluded from the selection process on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

For a complete listing of the Foundation scholarships available for Coastal students, please visit 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, college and career readiness, 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, College and Career Readiness, Center for Business and Industry Development, Human Services, and Community Service.

Eligibility

To enroll in courses offered in the continuing education program, a student must be sixteen (16) years of age or older. However, students younger than eighteen (18) may be required to satisfy program specific prerequisites.

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

A Certificate of Completion and/or Continuing Education Credit (when applicable) will be awarded to individuals who successfully complete a course or training program in occupational or academic program areas outside of the institution's curriculum programs. Course averages and attendance requirements will be outlined in the course syllabi and may deviate from the College's attendance policy for curriculum programs. Continuing Education programs leading to a national, state, or industry credential must follow academic and regulatory requirements set forth by the associated oversight body or credentialing agency.

REGISTRATION PROCEDURE FOR CONTINUING EDUCATION

1. IDENTIFY CLASS OR PROGRAM: Applicant will need to determine the class or program in which they would like to enroll to determine availability and dates of offering.
2. DETERMINE PAYMENT METHOD FOR CLASS OR PROGRAM: Applicants will need to determine method of payment prior to registration as it is required at time of registration. The College

provides a number of financial assistance programs, ensuring educational opportunities for individual students. Grants, scholarships, and employment opportunities are included but CE does not accept FAFSA for their classes or programs. Start your process by identifying the most appropriate option(s) below:

If applicant would like to apply/use funding through HRD/WIOA they will need to visit their office in CE 109 to speak to them about potential scholarship or grant funding.
If student would like to apply/use VA funding, they will need to contact the VA Office at 910-938-6380 or veterans@coastalcarolina.edu to determine eligibility.
If applicant is using MYCAA, they will need to contact Karyn Honigford at 910-938-6209 for more information on how to apply/use that funding.
If an organization is sponsoring the applicant, a request for billing form will need to be provided at the time of registration.
If the applicant is eligible for a fee waiver due to an approved affiliation with an authorized volunteer, municipal, county, state organization, or military, a request for fee exemption status form must be filled out and turned in with their registration form.

3. .SUBMIT REGISTRATION FORM FOR CLASS OR PROGRAM: Registration Forms can be accessed online at www.coastalcarolina.edu/academics/con-ed/ or in person at the Continuing Education office. Applicant will need to complete and provide the registration form, and any prerequisite course requirements, if applicable, to the Continuing Education office. All required documentation is due at the time of registration.
4. MAKE PAYMENT FOR CLASS OR PROGRAM: Once registration and prerequisites are received by Continuing Education, if the applicant is a self-pay applicant, they will need to make payment for the course to guarantee their seat in the course. Accepted forms of payment are cash, credit cards and personal checks with proper IDs. If an applicant will be utilizing financial assistance they must provide confirmation that they have been awarded aid at time of registration.

Special Admission Requirements

Participants seeking enrollment into a program that leads to licensure or certification and has additional third party oversight requirements must also provide verification that those requirements have been met prior to registration.

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. Proper disciplinary records may be considered when students seek to register for Continuing Education classes.

If a student has any type of registration hold on their account (Financial Aide, Business Office, etc.) it will need to be rectified before they are able to register for any Continuing Education classes.

Any changes with the course you have registered for will be communicated by a phone call and/or email.

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 or rescue personnel, to include those whose duty station is located aboard a NC military installation. Eligibility for fee waivers is based on affiliation with an authorized volunteer, municipal, county, state organization, or military. All courses must support the organizations' training needs.

VA APPROVED PROGRAMS

BASIC LAW ENFORCEMENT TRAINING

	Total Course Hours		
	Class	Lab	Clinical
LET 3110 Basic Law Enforcement BLET	**914**	**0**	**0**

Prerequisite(s): None
Corequisite(s): None
This certification-related course is designed to equip the student with the basic skills, knowledge and ability to function as an inexperienced law enforcement officer in the State of North Carolina. This class is a pre-requisite for law enforcement officer certification in this state. The minimum number of required hours per block of instruction in this course are set by the NC Criminal Justice Education and Training Standards Commission. Contact the NC Department of Justice for course standards.

Total Hours: 768

EMERGENCY MEDICAL TECHNICIAN

	Total Course Hours		
	Class	Lab	Clinical
EMS 4200 Emergency Medical Technician Initial	**240**	**0**	**48**

Prerequisite(s): None
Corequisite(s): None
This Emergency Medical Services (EMS) credential-related course must adhere to the most current guidelines established by the NC Office of Emergency Medical Services (OEMS) as applicable to this initial Emergency Medical Technician (EMT) course. This may include, but not be limited to, OEMS Education Institution approval, program director and instructor standards, classroom and distance education course approval, admissions requirements, course content, equipment standards, clinical and/or field requirements, and skills documentation. OEMS guidelines align with the rules of the NC Medical Care Commission and standards of the National Highway Traffic Safety Administration. For details, contact the Education and Credentialing Office of the NC Office of Emergency Medical Services, NC Department of Health and Human Services. Successful completion of this course allows the opportunity to take the North Carolina EMT exam and the National Registry of EMT exam.

MANICURIST

	Total Course Hours		
	Class	Lab	Clinical
COS 3101 Manicurist	**146**	**184**	**0**

Prerequisite(s): None
Corequisite(s): None
This comprehensive course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails) and pedicuring. The course content includes nail anatomy, disorders of nails, and irregularities of nails; theory and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage. Manicurist students must complete 300 hours in an approved beauty school or college before applying to the State Board of Cosmetic Arts for examination. Students enrolled only in manicuring shall only perform services directly relating to the prescribed course in manicuring. Please note, this is a comprehensive course to provide training for those persons interested in becoming registered manicurists only and not desiring to become licensed cosmetologists. Successful completion of this course allows the opportunity to take the NC Manicurist state exam to become a professional Manicurist.

Total Hours: 330

MEDICAL CODING

	Total Course Hours		
	Class	Lab	Clinical
NUR 3235 Medical Terminology	**96**	**0**	**0**

Prerequisite(s): None
Corequisite(s): None
This course is an introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization. Program content covers the basic human anatomy and physiology for all systems, laboratory medicine, pharmacology, elements of medical terms and names of major diseases, including terms used in physical exams, operative procedures and diagnosis.

	Total Course Hours		
	Class	Lab	Clinical
MED 3300 Medical Assisting	**318**	**0**	**0**

Prerequisite(s): None
Corequisite(s): None
This course provides skills training in three competency areas related to job performance for medical assistants: administrative office, laboratory, and clinical. Coursework includes instruction in scheduling appointments, insurance coding and billing, medical transcription, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, and ethical/legal issues associated with patient care. Upon completion, students will have the knowledge base to apply for national certification as a Medical Assistant.

Total Hours: 414

NURSE AID

	Total Course Hours		
	Class	Lab	Clinical
NUR 3240 Nurse Aid I	**46**	**59**	**36**

Prerequisite(s): None
Corequisite(s): None
This course is designed to prepare graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis on aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure and function and related common disease/disorders, communication and documentation, death and dying, and roles of the nursing assistant and health team members. A skill/competency evaluation is required. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the N.C. Division of Facility Services.

Total Hours: 141

POWERLINE TECHNICIAN

	Total Course Hours		
	Class	Lab	Clinical
ELS 3018 01 Electrical Lineworker (Powerline Tech I)	**280**	**0**	**0**

Prerequisite(s): None
Corequisite(s): None
This course prepares individuals to work as linemen in the preparation and repair of electrical utility service. Course topics include basic elements of electricity, overhead pole and electrical line construction, safety codes and applications, electric power system, transformer and meter installations, and exploration of underground electrical distribution. Upon completion, individuals will possess the necessary skills for employment in various electrical utility industries. Course content to align with learning outcomes defined by the Carolinas Energy Workforce Consortium.

	Total Course Hours		
	Class	Lab	Clinical
ELS 3018 01 Electrical Lineworker (Powerline Tech II)	**248**	**0**	**0**

Prerequisite(s): None
Corequisite(s): None
This course prepares individuals to work as linemen in the preparation and repair of electrical utility service. Course topics include basic elements of electricity, overhead pole and electrical line construction, safety codes and applications, electric power system, transformer and meter installations, and exploration of underground electrical distribution. Upon completion, individuals will possess the necessary skills for employment in various electrical utility industries. Course content to align with learning outcomes defined by the Carolinas Energy Workforce Consortium.

Total Hours: 528

TRUCK DRIVER TRAINING (CDL)

	Total Course Hours		
	Class	Lab	Clinical
TRA 3607 Truck Driver Training	**280**	**0**	**0**

Prerequisite(s): None
Corequisite(s): None
This course is designed to teach students to drive tractor-trailers and trucks. The program will prepare the prospective driver to understand safety, driver responsibility, and also the laws and regulations governing the motor carrier industry.

Total Hours: 280

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 lifelong 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 retraining 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 Lean 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 the college's programs.

Computer

The Division of Continuing Education Computer Training bridges the digital divide by offering computer training opportunities to all members of the community. Certificate programs consist of multiple courses with the focus of providing proficiency in the subject area. Software application classes provide concentrated training aimed at introducing selected topics to participants. Coastal recognizes the importance of computers and technology in today's workplace. 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 CompTIA (A+, Security+ and Network+), Microsoft Office Specialist (MOS), Commercial Drone Pilot, Cisco (CCNA), and Project Management Professional (PMP).

Education Related

Coastal's 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. The College offers a wide range of classes to include various computer technology classes. The College also offers instructor skill development and advanced digital design courses specifically designed to meet the in-service training requirements of Marine Corps formal school personnel. Among those topics addressed within the course are characteristics of the adult learner, student diversity, instructional planning and design, presentation techniques, teaching to facilitate learning, and instructor effectiveness.

Health

Courses are scheduled to help fill employment needs of health agencies in the community. Online and traditional seated classes are offered in a wide array of medical office subjects such as nursing assistant, phlebotomy, pharmacy technician, medical coding, medical billing, massage therapy, medical administrative assistant, CVT/Monitor technician, home care nurse aide, medication aide, central sterile supply technician, dental office administrative assistant, and direct care worker. 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. For the hospitality and food service industry, the national certification program ServSafe is 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

Career and volunteer fire and rescue personnel are provided with the opportunity to gain technical knowledge and skills needed for the effective performance of their duties. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during practical exercises. Training sessions may be held on the College campus or at local fire

departments where in-service classes are provided throughout the county. A variety of rescue programs are provided so fire and rescue personnel are trained in the most current technical rescue skills.

The Fire Academy is offered in part-time evening/weekend and full-time weekday schedules. Candidates who complete the Academy successfully are eligible to receive a North Carolina Firefighter Certification from the NC Office of State Fire Marshal. This certification is IFSAC accredited, meaning it may be accepted through reciprocity in other states.

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.

Skills and Trades Training

Skills and Trades training is offered in a wide variety of areas such as building construction, veterinary science, marine technologies, environmental science, maintenance and repair, powerline technician (VA Approved), transportation, truck driver training (VA Approved), 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.

COLLEGE AND CAREER READINESS PROGRAM

The College and Career Readiness (CCR) Program is committed to providing opportunities for adult learners to improve academic and workplace skills. Through innovative, contextualized instruction and student supports, students can meet their educational and career goals.

Minors (ages 16 or 17) may enroll with a completed “Petition for the Admission of a Minor Applicant.”

High School Equivalency Preparation (HSE)

HSE is designed for students seeking a high school equivalency diploma. HSE provides instruction in reading, writing, math, science and social studies, with a focus on employability skills and college readiness.

Coastal offers two HSE options, the GED and the HISET exam. Upon successfully completing one of these exams, students receive a North Carolina High School Equivalency diploma.

Adult High School Diploma (AHS)

Adult High School Diploma (AHS) is an additional approach to secondary education that provides an opportunity for student to complete the AHS credits required by the State of North Carolina. The AHS Program is a cooperative effort between Coastal Carolina Community College and Onslow County Schools, providing tuition-waived classes in a lab setting, through distance learning, and seated options.

Students enrolled in the Adult High School program cannot need more than six (6) credits to graduate based on the Onslow County Schools standards. Students interested in the AHS program must submit an official, sealed copy of their transcript to the AHS Coordinator for evaluation.

English Language Acquisition (ELA)

ELA courses are for English language learners who want to develop their English skills in order to continue their education. Students build college and career readiness skills, including technology, civics and workplace skills through reading, writing, listening and speaking experiences.

Career and Life Skills

Career and Life Skills courses are designed for adult students with diverse abilities who need continued support in functional academics and workforce preparation. The program is ideal for students who graduated highs school with and Occupational Course of Study diploma or a Certificate of Completion and want to achieve a higher level of independence by focusing on the academic, vocational, and life skills needed to fulfill their goals. Classes offer instruction in Work Readiness, Reading, Writing, Math, and Technology. Courses help prepare students to take their next step toward meaningful employment.

Digital Literacy

Digital Literacy classes are designed to provide students with the essential technology skills they will need in order to continue their education or begin a new career path. Computer Basics is designed to target fundamental skills such as using a keyboard and mouse, conducting internet searches, and utilizing e-mail. Computer Applications builds on these skills with instruction in word processing, spreadsheets and multimedia presentation software.

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 room 109 of the Kenneth B. Hurst Continuing Education Building. Classes are offered covering a variety of employability skill topics such as resume writing, goal setting and networking. These classes are offered free to those who qualify. 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.

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, crafts, cooking, upholstering, sewing, motorcycle safety, defensive driving, and wellness. 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.

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CURRICULUM PROGRAMS OF STUDY

Coastal Carolina Community College awards associate degrees in arts, fine arts, engineering, sciences, and general education 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 advisor/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.

DESIGNED FOR TRANSFER TO A FOUR-YEAR COLLEGE PROGRAM

ASSOCIATE IN ARTS DEGREE — A10100

ASSOCIATE IN ARTS IN TEACHER PREPARATION DEGREE — A1010T

ASSOCIATE IN SCIENCE DEGREE — A10400

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION DEGREE — A1040T

ASSOCIATE IN ENGINEERING DEGREE — A10500

ASSOCIATE IN FINE ARTS DEGREE IN MUSIC — A10700

ASSOCIATE IN FINE ARTS DEGREE IN THEATRE — A10800

ASSOCIATE IN FINE ARTS DEGREE IN VISUAL ARTS — A10600

ASSOCIATE IN GENERAL EDUCATION NURSING — A1030N

ASSOCIATE IN APPLIED SCIENCE DEGREES
DESIGNED FOR ENTRANCE INTO THE WORKFORCE

A25800	Accounting and Finance
A35100	Air Conditioning, Heating, and Refrigeration Technology*
A40100	Architectural Technology*
A45110	Associate Degree Nursing*
A45110T	Associate Degree Nursing Transition*
A25120	Business Administration/ Entrepreneurship/ Concentration
A55180	Criminal Justice Technology
A5518C	Criminal Justice Technology-Forensic Science
A55150	Culinary Arts*
A45260	Dental Hygiene*
A55220C	Early Childhood Education-Career Track
A55220T	Early Childhood Education-Transfer Track
A40200	Electronics Engineering Technology*
A55460	Emergency Management
A45340	Emergency Medical Science*
A45340B	Emergency Medical Science-Bridging*
A55240	Fire Protection Technology
A45630	Health and Fitness Science
A25110	Hospitality Management
A25590I	Information Technology-Information Systems
A25590P	Information Technology-Computer Programming & Development
A25590N	Information Technology-Network Management
A25590S	Information Technology-Systems Security
A45420	Medical Laboratory Technology*
A25310	Medical Office Administration
A25370	Office Administration
A25380	Paralegal Technology
A45740	Surgical 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.*

DIPLOMAS
DESIGNED FOR ENTRANCE INTO THE WORKFORCE

D35100	Air Conditioning, Heating, & Refrigeration Technology*
D40100	Architectural Technology*
D60160	Automotive Systems Technology*
D60130	Collision Repair and Refinishing Technology*
D55140	Cosmetology*
D55150	Culinary Arts*
D45240	Dental Assisting*
D25310D	Dental Office Administration
D60460	Diesel and Heavy Equipment Technology*

D55220	Early Childhood Education	D25110	Hospitality Management
D35130	Electrical Systems Technology*	D25310	Medical Office Administration
D40200	Electronics Engineering Technology*	D25380	Paralegal Technology
D55460	Emergency Management	D45660	Practical Nursing*
D55240	Fire Protection Technology	D50420	Welding Technology*
D45630	Health and Fitness Science		

**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.*

CERTIFICATES
DESIGNED FOR ENTRANCE INTO THE WORKFORCE

C40200A	Adv. Electronics Applications*	C50420C	Certified Welder*
C40100	Arch Drafting and Design I*	C25590N	CISCO Network Administration
C40100A	Arch Drafting and Design II*	C60130F	Collision Repair Introductory*
C60160S	Automotive Systems Technology-Emissions*	C60130G	Collision Repair Intermediate*
C60160E	Automotive Systems Technology (Evening)	C60130H	Collision Repair Advanced*
C60160R	Automotive Systems Technology-Servicing*	C60130E	Collision Repair and Refinishing Technology*
C60160U	Auto Systems Technology-Undercar*	C50420B	Combination Welder*
C40200	Basic Electronics*	C35100E	Comfort Cooling*
C55120	Basic Law Enforcement Training*	C35130A	Commercial Electrical Systems*
C35100B	Basic Refrigeration*	C40200C	Computer Technology*
C25800B	Bookkeeper/Payroll	C25380B	Corporate Law Legal Assistant

C55160	Cosmetology Instructor*
C25370A	Customer Service
C60460M	Diesel Maintenance
C60460T	Diesel Technician
C40100B	Digital Design*
C55220A	Early Childhood Admin
C55220	Early Childhood Education
C55460A	EM: Administration
C55460M	EM: Mitigation and Preparedness
C55460R	EM: Response and Recovery
C25800F	Finance
C55240A	Fire Investigator
C55240D	Fire Supervisor
C45630	Health and Fitness Science
C35100C	Heating & Cooling Systems*
C60460C	Heavy Duty Truck Systems*
C25110F	Hospitality Food and Beverage Specialist
C25110	Hospitality Specialist
C25110A	Hospitality Supervisor I
C35100D	HVAC Designs and Installation*
C55240B	Incident Command
C25800T	Income Tax Preparer
C35130B	Industrial Electrical Systems Tech*
C25590I	Information Systems
C25380L	Litigation Legal Assistant
C25380S	Legal Secretary
C25120M	Marketing and Customer Service
C25310C	Medical Document Specialist
C25310B	Medical Insurance and Coding
C25370	Office Software
C55150A	Professional Culinarian I*
C55150B	Professional Culinarian II*
C55150D	Professional Chef*
C55150C	Professional Sous-Chef*
C25380R	Real Property Legal Assistant
C35130	Residential Electrical Systems*
C35100R	Residential Technician*
C50420A	Structural Welder*
C25590S	Systems Security

**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 ARTS IN TEACHER PREPARATION (A.A.T.P.), ASSOCIATE IN SCIENCE (A.S.), ASSOCIATE IN ENGINEERING (A.E.), ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (A.S.T.P.), ASSOCIATE IN FINE ARTS (A.F.A.), AND ASSOCIATE IN GENERAL EDUCATION NURSING (A.G.E.)

Associate degrees are offered in the arts (A.A.), teacher preparation (A.A.T.P) sciences (A.S.), engineering, (A.E.), teacher preparation (A.S.T.P.) fine arts (A.F.A.), and general education nursing (A.G.E.) for students who aspire to transfer to a four-year college or university. The 60/61 semester hours credit for an A.A., A.E., A.F.A in Theatre, A.F.A in Visual Arts, an A.F.A in Music, A.G.E, or A.S. 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 Engineering Degree is for students desiring to pursue a baccalaureate degree in engineering.

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 Engineering degree is for students desiring to pursue a

baccalaureate degree in engineering. The Associate in Engineering Degree is part of the Uniform Articulation Agreement between the University of North Carolina Baccalaureate Engineering Programs and the North Carolina Community College System. This agreement ensures that a student who completes the Associate in Engineering Degree with a GPA of at least 2.5 and a grade of "C" or better in the required courses will have fulfilled the entrance requirements at all of the North Carolina public Bachelor of Science in Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. However, because engineering program admissions are competitive, no student is guaranteed admission to an engineering program.

The Associate in Fine Arts Degree is for students desiring to pursue studies in Music, Theatre, or Visual Arts. 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.

The Associate in General Education-Nursing Degree is for students desiring to pursue studies in Nursing or other health occupational fields. Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an Associate in General Education-Nursing 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. Nursing program admissions is competitive; no student is guaranteed admission to a nursing or other health occupational programs.

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; and 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)

COMMUNICATIONS & HUMANITIES/FINE ARTS (9 SHC)

Three courses from at least two different 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 120	Intro Interpersonal Com (3 SHC)
COM 231	Public Speaking (3 SHC)
DRA 111	Theatre Appreciation (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British 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 are 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)

Select one course from the following.

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

NATURAL SCIENCE (4 SHC)

Select one course from the following.

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

ADDITIONAL GENERAL EDUCATION HOURS (13 – 14 SHC)

- The following course is required. (3 SHC)
  CIS 110 Introduction to Computers

An additional 10 – 11 SHC should be selected from the UGETC courses listed above or the list below, based on the student's intended major and transfer university.

BIO 111, 112, 120, 130, 140, 140A
CHM 131, 131A, 152
CIS 115
COM 110, 140
DRA 112, 211, 212
ENG 261, 262
FRE 111, 112, 211, 212
GEL 113, 230
GEO 111, 112, 130
HUM 110, 115, 130
MAT 172, 263, 271, 272, 273
MUS 210
PHI 210, 230
PHY 151, 152, 251, 252
POL 210, 220
PSY 239, 241, 281
REL 110, 211, 212
SOC 213, 220, 225, 240
SPA 111, 112, 211, 212

OTHER REQUIRED HOURS (15 – 16 SHC)

- The following courses are required. (2 – 4 SHC)
  ACA 122 College Transfer Success (1 SHC)
  HEA 110 Personal Health & Wellness (3 SHC) ***or***
  PED 110 Fit and Well for Life (2 SHC) ***or***
  PED 111 Physical Fitness I (1 SHC)
- An additional 11 – 14 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, 214, 231, 232, 240, 241, 244, 245, 246, 264, 265, 271, 281, 282, 283, 284
  BIO 155, 163, 168, 169, 175, 243, 275

BUS 110, 115, 137
CHM 130, 130A, 251, 252
CJC 111, 121, 141, 212
COM 251
CSC 134, 139, 151, 239
CTS 115
DFT 170
DRA 120, 130, 131, 132, 135, 140, 141, 145, 170, 171, 260
EDU 131, 144, 145, 216, 221
EGR 150, 220, 225
ENG 125, 126, 273
HEA 112, 120
HIS 145, 162, 167, 221, 231, 236
MAT 280, 285
MUS 111, 121, 122, 125, 126, 131, 132, 133, 134, 135, 136, 137, 138, 141, 142, 151, 152, 161, 162, 221, 222, 225, 226, 231, 232, 233, 234, 235, 236, 237, 238, 241, 242, 260, 261, 262
PED 113, 115, 117, 118, 119, 120, 121, 122, 123, 130, 131, 143, 210, 217, 218
POL 130, 250
PSY 230, 243, 263, 271

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 ARTS DEGREE TEACHER PREPARATION (A1010T)

The Associate in Arts in Teacher Preparation 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 education

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; and natural science and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (28-29 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)

COMMUNICATIONS & HUMANITIES/FINE ARTS (9 SHC)

Three courses from at least two different 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 120	Intro Interpersonal Com (3 SHC)
COM 231	Public Speaking (3 SHC)
DRA 111	Theatre Appreciation (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British 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 (3 – 4 SHC)

Select one course from the following.

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

NATURAL SCIENCE (4 SHC)

Select one course from the following.

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

ADDITIONAL GENERAL EDUCATION HOURS (17 – 18 SHC)

- The following courses are required. (6 SHC)

CIS 110 Introduction to Computers (3 SHC)
SOC 225 Social Diversity (3 SHC)

An additional 11 – 12 SHC should be selected from the UGETC courses listed above or the list below, based on the student's intended major and transfer university.

BIO 111, 112, 120, 130, 140, 140A
CHM 131, 131A, 152
CIS 115
COM 110, 140
DRA 112, 211, 212
ENG 261, 262
FRE 111, 112, 211, 212
GEL 113, 230
GEO 111, 112, 130
HUM 110, 115, 130
MAT 172, 263, 271 272, 273
MUS 210
PHI 210, 230
PHY 151, 152, 251, 252
POL 210, 220
PSY 239, 241, 281
REL 110, 211, 212
SOC 213, 220, 240
SPA 111, 112, 211, 212

OTHER REQUIRED HOURS (15 SHC)

- The following courses are required.

ACA 122 College Transfer Success (1 SHC)
EDU 187* Teaching and Learning for All (4 SHC)
EDU 216 Foundations of Education (3 SHC)
EDU 250 Teacher Licensure Preparation (3 SHC)
EDU 279 Literacy Development and Instruction (4 SHC)

*Students who have completed Teacher Cadet or Teaching as a Profession Courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

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; and 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)

COMMUNICATIONS & 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 120	Intro Interpersonal Com (3 SHC)
COM 231	Public Speaking (3 SHC)
DRA 111	Theatre Appreciation (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British 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)

Two courses are required.

MAT 171 Precalculus Algebra (4 SHC)
MAT 172 Precalculus Trigonometry (4 SHC)
MAT 263 Brief Calculus (4 SHC)
MAT 271 Calculus I (4 SHC)
MAT 272 Calculus II (4 SHC)

NATURAL SCIENCE (8 SHC)

Select from the following:

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, PHY 151 & PHY 251, or PHY 152 & PHY 252.

ADDITIONAL GENERAL EDUCATION HOURS (11 SHC)

- One of the following courses is required (3 SHC).
  CIS 110 Introduction to Computers (3 SHC) ***or***
  CIS 115 Intro to Prog & Logic (3 SHC)
- An additional 8 SHC should be selected from the UGETC courses listed above or the list below, based on student's intended major and transfer university.

BIO 120, 130, 140, 140A
CHM 131, 131A
COM 110, 140
DRA 112, 211, 212
ENG 261, 262
FRE 111, 112, 211, 212
GEL 113, 230
GEO 111, 112, 130
HUM 110, 115, 130
MAT 143, 152, 273
MUS 210
PHI 210, 230
POL 210, 220
PSY 239, 241, 281
REL 110, 211, 212
SOC 213, 220, 225, 240
SPA 111, 112, 211, 212

OTHER REQUIRED HOURS (15 – 16 SHC)

- The following courses are required. (2 – 4 SHC)
  ACA 122 College Transfer Success (1 SHC)
  HEA 110 Personal Health/Wellness (3 SHC) ***or***
  PED 110 Fit and Well for Life (2 SHC) ***or***
  PED 111 Physical Fitness I (1 SHC)

- An additional 11 – 14 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, 214, 231, 232, 240, 241, 244, 245, 246, 264, 265, 271, 281, 282, 283, 284
  BIO 155, 163, 168, 169, 175, 243, 275
  BUS 110, 115 137
  CHM 130, 130A, 251, 252
  CJC 111, 121, 141, 212
  COM 251
  CSC 134, 139, 151 239
  CTS 115
  DRA 120, 130, 131, 132, 135, 140, 141, 145, 170, 171, 260
  DFT 170
  EDU 131, 144, 145, 216, 221
  EGR 150, 220, 225
  ENG 125, 126, 273
  HEA 112, 120
  HIS 145, 162, 167, 221, 231, 236
  MAT 280, 285
  MUS 111, 121, 122, 125, 126, 131, 132, 133, 134, 135, 136, 137, 138, 141, 142, 151, 152, 161, 162, 221, 222, 225, 226, 231, 232, 233, 234, 235, 236, 237, 238, 241, 242, 261, 262
  PED 113, 115, 117, 118, 119, 120, 121, 122, 123, 130, 131, 143, 210, 217, 218
  POL 130, 250
  PSY 230, 243, 263, 271

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 TEACHER PREPARATION (A1040T)

The Associate in Science Teacher Preparation 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 education.

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; and natural science and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (31 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)

COMMUNICATIONS & 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 120	Intro Interpersonal Com (3 SHC)
COM 231	Public Speaking (3 SHC)
DRA 111	Theatre Appreciation (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British Literature II (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 (3 SHC)

Select one course from the following:

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)

Select two courses from the following:

MAT 171 Precalculus Algebra (4 SHC)
MAT 172 Precalculus Trigonometry (4 SHC)
MAT 263 Brief Calculus (4 SHC)
MAT 271 Calculus I (4 SHC)
MAT 272 Calculus II (4 SHC)

NATURAL SCIENCE (8 SHC)

Select from the following:

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, PHY 151 & PHY 251, and PHY 152, & PHY 252

ADDITIONAL GENERAL EDUCATION HOURS (14 – 15 SHC)

- The following courses are required (6 SHC)
  CIS 110 Introduction to Computers (3 SHC) ***or***
  CIS 115 Intro to Prog & Logic (3 SHC)
  SOC 225 Social Diversity (3 SHC)
- An additional 8-9 SHC should be selected from the UGETC courses listed above or the list below, based on student's intended major and transfer university.

BIO 120, 130, 140, 140A
CHM 131, 131A
COM 110, 140
DRA 112, 211, 212
ENG, 261, 262
FRE 111, 112, 211, 212
GEL 113, 230
GEO 111, 112, 130
HUM 110, 115, 130
MAT 143, 152, 273
MUS 210
PHI 210, 230
POL 210, 220
PSY 239, 241, 281
REL 110, 211, 212
SOC 213, 220, 240
SPA 111, 112, 211, 212

OTHER REQUIRED HOURS (15 SHC)

- The following courses are required.
  ACA 122 College Transfer Success (1 SHC)
  EDU 187* Teaching and Learning for All (4 SHC)
  EDU 216 Foundations of Education (3 SHC)

EDU 250	Teacher Licensure Preparation (3 SHC)
EDU 279	Literacy Development and Instruction (4 SHC)

*Students who have completed Teacher Cadet or Teaching as a Profession Courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.

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 ENGINEERING DEGREE (A10500)

The Associate in Engineering 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 engineering.

General Education Core (45-46 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) (38 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)

Select one course from each category.

- **Humanities:** *Choose One*

ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British Literature II (3 SHC)
PHI 215	Philosophical Issues (3 SHC)
PHI 240	Introduction to Ethics (3 SHC)

- **Fine Arts and Communication:** *Choose One*

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)
MUS 110	Music Appreciation (3 SHC)
MUS 112	Introduction to Jazz (3 SHC)

SOCIAL/BEHAVIORAL SCIENCES (6 SHC)

Two courses from two discipline areas required.

- The following course is required.

ECO 251	Principles of Microeconomics (3 SHC)

- Select one additional course from the following:

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 (12 SHC)

Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.

MAT 271 Calculus I (4 SHC)
MAT 272 Calculus II (4 SHC)
MAT 273 Calculus III (4 SHC)*

**MAT 273 is not classified as a UGETC course*

NATURAL SCIENCE (12 SHC)

- The following courses are required.

CHM 151 General Chemistry I (4 SHC)
PHY 251 General Physics I (4 SHC)
PHY 252 General Physics II (4 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (3-4 SHC)

One course from the following is required.

BIO 111 General Biology I (4 SHC)
CHM 152 General Chemistry II (4 SHC)
COM 110 Introduction to Communication (3 SHC)
COM 231 Public Speaking (3 SHC)
ECO 252 Principles of Macroeconomics (3 SHC)
HUM 110 Technology and Society (3 SHC)
GEL 111 Geology (4 SHC)
PHI 240 Introduction to Ethics (3 SHC)

OTHER REQUIRED HOURS (14-15 SHC)

- The following courses are required. (3 SHC)

ACA 122 College Transfer Success (1 SHC)
EGR 150 Introduction to Engineering (2 SHC)

- An additional 11-12 SHC from the following courses are required.

BIO 111 General Biology I (4 SHC)
CHM 152 General Chemistry II (4 SHC)
CHM 251 Organic Chemistry I (4 SHC)
CHM 252 Organic Chemistry II (4 SHC)
COM 110 Introduction to Communication (3 SHC)
COM 231 Public Speaking (3 SHC)
CSC 134 C++ Programming (3 SHC)
CSC 151 JAVA Programming (3 SHC)
DFT 170 Engineering Graphics (2 SHC)
ECO 252 Principles of Macroeconomics (3 SHC)
EGR 220 Engineering Statics (3 SHC)
EGR 225 Engineering Dynamics (3 SHC)

GEL 111	Geology (4 SHC)
HUM 110	Technology and Society (3 SHC)
MAT 280	Linear Algebra (3 SHC)
MAT 285	Differential Equations (3 SHC)
PED 110	Fitness and Wellness for Life (2 SHC)

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 IN MUSIC (A10700)

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of a minimum of 60 – 61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

General Education Core (25 – 26 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.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (22 – 23 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)

COMMUNICATIONS & HUMANITIES/FINE ARTS (3 SHC)
One course from the following discipline area is required.

ART 111	Art Appreciation (3 SHC)
ART 114	Art History Survey I (3 SHC)
ART 115	Art History Survey II (3 SHC)
COM 120	Intro Interpersonal Com (3 SHC)
COM 231	Public Speaking (3 SHC)
DRA 111	Theatre Appreciation (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British 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.

- 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)

- One course is required.

MAT 143 Quantitative Literacy (3 SHC)
MAT 171 Precalculus Algebra (4 SHC)

NATURAL SCIENCES (4 SHC)

- One course must be selected from the following.

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

ADDITIONAL GENERAL EDUCATION HOURS (3 SHC)

- One course must be selected 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)
ENG 241 British Literature I (3 SHC)
ENG 242 British Literature II (3 SHC)
FRE 111 Elementary French I (3 SHC)
FRE 112 Elementary French II (3 SHC)
FRE 211 Intermediate French I (3 SHC)
FRE 212 Intermediate French 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)
SPA 111 Elementary Spanish I (3 SHC)
SPA 112 Elementary Spanish II (3 SHC)
SPA 211 Intermediate Spanish I (3 SHC)
SPA 212 Intermediate Spanish II (3 SHC)

OTHER REQUIRED HOURS (34 – 36 SHC)

- **Academic Transition:** *The following course is required (1 SHC):*

ACA 122 College Transfer Success (1 SHC)

- **Music Theory:** *The following courses are required (8 SHC):*

MUS 121 Music Theory I (3 SHC)
MUS 122 Music Theory II 3 SHC)
MUS 125 Aural Skills I (1 SHC)
MUS 126 Aural Skills II (1 SHC)

- **Applied Music:** *The following courses are required (4 SHC):*
  MUS 161 Applied Music I (2 SHC)
  MUS 162 Applied Music II (2 SHC)
- **Class Music:** *The following courses are required (2 SHC):*
  MUS 151 Class Music I (1 SHC)
  MUS 152 Class Music II (1 SHC)
- **Ensemble:** *Two to four courses (1 SHC each) must be selected from the following: (2 – 4 SHC)*

MUS 131	Chorus I	MUS 231	Chorus III
MUS 132	Chorus II	MUS 232	Chorus IV
MUS 133	Band I	MUS 233	Band III
MUS 134	Band II	MUS 234	Band IV
MUS 135	Jazz Ensemble I	MUS 235	Jazz Ensemble III
MUS 136	Jazz Ensemble II	MUS 236	Jazz Ensemble IV
MUS 137	Orchestra I	MUS 237	Orchestra III
MUS 138	Orchestra II	MUS 238	Orchestra IV
MUS 141	Ensemble I	MUS 241	Ensemble III
MUS 142	Ensemble II	MUS 242	Ensemble IV

- Additional 15 – 19 SHC: Students should select these courses after consulting with a Music faculty member and their receiving transfer institution. The additional courses may come from the courses listed below or from other UGETC, general education, or elective courses that meet the needs of the student and transfer institution.
  MUS 221 Music Theory III (3 SHC)
  MUS 222 Music Theory IV (3 SHC)
  MUS 225 Aural Skills III (1 SHC)
  MUS 226 Aural Skills IV (1 SHC)
  MUS 260 Introduction to Music Education (2 SHC)
  MUS 261 Applied Music III (2 SHC)
  MUS 262 Applied Music IV (2 SHC)

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 IN THEATRE (A10800)

The Associate in Fine Arts in Theatre degree shall be granted for a planned program of study consisting of a minimum of 60 – 61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

General Education Core (31 – 32 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.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (60 – 61 SHC)*

All Universal General Education Transfer Component courses will transfer for equivalency credit.

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)

COMMUNICATIONS & HUMANITIES/FINE ARTS (9 SHC)
*Three 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 120	Intro Interpersonal Com (3 SHC)
COM 231	Public Speaking (3 SHC)
DRA 111	Theatre Appreciation (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British 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 are required.*

- One course must be a history course.

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)
ECO 251	Principles of Microeconomics (3 SHC)

ECO 252 Principles of Macroeconomics (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)

- One course is required.

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

NATURAL SCIENCES (4 SHC)

- One course (4 SHC) must be selected from the following.

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

OTHER REQUIRED HOURS (28-30 SHC)

Academic Transition (1 SHC)

- The following course is required

ACA 122 College Transfer Success (1 SHC)

Theatre

- The following courses are required.

DRA 211 Theatre History I (3 SHC)
DRA 212 Theatre History II (3 SHC)

Choose one track

- *Acting Track (9 SHC)*

DRA 130 Acting I (3 SHC)
DRA 135 Acting for the Camera I (3 SHC)
DRA 170 Play Production I (3 SHC)

- *Technical Track (9 SHC)*

DRA 140 Stagecraft I (3 SHC)
DRA 141 Stagecraft II (3 SHC)
DRA 170 Play Production I (3 SHC)

- *Additional 12 – 14 SHC:* Students should select these courses after consulting with a Drama faculty member and their receiving transfer institution. The additional courses may come from the courses listed below or from other UGETC, general education, or elective courses that meet the needs of the student and transfer institution.
- The following courses are recommended.

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 132	Stage Movement (3 SHC)
DRA 171	Play Production II (3 SHC)
DRA 260	Directing (3 SHC)

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 IN VISUAL ARTS (A10600)

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 – 61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

General Education Core (25 – 26 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.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (60 – 61 SHC)*

All Universal General Education Transfer Component courses will transfer for equivalency credit

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)

COMMUNICATIONS & HUMANITIES/FINE ARTS (6 SHC)

Two courses from two discipline areas are required.

ART 111	Art Appreciation (3 SHC)
COM 120	Intro Interpersonal Com (3 SHC)
COM 231	Public Speaking (3 SHC)
DRA 111	Theatre Appreciation (3 SHC)
ENG 231	American Literature I (3 SHC)
ENG 232	American Literature II (3 SHC)
ENG 241	British Literature I (3 SHC)
ENG 242	British 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.

- One course must be a history course.

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)

- One additional course from the following is required.

ECO 251	Principles of Microeconomics (3 SHC)
ECO 252	Principles of Macroeconomics (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)

- One course is required.

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

NATURAL SCIENCES (4 SHC)

- One course (4 SHC) must be selected from the following.

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

OTHER REQUIRED HOURS (35 – 36 SHC)

Academic Transition (1 SHC)

- The following course is required:

ACA 122 College Transfer Success (1 SHC)

Non-Studio Art Courses:

- The following courses are required:

ART 114 Art History I (3 SHC)
ART 115 Art History II (3 SHC)

Studio Art Courses:

- The following courses are required:

ART 121 Two-Dimensional Design (3 SHC)
ART 122 Three-Dimensional Design (3 SHC)
ART 131 Drawing 1 (3 SHC)

Studio Art Courses:

- Three courses (3 SHC each) are required from the list below. (9 SHC)
  ART 132, 135, 171, 231, 232, 240, 241, 244, 245, 246, 264, 265, 271, 281, 282, 283, 284
- *Additional 10 - 11 SHC:* Students should select these courses after consulting with an Art faculty member and their receiving transfer institution. The additional course hours may come from the Studio Art Courses above, the courses listed below, or from other UGETC, general education, or elective courses that match the needs of the student and transfer institution.
- ART 214, CIS 110, FRE 111, 112, 211, 212, HEA 110, PED 110, 111, SPA 111, 112, 211, 212

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 GENERAL EDUCATION NURSING (A1030N)

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

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

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) (52 – 54 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)

Three courses from at least two different discipline areas are required.

- One course must be a literature course.
  ENG 231 or 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)
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 (15 SHC)

The following courses are required (9 SHC).

PSY 150	General Psychology (3 SHC)
PSY 241	Developmental Psychology (3 SHC)
SOC 210	Introduction to Sociology (3 SHC)

- One course must be a history course.
  - 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)
- One course must be a sociology course.
  - SOC 213 Sociology of the Family (3 SHC)
  - SOC 240 Social Psychology (3 SHC)

MATHEMATICS (7 – 8 SHC)

The following course is required (4 SHC).

MAT 152 Statistical Methods I (4 SHC)

Select one course from the following (3 - 4).

MAT 143 Quantitative Literacy (3 SHC)
MAT 171 Precalculus Algebra (4 SHC)

NATURAL SCIENCE (16 SHC)

The following courses are required (12 SHC).

BIO 168 Anatomy and Physiology I (4 SHC)
BIO 169 Anatomy and Physiology II (4 SHC)
BIO 275 Microbiology (4 SHC)

Select one course from the following (4 SHC).

CHM 151 General Chemistry I (4 SHC)
CHM 130/130A Gen, Org,and Biochemistry/Lab (4 SHC)

OTHER REQUIRED HOURS (8 SHC)

The following courses are required.

ACA 122 College Transfer Success (1 SHC)
BIO 111 General Biology I (4 SHC)
CIS 110 Introduction to Computers (3 SHC)

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 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 AND FINANCE

CURRICULUM DESCRIPTION

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

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

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

ASSOCIATE IN APPLIED SCIENCE (A25800)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
ACC 120	Principles of Financial Accounting	3	2	4
ACC 129	Individual Income Taxes	2	2	3
CIS 110	Introduction to Computers	2	2	3
ENG 111	Writing and Inquiry	3	0	3
		10-11	6-8	14
SPRING SEMESTER (1st Year)				
ACC 121	Principles of Managerial Accting	3	2	4
ACC 130	Business Income Taxes	2	2	3
ACC 140	Payroll Accounting	1	3	2
ACC 150	Accounting Software Applications	1	3	2
ACC 180	Practices in Bookkeeping	3	0	3
		10	10	14
SUMMER SEMESTER (1st Year)				
BUS 121	Business Math	2	2	3
COM 120	Intro Interpersonal Com	3	0	3
CTS 130	Spreadsheet	2	2	3
	Approved Hum/Fine Arts Elective	3	0	3
		10	4	12

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
ACC 220	Intermediate Accounting I	3	2	4
BUS 115	Business Law I	3	0	3
BUS 125	Personal Finance	3	0	3
MAT 143	Quantitative Literacy	2	2	3
		11	4	13
SPRING SEMESTER (2nd Year)				
ACC 221	Intermediate Accounting II	3	2	4
ACC 225	Cost Accounting	3	0	3
BUS 225	Business Finance	2	2	3
BUS 270	Professional Development	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
		14	4	16
	Total Semester Hours:			**69**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
*HUM 110	Technology and Society	PHI 230	Introduction to Logic
HUM 115	Critical Thinking	*PHI 240	Introduction to Ethics

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

BOOKKEEPER/PAYROLL CERTIFICATE (C25800B)

FALL SEMESTER				
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	3	2
ACC 150	Accounting Software Applications	1	3	2
ACC 180	Practices in Bookkeeping	3	0	3
		5	6	7
	Total Semester Hours:			**14**

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

INCOME TAX PREPARER CERTIFICATE (C25800T)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
ACC 120	Principles of Financial Accounting	3	2	4
ACC 129	Individual Income Taxes	2	2	3
CIS 110	Introduction to Computers	2	2	3
		7	6	10
SPRING SEMESTER				
ACC 130	Business Income Taxes	2	2	3
ACC 150	Accounting Software Applications	1	3	2
		3	5	5
	Total Semester Hours:			**15**

Upon completion, students should be able to sit for the Enrolled Agent Exam sponsored by the Internal Revenue Service.
(https://www.irs.gov/tax-professionals/enrolled-agents/become-an-enrolled-agent)

FINANCE CERTIFICATE (C25800F)

FALL SEMESTER				
ACC 120	Principles of Financial Accounting	3	2	4
BUS 125	Personal Finance	3	0	3
CIS 110	Introduction to Computers	2	2	3
		5	4	7
SPRING SEMESTER				
BUS 225	Business Finance	2	2	3
CTS 130	Spreadsheet	2	2	3
		7	4	9
	Total Semester Hours:			**16**

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 advisor/counselor for additional information.

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

ASSOCIATE IN APPLIED SCIENCE (A35100)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(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
ISC 115	Construction Safety	2	0	2
		10	12	16
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
CIS 110	Introduction to Computers	2	2	3
		9	13	15

Hours Per Week

SUMMER SEMESTER (1st Year)		Class	Lab	Credit
AHR 112	Heating Technology	2	4	4
AHR 133	HVAC Servicing	2	6	4
		4	10	8
FALL SEMESTER (2nd Year)				
AHR 212	Advanced Comfort Systems	2	6	4
COM 120	Intro Interpersonal Com ***or***	3	0	3
COM 231	Public Speaking	(3)	(0)	(3)
ENG 111	Writing and Inquiry	3	0	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
		10	8	13
SPRING SEMESTER (2nd Year)				
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 ***or***	3	0	3
HUM 115	Critical Thinking	(3)	(0)	(3)
PSY 150	General Psychology ***or***	3	0	3
SOC 210	Introduction to Sociology	(3)	(0)	(3)
		10	6	13
	Total Semester Hours:			**65**

DIPLOMA (D35100) 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
ISC 115	Construction Safety	2	0	2
ENG 102	Applied Communications II ***or***	3	0	3
ENG 111	Writing and Inquiry	(3)	(0)	(3)
		12	12	18
SPRING 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	3
CIS 110	Introduction to Computers	2	2	3
HUM 110	Technology and Society ***or***	3	0	3
HUM 115	Critical Thinking	(3)	(0)	(3)
		12	13	18
			Hours Per Week	

SUMMER SEMESTER		Class	Lab	Credit
AHR 112	Heating Technology	2	4	4
AHR 133	HVAC Servicing	2	6	4
		4	10	8
	Total Semester Hours:			**44**

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 160	Refrigerant Certification	1	0	1
		3	6	6
SPRING SEMESTER				
AHR 111	HVACR Electricity	2	2	3
AHR 114	Heat Pump Technology	2	4	4
		4	6	7
	Total Semester Hours:			**13**

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

HEATING AND COOLING SYSTEMS CERTIFICATE (C35100C)*
Prerequisite: Successful completion of (C35100B).

FALL SEMESTER				
AHR 113	Comfort Cooling	2	4	4
AHR 235	Refrigeration Design	2	2	3
		4	6	7
SPRING SEMESTER				
AHR 130	HVAC Controls	2	2	3
		2	2	3
SUMMER SEMESTER				
AHR 112	Heating Technology	2	4	4
		2	4	4
	Total Semester Hours:			**14**

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

HVAC DESIGNS AND INSTALLATION CERTIFICATE (C35100D)*
Prerequisite: Successful completion of (C35100C).

		Hours Per Week		
SPRING SEMESTER		**Class**	**Lab**	**Credit**
AHR 114	Heat Pump Technology	2	4	4
AHR 140	All-Weather Systems	1	3	2
		3	7	6
SUMMER SEMESTER				
AHR 133	HVAC Servicing	2	6	4
		2	6	4

FALL SEMESTER

AHR 212	Advanced Comfort Systems	2	6	4
		2	6	4

SPRING SEMESTER

AHR 211	Residential System Design	2	2	3
		2	2	3
	Total Semester Hours:			**17**

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

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
ISC 115	Construction Safety	2	0	2
		9	12	15
	Total Semester Hours:			**15**

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

RESIDENTIAL TECHNICIAN CERTIFICATE (C35100R)*
Prerequisite: Successful completion of (C35100E).
SPRING 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	3
		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 advisor/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 ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
ARC 111	Introduction to Arch Technology	1	6	3
ARC 112	Constr Matls & Methods	3	2	4
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 250	Survey of Architecture	3	0	3
ENG 111	Writing and Inquiry	3	0	3
		11-12	14-16	17
SPRING SEMESTER (1st Year)				
ARC 113	Residential Arch Tech	1	6	3
ARC 131	Building Codes	2	2	3
ARC 221	Architectural 3-D CAD	1	4	3
ARC 264	Digital Architecture	1	3	2
	Approved Hum/Fine Arts Elective	3	0	3
	Approved Mathematics Elective	2-3	2	3-4
		10-11	15	17-18
SUMMER SEMESTER (1st Year)				
ARC 141	Elem Structures for Arch	4	0	4
ARC 230	Environmental Systems	3	3	4
CST 241	Planning/Estimating I	2	2	3
		9	5	11

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
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	1	6	3
SST 140	Green Bldg & Design Concepts	3	0	3
	Approved Social/Behavioral Sci	3	0	3
		10	14	15
SPRING SEMESTER (2nd Year)				
ARC 211	Light Const Tech	1	6	3
ARC 231	Arch Presentation	2	4	4
ARC 235	Architectural Portfolio	2	3	3
	Approved Communications	3	0	3
		8	13	13
	Total Semester Hours:			**73-74**

APPROVED COMMUNICATIONS

COM 120	Intro Interpersonal Com	ENG 112	Writing/Research in the Disc
COM 231	Public Speaking		

APPROVED HUMANITIES/FINE ARTS

HUM 110	Technology and Society	PHI 230	Introduction to Logic
HUM 115	Critical Thinking	PHI 240	Introduction to Ethics

APPROVED MATHEMATICS

MAT 121	Algebra/Trigonometry I	MAT 171	Precalculus Albegra

APPROVED SOCIAL/BEHAVIORAL SCIENCES

ECO 251	Prin of Microeconomics		
PSY 150	General Psychology	SOC 210	Introduction to Sociology

DIPLOMA (D40100)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
ARC 111	Introduction to Arch Technology	1	6	3
ARC 112	Constr Matls and Methods	3	2	4
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 250	Survey of Architecture	3	0	3
ENG 102	Applied Communications II ***or***	3	0	3
ENG 111	Writing and Inquiry	(3)	(0)	(3)
		10-11	10	16
SPRING SEMESTER				
ARC 113	Residential Arch Tech	1	6	3
ARC 131	Building Codes	2	2	3
ARC 221	Architectural 3-D CAD	1	4	3
ARC 264	Digital Architecture	1	3	2
MAT 121	Algebra/Trigonometry I ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		7-8	17	14-15
SUMMER SEMESTER				
ARC 141	Elem Structures for Arch	4	0	4
ARC 230	Environmental Systems	3	3	4
CST 241	Planning/Estimating I	2	2	3
		9	5	11
	Total Semester Hours:			**41-42**

ARCHITECTURAL DRAFTING AND DESIGN I CERTIFICATE (C40100)*

FALL SEMESTER				
ARC 111	Introduction to Arch Technology	1	6	3
ARC 112	Constr Matls and Methods	3	2	4
ARC 114	Architectural CAD	1	3	2
ARC 114A	Architectural CAD Lab	0	3	1
ARC 250	Survey of Architecture	3	0	3
		8	14	13
	Total Semester Hours:			**13**

ARCHITECTURAL DRAFTING AND DESIGN II CERTIFICATE (C40100A)*
Prerequisite: Successful completion of (C40100).

		Hours Per Week		
SPRING SEMESTER		**Class**	**Lab**	**Credit**
ARC 113	Residential Arch Tech	1	6	3
ARC 131	Building Codes	2	2	3
ARC 221	Architectural 3-D CAD	1	4	3
ARC 264	Digital Architecture	1	3	2
	Approved Mathematics Elective	2-3	2	3-4
		7-8	17	14-15
	Total Semester Hours:			**16-17**

DIGITAL DESIGN CERTIFICATE (C40100B)*
Prerequisite: Successful completion of (C40100).

SUMMER SEMESTER				
ARC 141	Elem Structures for Arch	4	0	4
ARC 230	Environmental Systems	3	3	4
CST 241	Planning/Estimating I	2	2	3
		9	5	11
FALL SEMESTER				
ARC 225	Architectural BIM I	1	3	2
ARC 225A	Architectural BIM I Lab	0	3	1
ARC 262	Arch Animation and Video	1	6	3
		2	12	6
	Total Semester Hours:			**17**

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

ASSOCIATE DEGREE NURSING

CURRICULUM DESCRIPTION

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

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 healthcare 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 advisor/counselor for additional information. The appropriate coursework is listed below.

ASSOCIATE IN APPLIED SCIENCE (A45110)

		Hours Per Week			
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Clinic**	**Credit**
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
SPRING SEMESTER (1st Year)					
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
SUMMER SEMESTER (1st Session)					
	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			
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Clinic**	**Credit**
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
SPRING SEMESTER (2nd Year)					
BIO 175	General Microbiology	2	2	0	3
NUR 213	Complex Health Concepts	4	3	15	10
		6	5	15	13
	Total Semester Hours:				**76**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 112	Introduction to Jazz
*ART 114	Art History Survey I	*PHI 215	Philosophical Issues
*ART 115	Art History Survey II	*PHI 240	Introduction to Ethics
*MUS 110	Music Appreciation		

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

APPROVED COURSE SUBSTITUTIONS

REQUIRED COURSE		COURSE SUBSTITUTION	
BIO 175	General Microbology	BIO 275	Microbiology

ASSOCIATE DEGREE NURSING TRANSITION

CURRICULUM DESCRIPTION

The Nursing Transition Program provides currently licensed practical nurses, who have completed BIO 168 and PSY 150 or their equivalent as approved by the Registrar, eligibility for matriculation into the second semester (1st year) of the Associate Degree Nursing Program. Upon acceptance into the program, students will be awarded 17 hours of college credit, satisfying the first semester requirements.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a registered nurse. Employment opportunities include a wide variety of health care settings such as hospitals, long-term care facilities, clinics, and physician's offices.

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 advisor/counselor for additional information.

ASSOCIATE IN APPLIED SCIENCE (A45110T)

		Hours Per Week			
SPRING SEMESTER		**Class**	**Lab**	**Clinic**	**Credit**
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
SUMMER SEMESTER					
NUR 114	Holistic Health Concepts (1st 5 wks)	3	0	6	5
	Humanities/Fine Arts Elective	3	0	0	3
		6	0	6	8
FALL SEMESTER					
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

		Hours Per Week			
SPRING SEMESTER		**Class**	**Lab**	**Clinic**	**Credit**
BIO 175	General Microbiology	2	2	0	3
NUR 213	Complex Health Concepts	4	3	15	10
		6	5	15	13
	Semester Hours:				**59**
	College Transfer Hours:				**17**
	Total Semester Hours:				**76**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 112	Introduction to Jazz
*ART 114	Art History Survey I	*PHI 215	Philosophical Issues
*ART 115	Art History Survey II	*PHI 240	Introduction to Ethics
*MUS 110	Music Appreciation		

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

APPROVED COURSE SUBSTITUTIONS

REQUIRED COURSE		COURSE SUBSTITUTION	
BIO 175	General Microbology	BIO 275	Microbiology

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 condition 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 advisor/counselor for additional information. The appropriate coursework for each is listed below.

DIPLOMA (D60160)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
AUT 114	Safety and Emissions	1	2	2
AUT 181	Engine Performance 1	2	3	3
HUM 110	Technology and Society	3	0	3
TRN 110	Intro to Transport Tech	1	2	2
TRN 120	Basic Transp Electricity	4	3	5
AUM 111	Managing Automotive Org.	3	0	3
		14	10	18
SPRING SEMESTER				
AUB 141	Mech & Elc Components I	2	2	3
AUT 213	Automotive Servicing 2	1	3	2
ENG 102	Applied Communications II	3	0	3
TRN 111	Chassis Maint/Light Repair	2	6	4
TRN 112	Powertrain MaintLight Repair	2	6	4
LDD 112	Intro Light-Duty Diesel	2	2	3
		12	19	19
SUMMER SEMESTER				
AUT 141	Suspension and Steering Systems	2	3	3
AUT 151	Brake Systems	2	3	3
TRN 140	Transp Climate Control	1	2	2
TRN 140A	Transp Climate Control Lab	1	2	2
		6	10	10
	Total Semester Hours:			**47**

EMISSIONS CERTIFICATE (C60160S)*

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
AUT 114	Safety and Emissions	1	2	2
AUT 181	Engine Performance 1	2	3	3
TRN 110	Intro to Transport Tech	1	2	2
TRN 120	Basic Transp Electricity	4	3	5
		8	10	12
	Total Semester Hours:			**12**

SERVICING CERTIFICATE (C60160R)*
SPRING SEMESTER

AUT 213	Automotive Servicing 2	1	3	2
TRN 111	Chassis Maint/Light Repair	2	6	4
TRN 112	Powertrain MaintLight Repair	2	6	4
LDD 112	Intro Light-Duty Diesel	2	2	3
		7	17	13
	Total Semester Hours:			**13**

UNDERCAR CERTIFICATE (C60160U)*
SPRING SEMESTER

AUB 141	Mech & Elc Components I	2	2	3
		2	2	3
SUMMER SEMESTER				
AUT 141	Suspension and Steering Systems	2	3	3
AUT 151	Brake Systems	2	3	3
TRN 140	Transp Climate Control	1	2	2
TRN 140A	Transp Climate Control Lab	1	2	2
		6	10	10
	Total Semester Hours:			**14**

AUTOMOTIVE SYSTEMS TECHNOLOGY CERTIFICATE (C60160E)*
(EVENING)
FALL SEMESTER

TRN 120	Basic Transp Electricity	4	3	5
		4	**3**	**5**
SPRING SEMESTER				
AUB 141	Mech & Elc Components I	2	2	3
AUT 151	Brake Systems	2	3	3
		4	5	6
SUMMER SEMESTER				
AUT 181	Engine Performance 1	2	3	3
		2	3	3
	Total Semester Hours:			**14**

***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, or municipal governments, or with private enterprise.

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

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Coastal Carolina Community College offers a Certificate. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic advisor/counselor for more information.

CERTIFICATE (C55120)*

		Hours Per Week		
		Class	**Lab**	**Credit**
CJC 110	Basic Law Enforcement Training	10	30	20
	Total Semester Hours:			**20**

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

BUSINESS ADMINISTRATION
ENTREPRENEURSHIP CONCENTRATION

CURRICULUM DESCRIPTION

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. The Entrepreneurship Concentration is designed to provide students with the knowledge and skills necessary for employment and growth as self-employed business owners. Coursework includes entrepreneurial concepts learned in innovation and creativity, as well as development in leadership and decision making.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates should be prepared to be self-employed and start their own business.

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

ASSOCIATE IN APPLIED SCIENCE (A25120)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
ACC 120	Principles of Financial Accounting	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 139	Entrepreneurship I	3	0	3
CIS 110	Introduction to Computers	2	2	3
		11-12	4-6	14
SPRING SEMESTER (1st Year)				
ACC 121	Principles of Managerial Acc	3	2	4
BUS 115	Business Law I	3	0	3
ENG 111	Writing and Inquiry	3	0	3
MKT 120	Principles of Marketing	3	0	3
	Approved Hum/Fine Arts Elective	3	0	3
		15	2	16
SUMMER SEMESTER				
BUS 137	Principles of Management	3	0	3
COM 231	Public Speaking	3	0	3
MKT 223	Customer Service	3	0	3
		9	0	9

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
BUS 121	Business Math	2	2	3
BUS 173	Procurement Management	3	0	3
ETR 220	Innovation and Creativity	3	0	3
MAT 143	Quantitative Literacy	2	2	3
MKT 123	Fundamentals of Selling	3	0	3
		13	4	15
SPRING SEMESTER (2nd Year)				
BUS 225	Business Finance	2	2	3
BUS 245	Entrepreneurship II	3	0	3
BUS 270	Professional Development	3	0	3
CTS 130	Spreadsheets	2	2	3
ECO 252	Principles of Macroeconomics	3	0	3
		13	4	15
	Total Semester Hours:			**69**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
HUM 110	Technology and Society	PHI 230	Introduction to Logic
HUM 115	Critical Thinking	*PHI 240	Introduction to Ethics

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

MARKETING AND CUSTOMER SERVICE CERTIFICATE (C25120M)*

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
BUS 110	Introduction to Business	3	0	3
MKT 123	Fundamentals of Selling	3	0	3
MKT 223	Customer Service	3	0	3
		9	0	9
SPRING SEMESTER				
BUS 270	Professional Development	3	0	3
MKT 120	Principles of Marketing	3	0	3
		6	0	6
	Total Semester Hours:			**15**

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 advisor/counselor for additional information. The appropriate coursework for each is listed below.

DIPLOMA (D60130)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
AUB 111	Painting and Refinishing I	2	6	4
AUB 121	Non-Structural Damage I	1	4	3
HUM 110	Technology and Society	3	0	3
TRN 110	Intro to Transport Tech	1	2	2
TRN 180	Basic Welding for Transp	1	4	3
		8	16	15
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
	Total Semester Hours:			**41**

COLLISION REPAIR INTRODUCTORY CERTIFICATE (C60130F)*

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
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
	Total Semester Hours:			**12**

COLLISION REPAIR INTERMEDIATE CERTIFICATE (C60130G)*
Prerequisite: Successful completion of (C60130F).

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
	Total Semester Hours:			**14**

COLLISION REPAIR ADVANCED CERTIFICATE (C60130H)*
Prerequisite: Successful completion of (C60130F).

SPRING SEMESTER				
AUB 122	Non-Structural Damage II	2	6	4
AUB 131	Structural Damage I	2	4	4
	1	4	10	8
SUMMER SEMESTER				
AUB 114	Special Finishes	1	2	2
AUB 132	Structural Damage II	2	6	4
		3	8	6
	Total Semester Hours:			**14**

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

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

FALL SEMESTER				
AUB 121	Non-Structural Damage I	1	4	3
AUB 136	Plastics and Adhesives	1	4	3
		2	8	6
SPRING SEMESTER				
AUB 111	Painting and Refinishing I	2	6	4
		2	6	4
SUMMER SEMESTER				
AUB 150	Automotive Detailing	1	3	2
		1	3	2
	Total Semester Hours:			**12**

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 advisor/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	4	0	4
COS 112	Salon I	0	24	8
		7	24	15
SPRING SEMESTER				
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
		4	24	12
SUMMER SEMESTER				
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
COS 250	Computerized Salon Ops	1	0	1
		5	12	9
FALL SEMESTER				
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
HUM 110	Technology and Society	3	0	3
		5	21	12
	Total Semester Hours:			**48**

DIPLOMA (D55140)

SPRING ENTRY

		Hours Per Week		
SPRING SEMESTER		**Class**	**Lab**	**Credit**
COM 101	Workplace Communication	3	0	3
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
		7	24	15
SUMMER SEMESTER				
COS 113	Cosmetology Concepts II	4	0	4
COS 116	Salon III	0	12	4
COS 250	Computerized Salon Ops	1	0	1
		5	12	9
FALL SEMESTER				
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
		4	24	12
SPRING SEMESTER				
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
HUM 110	Technology and Society	3	0	3
		5	21	12
	Total Semester Hours:			**48**

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 advisor/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 ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(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	Intro Interpersonal Com	3	0	3
		14-15	2-4	16
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
ENG 111	Writing and Inquiry	3	0	3
PSY 150	General Psychology	3	0	3
		15	0	15
SUMMER SEMESTER (1st Year)				
CJC 132	Court Procedure and Evidence	3	0	3
CJC 141	Corrections	3	0	3
CJC 170	Critical Incdnt Mgmt for Pub Safety	3	0	3
CJC 221	Investigative Principles	3	2	4
		12	2	13

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
CCT 110	Introduction to Cyber Crime	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 122	Community Policing	3	0	3
CJC 161	Intro to Homeland Security	3	0	3
CJC 214	Victimology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		18	0	18
SPRING SEMESTER (2nd Year)				
CJC 120	Interviews/Interrogations	1	2	2
CJC 215	Organization and Administration	3	0	3
CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
		12	4	14
	Total Semester Hours:			**76**

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	*MUS 110	Music Appreciation
*ART 114	Art History Survey I	*MUS 112	Introduction to Jazz
*ART 115	Art History Survey II	MUS 210	History of Rock Music
DRA 111	Theatre Appreciation	*PHI 215	Philosophical Issues
DRA 112	Literature of the Theatre	*PHI 240	Introduction to Ethics
DRA 211	Theatre History I	REL 110	World Religions
DRA 212	Theatre History II	REL 211	Intro to Old Testament
HUM 130	Myth in Human Culture	REL 212	Intro to New Testament

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

CRIMINAL JUSTICE TECHNOLOGY-
FORENSIC SCIENCE

CURRICULUM DESCRIPTION

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

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

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

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

ASSOCIATE IN APPLIED SCIENCE (A5518C)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(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 244	Footwear and Tire Imprints	2	3	3
		10-11	5-7	13
SPRING SEMESTER (1st Year)				
CJC 112	Criminology	3	0	3
CJC 114	Investigative Photography	1	2	2
CJC 131	Criminal Law	3	0	3
ENG 111	Writing and Inquiry	3	0	3
PSY 150	General Psychology	3	0	3
		13	2	14

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
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
FALL SEMESTER (2nd Year)				
CJC 113	Juvenile Justice	3	0	3
CCT 110	Intro to Cyber Crime	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
CJC 245	Friction Ridge Analysis	2	3	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
		13	5	15
SPRING SEMESTER (2nd Year)				
COM 120	Intro Interpersonal Com	3	0	3
CJC 141	Corrections	3	0	3
CJC 222	Criminalistics	3	0	3
CJC 231	Constitutional Law	3	0	3
CJC 246	Advanced Friction Ridge Analysis	2	3	3
	Humanities/Fine Arts Elective	3	0	3
		17	3	18
	Total Semester Hours:			**73**

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	*MUS 110	Music Appreciation
*ART 114	Art History Survey I	*MUS 112	Introduction to Jazz
*ART 115	Art History Survey II	MUS 210	History of Rock Music
*DRA 111	Theatre Appreciation	*PHI 215	Philosophical Issues
DRA 112	Literature of the Theatre	*PHI 240	Introduction to Ethics
DRA 211	Theatre History I	REL 110	World Religions
DRA 212	Theatre History II	REL 211	Intro to Old Testament
HUM 130	Myth in Human Culture	REL 212	Intro to New Testament

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

CULINARY ARTS

CURRICULUM DESCRIPTION

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice, and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

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

ASSOCIATE IN APPLIED SCIENCE (A55150)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
CUL 110	Sanitation & Safety	2	0	2
CUL 135	Food & Beverage Service	2	0	2
CUL 135A	Food & Beverage Serv Lab	0	2	1
CUL 140	Culinary Skills I	2	6	5
CUL 140A	Culinary Skills I Lab	0	3	1
		8-9	13-15	15
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
CUL 160	Baking I	1	4	3
CUL 170	Garde Manger I	1	4	3
CUL 240	Culinary Skills II	1	8	5
	Social/Behavioral Science Elective	3	0	3
		9	16	17

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
WBL 112	Work-Based Learning I	0	20	2
CUL 283	Farm-To-Table	2	6	5
		2	26	7
FALL SEMESTER (2nd Year)				
COM 110	Intro to Communications ***or***	3	0	3
COM 120	Intro Interpersonal Com	(3)	(0)	(3)
CUL 112	Nutrition for Foodservice	3	0	3
CUL 130	Menu Design	2	0	2
CUL 250	Classical Cuisines	1	8	5
HRM 220	Cost Control-Food & Bev	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	8	19
SPRING SEMESTER (2nd Year)				
CUL 214	Wine Appreciation	1	2	2
CUL 230	Global Cuisines	1	8	5
CUL 273	Career Development	1	0	1
HRM 215	Restaurant Management	3	0	3
HRM 245	Human Resource Mgmt-Hosp	3	0	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
		11	12	17
	Total Semester Hours:			**75**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
*ART 114	Art History Survey I	*MUS 112	Introduction to Jazz
*ART 115	Art History Survey II	MUS 210	History of Rock Music
*DRA 111	Theatre Appreciation	*PHI 215	Philosophical Issues
DRA 112	Literature of the Theatre	*PHI 240	Introduction to Ethics
DRA 211	Theatre History I	REL 110	World Religions
DRA 212	Theatre History II	REL 211	Intro to Old Testament
*HUM 130	Myth in Human Culture	REL 212	Intro to New Testament

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

APPROVED SOCIAL/BEHAVIORAL SCIENCES ELECTIVES

*ECO 251	Prin of Microeconomics	*HIS 131	American History I
*ECO 252	Prin of Macroeconomics	*HIS 132	American History II
GEO 111	World Regional Geography	*POL 120	American Government
*HIS 111	World Civilizations I	*PSY 150	General Psychology
*HIS 112	World Civilizations II	*SOC 210	Intro to Sociology

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

DIPLOMA (D55150)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CUL 110	Sanitation & Safety	2	0	2
CUL 135	Food & Beverage Service	2	0	2
CUL 135A	Food & Beverage Serv Lab	0	2	1
CUL 140	Culinary Skills I	2	6	5
CUL 140A	Culinary Skills I Lab	0	3	1
		9	13	15
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
CUL 160	Baking I	1	4	3
CUL 170	Garde Manger I	1	4	3
CUL 240	Culinary Skills II	1	8	5
		6	16	14
SUMMER SEMESTER (1st Year)				
COM 120	Intro Interpersonal Com	3	0	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
WBL 112	Work-Based Learning I	0	20	2
		5	22	8
FALL SEMESTER (2nd Year)				
CUL 112	Nutrition for Foodservice	3	0	3
CUL 130	Menu Design	2	0	2
CUL 250	Classical Cuisines	1	8	5
HRM 220	Cost Control-Food & Bev	3	0	3
		9	8	13
	Total Semester Hours:			**47**

PROFESSIONAL CULINARIAN I (C55150A)*

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CUL 110	Sanitation & Safety	2	0	2
CUL 135	Food & Beverage Service	2	0	2
CUL 135A	Food & Beverage Serv Lab	0	2	1
CUL 140	Culinary Skills I	2	6	5
CUL 140A	Culinary Skills I Lab	0	3	1
SUMMER SEMESTER				
CUL 283	Farm-To-Table	2	6	5
		2	6	5
	Total Semester Hours:			**17**

PROFESSIONAL CULINARIAN I (C55150A)* EVENING OFFERING

FALL SEMESTER				
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)CUL
110	Sanitation & Safety	2	0	2
CUL 135	Food & Beverage Service	2	0	2
CUL 135A	Food & Beverage Serv Lab	0	2	1
		5	2	6
SPRING SEMESTER				
CUL 140	Culinary Skills I	2	6	5
CUL 140A	Culinary Skills I Lab	0	3	1
		2	9	6
SUMMER SEMESTER				
CUL 283	Farm-To-Table	2	6	5
		2	6	5
	Total Semester Hours:			**17**

PROFESSIONAL CULINARIAN II (C55150B)*
Prerequisite: Successful completion of (C55150A).

		Hours Per Week		
SPRING SEMESTER		**Class**	**Lab**	**Credit**
CUL 160	Baking I	1	4	3
CUL 170	Garde Manger I	1	4	3
CUL 240	Culinary Skills II	1	8	5
		3	16	11
FALL SEMESTER				
CUL 112	Nutrition for Foodservice	3	0	3
CUL 130	Menu Design	2	0	2
		5	0	5
	Total Semester Hours:			**16**

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

PROFESSIONAL SOUS-CHEF (C55150C)*
Prerequisite: Successful completion of (C55150A).

SPRING SEMESTERCUL 240	Culinary Skills II	1	8	5
		1	8	5
FALL SEMESTER				
CUL 112	Nutrition for Foodservice	3	0	3
CUL 130	Menu Design	2	0	2
CUL 250	Classical Cuisine	1	8	5
		6	8	10
	Total Semester Hours:			**15**

PROFESSIONAL CHEF (C55150D)*
Prerequisite: Successful completion of (C55150B).

FALL SEMESTER				
HRM 220	Cost Control-Food & Bev	3	0	3
		3	0	3
SPRING SEMESTER				
CUL 214	Wine Appreciation	1	2	2
CUL 230	Global Cuisines	1	8	5
CUL 273	Career Development	1	0	1
HRM 215	Restaurant Management	3	0	3
HRM 245	Human Resource Mgmt-Hosp	3	0	3
		9	10	14
	Total Semester Hours:			**17**

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

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 advisor/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	2	4	0	4
DEN 111	Infection/Hazard Control	2	0	0	2
		12	12	0	18
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	2	0	12	6
DEN 112	Dental Radiography	2	3	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		13	7	12	20

		Hours Per Week			
SUMMER SEMESTER		**Class**	**Lab**	**Clinic**	**Credit**
DEN 105	Practice Management	2	0	0	2
DEN 107	Clinical Practice II	1	0	12	5
SOC 240	Social Psychology ***or***	3	0	0	3
PSY 150	General Psychology	(3)	(0)	(0)	(3)
		6	0	12	10
	Total Semester Hours:				**48**

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. Placing ligature wire or lock pins
4. Inserting spacer wires or springs
5. Monitoring patients under Nitrous Oxide-Oxygen sedation
6. Fit or size orthodontic bands or brackets

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 of 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 the Dental Hygiene program as an Associate in Applied Science degree. The appropriate course work 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
		15	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			
SUMMER SEMESTER (1st Session)		**Class**	**Lab**	**Clinic**	**Credit**
DEN 123	Nutrition/Dental Health	2	0	0	2
DEN 140	Dental Hygiene Theory II	1	2	0	2
DEN 141	Dental Hygiene Clinic II	0	0	6	2
		3	0	6	6
FALL SEMESTER (2nd Year)					
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	3	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		10	6	12	16
SPRING SEMESTER (2nd Year)					
COM 120	Intro Interpersonal Com	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
	Total Semester Hours:				**74**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 112	Introduction to Jazz
*ART 114	Art History Survey I	*PHI 215	Philosophical Issues
*ART 115	Art History Survey II	*PHI 240	Introduction to Ethics
MUS 110	Music Appreciation		

**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 advisor/counselor for additional information. The appropriate coursework for each is listed below.

DIPLOMA FALL ENTRY (D60460)*

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
ENG 102	Applied Communication II	3	0	3
HET 110	Diesel Engines	3	9	6
HET 125	Preventive Maint	1	3	2
HET 126	Preventive Maint Lab	0	3	1
TRN 110	Intro to Transport Tech	1	2	2
		8	17	14
SPRING SEMESTER				
HET 134	Diesel Fuel & Power Sys	2	3	3
HET 229	Brakes and Steering	1	2	2
HET 230	Air Brakes	1	2	2
HUM 110	Technology and Society	3	0	3
LDD 183	Air, Exh., Emissions	2	6	4
TRN 120	Basic Transp Electricity	4	3	5
		13	16	19
SUMMER SEMESTER				
HET 114	Power Trains	3	6	5
HET 115	Electronic Engines	2	3	3
TRN 140	Transp Climate Control	1	2	2
		6	11	10
	Total Semester Hours:			**43**

DIESEL MAINTENANCE CERTIFICATE (C60460M)*

		Hours Per Week		
FALL/SPRING SEMESTER		**Class**	**Lab**	**Credit**
HET 125	Preventive Maint	1	3	2
HET 126	Preventive Maint Lab	0	3	1
TRN 110	Intro to Transport Tech	1	2	2
		2	8	5
SPRING SEMESTER				
HET 134	Diesel Fuel & Power Sys	2	3	3
TRN 120	Basic Transp Electricity	4	3	5
		6	6	8
	Total Semester Hours:			**13**

DIESEL TECHNICIAN CERTIFICATE (C60430T)*

FALL SEMESTER	HET 110	Diesel Engines	3	9
6				
		3	9	6
SPRING SEMESTER				
TRN 120	Basic Transp Electricity	4	3	5
		4	3	5
SUMMER SEMESTER				
HET 114	Power Trains	3	6	5
		3	6	5
	Total Semester Hours:			**16**

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

EARLY CHILDHOOD EDUCATION-CAREER TRACK

CURRICULUM DESCRIPTION

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers; Head Start Programs; and school age programs.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and two Certificates. The transfer track is intended for students who aspire to transfer to a four-year college or university in order to complete a Bachelor's Degree in Birth-Kindergarten teaching licensure program or a Bachelor's Degree in a related Early Education non-licensure program. See an academic advisor/counselor for additional information. The appropriate coursework for each is listed below.

ASSOCIATE IN APPLIED SCIENCE (A55220C)

		Hours Per Week		
FALL SEMESTER (1st Year)		**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	Creative Activities	3	0	3
		16	2	17
SPRING SEMESTER (1st Year)				
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		
SUMMER SEMESTER (1st Year)		**Class**	**Lab/Co-op**	**Credit**
EDU 221	Children with Exceptionalities	3	0	3
PSY 150	General Psychology	3	0	3
		6	0	6
FALL SEMESTER (2nd Year)				
EDU 234	Infants, Toddlers & Twos	3	0	3
EDU 259	Curriculum Planning	3	0	3
EDU 261	Early childhood Administration I	3	0	3
MAT 143	Quantitative Literacy	2	2	3
		11	2	12
SPRING SEMESTER (2nd Year)				
COM 231	Public Speaking	3	0	3
EDU 262	Early Childhood Administration II	3	0	3
EDU 284	Early Child Capstone Prac	1	9	4
	Humanities/Fine Arts Elective	3	0	3
		10	9	13
	Total Semester Hours:			**65**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 112	Introduction to Jazz
*ART 114	Art History Survey I	*PHI 215	Philosophical Issues
*ART 115	Art History Survey II	*PHI 240	Introduction to Ethics
*MUS 110	Music Appreciation		

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

EARLY CHILDHOOD EDUCATION-TRANSFER TRACK

CURRICULUM DESCRIPTION

The Early Childhood Associate curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers; Head Start Programs; and school age programs.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and two Certificates. The transfer track is intended for students who aspire to transfer to a four-year college or university in order to complete a Bachelor's Degree in Birth-Kindergarten teaching licensure program or a Bachelor's Degree in a related Early Education non-licensure program. See an academic advisor/counselor for additional information. The appropriate coursework for each is listed below.

ASSOCIATE IN APPLIED SCIENCE (A55220T)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab/Co-op**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(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	Creative Activities	3	0	3
		16	2	17
SPRING SEMESTER (1st Year)				
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		
SUMMER SEMESTER (1st Year)		**Class**	**Lab/Co-op**	**Credit**
EDU 221	Children with Exceptionalities	3	0	3
PSY 150	General Psychology	3	0	3
		9	0	9
FALL SEMESTER (2nd Year)				
BIO 110	Principles of Biology	3	2	4
EDU 234	Infants, Toddlers & Twos	3	0	3
EDU 216	Foundations of Education ***or***	3	0	3
EDU 261	Early Childhood Administration I	(3)	(0)	(3)
ENG 112	Writing/Research in the Disc	3	0	3
MAT 143	Quantitative Literacy	2	2	3
		14	4	16
SPRING SEMESTER (2nd Year)				
COM 231	Public Speaking	3	0	3
EDU 250	Teacher Licensure Preparation ***or***	3	0	3
EDU 262	Early Childhood Administration II	(3)	(0)	(3)
EDU 284	Early Child Capstone Prac	1	9	4
GEL 111	Geology ***or***	3	2	4
PHY 110/110A	Conceptual Physics/Lab	(3)	(2)	(4)
		10	11	14
SUMMER SEMESTER (2nd Year)				
POL 120	American Government ***or***	3	0	3
SOC 210	Intro to Sociology	(3)	(0)	(3)
	Humanities/Fine Arts Elective	3	0	3
		6	0	6
	Total Semester Hours:			**76**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 112	Introduction to Jazz
*ART 114	Art History Survey I	*PHI 215	Philosophical Issues
*ART 115	Art History Survey II	*PHI 240	Introduction to Ethics
*MUS 110	Music Appreciation		

**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 ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(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	Creative Activities	3	0	3
		16	2	17
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 ***or***	3	0	3
ENG 102	Applied Communications II	(3)	(0)	(3)
		16	3	17
SUMMER SEMESTER				
PSY 150	General Psychology	3	0	3
EDU 221	Children with Exceptionalities	3	0	3
		6	0	6
	Total Semester Hours:			**40**

EARLY CHILDHOOD EDUCATION CERTIFICATE (C55220)

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
	Total Semester Hours:			**16**

EARLY CHILDHOOD ADMINISTRATION CERTIFICATE (C55220A)

EDU 119	Intro to Early Child Education	4	0	4
EDU 131	Child, Family, and Community	3	0	3
EDU 153	Health, Safety, and Nutrition	3	0	3
EDU 261	Early Childhood Administration I	3	0	3
EDU 262	Early Childhood Administration II	3	0	3
		16	0	16
	Total Semester Hours:			**16**

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 systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

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 advisor/counselor for additional information. The appropriate coursework for each 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
ENG 102	Applied Communications II	3	0	3
ISC 115	Construction Safety	2	0	2
		14	14	19
SPRING SEMESTER				
ELC 114	Commercial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 119	NEC Calculations	1	2	2
ELC 135	Electrical Machines	2	2	3
HUM 110	Technology and Society	3	0	3
		10	16	16
SUMMER SEMESTER				
ELC 115	Industrial Wiring	2	6	4
ELC 128	Intro to PLC	2	3	3
ELC 130	Advanced Motor/Controls	2	2	3
		6	11	10
	Total Semester Hours:			**45**

RESIDENTIAL ELECTRICAL SYSTEMS CERTIFICATE (C35130)

		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
		11	14	16
	Total Semester Hours:			**16**

COMMERCIAL ELECTRICAL SYSTEMS CERTIFICATE (C35130A)*
Prerequisite: Successful completion of (C35130)

SPRING SEMESTER				
ELC 114	Commercial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 119	NEC Calculations	1	2	2
ELC 135	Electrical Machines	2	2	3
		7	16	13
	Total Semester Hours:			**13**

INDUSTRIAL ELECTRICAL SYSTEMS TECHNOLOGY CERTIFICATE (C35130B)*

FALL SEMESTER				
ELC 113	Residential Wiring	2	6	4
		2	6	4
SPRING SEMESTER				
ELC 114	Commercial Wiring	2	6	4
		2	6	4
SUMMER SEMESTER				
ELC 115	Industrial Wiring	2	6	4
ELC 128	Intro to PLC	2	3	3
		4	9	7
	Total Semester Hours:			**15**

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

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 coursework for each is listed below. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic advisor/counselor for more information.

ASSOCIATE IN APPLIED SCIENCE (A40200)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 115	Intro to Prog and Logic	2	3	3
CTS 120	Hardware/Software Support	2	3	3
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
		10-11	12-14	15
SPRING SEMESTER (1st Year)				
ELC 133	Circuit Analysis II	3	3	4
ELN 131	Analog Electronics I	3	3	4
NET 125	Introduction to Networks	1	4	3
	Approved Com. Elective	3	0	3
	Approved Math Elective	2	2	3
		12 – 13	12	17 – 18
SUMMER SEMESTER (1st Year)				
ELN 132	Analog Electronics II	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 133A	Digital Electronics Lab	0	3	1
		6	9	9

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
CSC 134	C++ Programming	2	3	3
DFT 170	Engineering Graphics	2	2	3
ELN 231	Industrial Controls	2	3	3
ELN 232	Intro to Microprocessors	3	3	4
ELN 234	Communication Systems	3	3	4
		12	14	17
SPRING SEMESTER (2nd Year)				
ATR 112	Intro to Automation	2	3	3
ELN 260	Prog Logic Controls	3	3	4
	Humanities/Fine Arts Elective	3	0	3
	Social/Behavioral Sci Elective	3	0	3
		11	6	13
	Total Semester Hours:			**71-72**

APPROVED COMMUNICATIONS ELECTIVES

ENG 112	Writing/Research in the Disc.	COM 231	Public Speaking
COM 120	Intro Interpersonal Com		

APPROVED MATHEMATICS ELECTIVES

MAT 121	Algebra/Trigonometry I	MAT 171	Precalculus Algebra
MAT 143	Quantitative Literacy		

APPROVED HUMANITIES/FINE ARTS ELECTIVES

HUM 110	Technology and Society	PHI 230	Introduction to Logic
HUM 115	Critical Thinking	PHI 240	Introduction to Ethics

APPROVED SOCIAL/BEHAVIORAL SCIENCE ELECTIVES

ECO 251	Prin of Microeconomics	PSY 150	General Psychology
GEO 111	World Regional Geography	SOC 210	Introduction to Sociology

DIPLOMA (D40200)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 115	Intro to Prog and Logic	2	3	3
CTS 120	Hardware/Software Support	2	3	3
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
		10-11	12-14	15
SPRING SEMESTER				
ELC 133	Circuit Analysis II	3	3	4
ELN 131	Analog Electronics I	3	3	4
HUM 110	Technology and Society	3	0	3
NET 125	Introduction to Networks	1	4	3
		10	10	14
SUMMER SEMESTER				
ELN 132	Analog Electronics II	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 133A	Digital Electronics Lab	0	3	1
		6	9	9
	Total Semester Hours:			**38**

BASIC ELECTRONICS CERTIFICATE (C40200)*

FALL SEMESTER				
ELC 131	Circuit Analysis I	3	3	4
ELC 131A	Circuit Analysis I Lab	0	3	1
		3	6	5
SPRING SEMESTER				
ELC 133	Circuit Analysis II	3	3	4
ELN 131	Analog Electronics I	3	3	4
		6	6	8
	Total Semester Hours:			**13**

ADVANCED ELECTRONICS APPLICATIONS CERTIFICATE (C40200A)*

		Hours Per Week		
SPRING SEMESTER		**Class**	**Lab**	**Credit**
ELN 131	Analog Electronics I	3	3	4
ELC 133	Circuit Analysis II	3	3	4
		6	6	8
SUMMER SEMESTER				
ELN 132	Analog Electronics II	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 133A	Digital Electronics Lab	0	3	1
		6	9	9
	Total Semester Hours:			**17**

***Admission Priority is given to AAS or diploma-level students.**

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 three 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
EPT 140	Emergency Management	3	0	3
FIP 120#	Introduction to Fire Protection	3	0	3
FIP 124#	Fire Prevention and Public Educ	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 228	Local Government Finance	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		14 – 15	2	15 – 16

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ENG 112	Writing/Research in the Disc	3	0	3
EPT 210	Response and Recovery	3	0	3
ART 111	Art Appreciation ***or***	3	0	3
MUS 110	Music Appreciation	(3)	(0)	(3)
		9	0	9
FALL SEMESTER (2nd Year)				
EPT 220	Terrorism and Emergency Mgmt	3	0	3
EPT 275	Emergency Ops Center Mgt	3	0	3
FIP 132*	Building Construction	3	0	3
FIP 136*#	Inspections and Codes	3	0	3
PSY 150	General Psychology	3	0	3
		15	0	15
SPRING SEMESTER (2nd Year)				
EPT 225*	Haz Analysis/Risk Assess	3	0	3
FIP 152	Fire Protection Law	3	0	3
FIP 162*	Firefighter Safety & Wellness	3	0	3
FIP 240*#	Fire Service Supervision	3	0	3
		12	0	12
Total Semester Hours:				**66 – 67**

** Indicates courses that may be eligible for substitution with PST credit. Up to nine hours of PST credit may be applied. # Indicates courses that may be eligible for substitution with certification.* ***See your faculty advisor for details.***

DIPLOMA (D55460)

FALL SEMESTER (1st Year)				
CIS 110*	Introduction to Computers	2	2	3
EPT 130	Mitigation and Preparedness	3	0	3
EPT 140	Emergency Management	3	0	3
FIP 120#	Introduction to Fire Protection	3	0	3
FIP 124#	Fire Prevention and Public Educ	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 228	Local Government Finance	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		14 – 15	2	15 – 16

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
EPT 210	Response & Recovery	3	0	3
		3	0	3
FALL SEMESTER (2nd Year)				
EPT 220	Terrorism and Emergency Mgmt	3	0	3
		3	0	3
	Total Semester Hours:			**36 – 37**

Indicates courses that may be eligible for substitution with PST credit. Up to nine hours of PST credit may be applied.

 # Indicates courses that may be eligible for substitution with certification. ***See your faculty advisor for details.***

ADMINISTRATION CERTIFICATE (C55460A)				
SPRING SEMESTER (1st Year)				
EPT 150#	Incident Management	3	0	3
FIP 228	Local Govt Finance	3	0	3
		6	0	6
FALL SEMESTER (2nd Year)				
EPT 275	Emergency Ops Center Mgmt	3	0	3
		3	0	3
SPRING SEMESTER (2nd Year)				
EPT 225*	Hazard Analysis/Risk Assess	3	0	3
FIP 240*#	Fire Service Supervision	3	0	3
		6	0	6
	Total Semester Hours:			**15**

MITIGATION AND PREPAREDNESS CERTIFICATE (C55460M)				
FALL SEMESTER (1st Year)				
EPT 130	Mitigation and Preparedness	3	0	3
EPT 140	Emergency Management	3	0	3
		6	0	6
SPRING SEMESTER (1st Year)				
EPT 120	Sociology of Disaster	3	0	3
		3	0	3
FALL SEMESTER (2nd Year)				
EPT 220	Terrorism and Emergency Mgmt	3	0	3
		3	0	3
SPRING SEMESTER (2nd Year)				
EPT 225*	Haz Analysis/Risk Assess	3	0	3
		3	0	3
	Total Semester Hours:			**15**

RESPONSE AND RECOVERY CERTIFICATE (C55460R)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
EPT 140	Emergency Management	3	0	3
		3	0	3
SPRING SEMESTER (1st Year)				
EPT 150#	Incident Management	3	0	3
		3	0	3
SUMMER SEMESTER (1st Year)				
EPT 210	Response and Recovery	3	0	3
		3	0	3
FALL SEMESTER (2nd Year)				
EPT 220	Terrorism and Emergency Mgmt	3	0	3
EPT 275	Emergency OPS Center Mgmt	3	0	3
		6	0	6
	Total Semester Hours:			**15**

**Indicates courses that may be eligible for substitution with PST credit. Up to nine hours of PST credit may be applied.*

 # Indicates courses that may be eligible for substitution with certification. ***See your faculty advisor for details.***

EMERGENCY MEDICAL SCIENCE

CURRICULUM DESCRIPTION

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational 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 advisor/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			
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Clinic**	**Credit**
ACA 111	College Student Success ***or***	1	0	0	1
ACA 122	College Transfer Success	(0)	(2)	(0)	(1)
BIO 168	Anatomy and Physiology I	3	3	0	4
EMS 110	EMT	6	6	3	9
ENG 111	Writing and Inquiry	3	0	0	3
		12-13	9-11	3	17
SPRING SEMESTER (1st Year)					
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	3	3	0	4
EMS 131	Advanced Airway Management	1	2	0	2
EMS 160	Cardiology I	2	3	0	3
		11	13	3	17

		Hours Per Week			
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Clinic**	**Credit**
EMS 220	Cardiology II	2	3	0	3
EMS 221	Clinical Practicum II	0	0	6	2
EMS 260	Trauma Emergencies	1	3	0	2
	Humanities/Fine Arts Elective	3	0	0	3
		6	6	6	10
FALL SEMESTER (2nd Year)					
EMS 231	Clinical Practicum III	0	0	9	3
EMS 240	Patients w/Special Challenges	1	2	0	2
EMS 250	Medical Emergencies	3	3	0	4
ENG 112	Writing/Research in the Disc	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		10	5	9	15
SPRING SEMESTER (2nd Year)					
EMS 125	EMS Instructor Methodology ***or***	2	2	0	3
EMS 235	EMS Management	(2)	(0)	(0)	(2)
EMS 241	Clinical Practicum IV	0	0	12	4
EMS 270	Life Span Emergencies	3	3	0	4
EMS 285	EMS Capstone	1	3	0	2
		6	6-8	12	12-13
	Total Semester Hours:				**71-72**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

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

**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-three (43) transfer hours will be awarded to certified EMT-Paramedics. Admission requirements must be met prior to matriculation.

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 advisor/counselor for more information.

ASSOCIATE IN APPLIED SCIENCE (A45340B)

		Hours Per Week			
SUMMER SEMESTER		**Class**	**Lab**	**Clinic**	**Credit**
EMS 280	EMS Bridging Course	2	2	0	3
		2	2	0	3
FALL SEMESTER					
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 125	EMS Instructor Methodology	2	2	0	3
		10	7	0	13
SPRING SEMESTER					
BIO 169	Anatomy and Physiology II	3	3	0	4
EMS 235	EMS Management	2	0	0	2
ENG 112	Writing/Research in the Disc	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		14	3	0	15
	Semester Hours:				**31**
	Transfer Hours:				**41**
	Total Semester Hours:				**72**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

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

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

FIRE PROTECTION TECHNOLOGY

CURRICULUM DESCRIPTION

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

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

ASSOCIATE IN APPLIED SCIENCE (A55240)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
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
		14	2	15
SPRING SEMESTER (1st Year)				
FIP 152*	Fire Protection Law	3	0	3
FIP 162*	Firefighter Safety & Wellness	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240*#	Fire Service Supervision	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		14-15	2	15 – 16

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ENG 112	Writing/Research in the Disc	3	0	3
FIP 128*#	Detection and Investigation	3	0	3
FIP 221*	Advanced Fire Fighting Strategies	3	0	3
		9	0	9
FALL SEMESTER (2nd Year)				
EPT 140*	Emergency Management	3	0	3
FIP 136*#	Inspections and Codes	3	0	3
FIP 146*	Fire Protection Systems	3	2	4
PSY 150	General Psychology	3	0	3
		12	2	13
SPRING SEMESTER (2nd Year)				
FIP 228	Local Govt Finance	3	0	3
FIP 229*	Fire Dynamics and Combustion	3	0	3
FIP 232*	Hydraulics and Water Distribution	2	2	3
ART 111	Art Appreciation ***or***	3	0	3
MUS 110	Music Appreciation	(3)	(0)	(3)
		11	2	12
	Total Semester Hours:			**64 – 65**

** Indicates courses that may be eligible for substitution with PST credit. Up to nine hours of PST credit may be applied.*

 # Indicates courses that may be eligible for substitution with certification. See your faculty advisor for details.

FIRE PROTECTION TECHNOLOGY DIPLOMA (D55240)

FALL SEMESTER				
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
		14	2	15
SPRING SEMESTER				
FIP 152	Fire Protection Law	3	0	3
FIP 162*	Firefighter Safety & Wellness	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240*#	Fire Service Supervision	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		14-15	2	15 – 16

		Hours Per Week		
SUMMER SEMESTER		**Class**	**Lab**	**Credit**
FIP 128*#	Detection and Investigation	3	0	3
FIP 221*	Advanced Fire Fighting Strategies	3	0	3
		6	0	6
	Total Semester Hours:			**36 – 37**

** Indicates courses that may be eligible for substitution with PST credit. Up to nine hours of PST credit may be applied.*

 # Indicates courses that may be eligible for substitution with certification. See your faculty advisor for details.

FIRE INVESTIGATOR CERTIFICATE (C55240A)

FALL SEMESTER				
FIP 132	Building Construction	3	0	3
		3	0	3
SPRING SEMESTER				
FIP 152	Fire Protection Law	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
		6	0	6
SUMMER SEMESTER				
FIP 128*#	Detection and Investigation	3	0	3
		3	0	3
FALL SEMESTER				
FIP 136*#	Inspections and Codes	3	0	3
		3	0	3
SPRING SEMESTER				
FIP 229*	Fire Dynamics and Combustion	3	0	3
		3	0	3
	Total Semester Hours:			**18**

INCIDENT COMMAND CERTIFICATE (C55240B)

FALL SEMESTER				
FIP 132	Building Construction	3	0	3
		3	0	3
SPRING SEMESTER				
FIP 162	Firefighter Safety & Wellness	3	0	3
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240*#	Fire Service Supervision	3	0	3
		9	0	9
SUMMER SEMESTER				
FIP 221*	Advanced Fire Fighting Strategies	3	0	3
		3	0	3
	Total Semester Hours:			**15**

FIRE SUPERVISOR CERTIFICATE (C55240D)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
FIP 132	Building Construction	3	0	3
		3	0	3
SPRING SEMESTER				
FIP 220	Fire Fighting Strategies	3	0	3
FIP 240*#	Fire Service Supervision	3	0	3
		6	0	6
SUMMER SEMESTER				
FIP 128*#	Detection and Investigation	3	0	3
		3	0	3
SPRING SEMESTER (2nd Year)				
FIP 228	Local Government Finance	3	0	3
		3	0	3
	Total Semester Hours:			**15**

** Indicates courses that may be eligible for substitution with PST credit. Up to nine hours of PST credit may be applied.*

 # Indicates courses that may be eligible for substitution with certification. See your faculty advisor for details.

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 and recreation departments and other organizations implementing exercise and fitness programs.

Coastal Carolina Community College offers an Associate in Applied Science Degree, a Diploma, and a Certificate. The appropriate coursework for each is listed below.

ASSOCIATE IN APPLIED SCIENCE (A45630)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1);
BIO 168	Anatomy and Physiology I	3	3	4
HFS 110	Exercise Science	4	0	4
HFS 111	Fitness & Exercise Testing I	3	2	4
PED 117	Weight Training I	0	3	1
PED 119	Circuit Training	0	3	1
		11	11	15
SPRING SEMESTER (1st Year)				
BIO 155	Nutrition	3	0	3
BIO 169	Anatomy and Physiology II	3	3	4
ENG 111	Writing and Inquiry	3	0	3
HFS 116	Pvnt & Care Exer Injuries	2	2	3
HFS 120	Group Exercise Instruction	2	2	3
PED 111	Physical Fitness ***or***	(0)	(3)	(1)
PED 122	Yoga I	0	2	1
		13	9--10	17
SUMMER SEMESTER (1st Year)				
CIS 110	Intro to Computers	2	2	3
COM 120	Intro Interpersonal Com ***or***	3	0	3
ENG 112	Writing/Research in the Disc	(3)	(0)	(3)
		5	2	6

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
HEA 112	First Aid & CPR	1	2	2
HFS 210	Personal Training	2	2	3
HFS 218	Lifestyle Changes/Wellness	3	2	4
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
PED 118	Weight Training II	0	3	1
PSY 150	General Psychology	3	0	3
		11 – 12	11	16 – 17
SPRING SEMESTER (2nd Year)				
HFS 118	Fitness Facility Management	4	0	4
HFS 212	Exercise Programming	2	2	3
PED 120	Walking For Fitness ***or***	0	3	1
PED 121	Walk, Jog, Run ***or***	(0)	(3)	(1)
PED 210	Team Sports	(0)	(3)	(1)
PSY 271	Sports Psychology ***or***	3	0	3
WBL 111	Work-Based learning I	***(***0)	(10)	(1)
	Humanities/Fine Arts Elective	3	0	3
		9 -- 12	15	12-14
	Total Semester Hours:			**66 – 69**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

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

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

DIPLOMA (D45630)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
HEA 112	First Aid & CPR	1	2	2
HFS 110	Exercise Science	4	0	4
HFS 111	Fitness & Exercise Testing I	3	2	4
HFS 116	Pvnt & Care Exer Injuries	2	2	3
HFS 218	Lifestyle Changes/Wellness	3	2	4
		14	8	18
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry ***or***	3	0	3
ENG 102	Applied Communications II	(3)	(0)	(3)
HFS 118	Fitness Facility Management	4	0	4
HFS 120	Group Exercise Instruction	2	2	3
HFS 210	Personal Training	2	2	3
HFS 212	Exercise Programming	2	2	3
		13	6	16
SUMMER SEMESTER (1st Year)				
CIS 110	Intro to Computers	2	2	3
PSY 150	General Psychology ***or***	3	0	3
PSY 118	Interpersonal Psychology	(3)	(0)	(3)
		5	2	6
	Total Semester Hours:			**40**

HEALTH AND FITNESS SCIENCE CERTIFICATE (C45630)				
HEA 112	First Aid & CPR	1	2	2
PED 117	Weight Training I	0	3	1
HFS 110	Exercise Science	4	0	4
HFS 111	Fitness & Exercise Testing I	3	2	4
HFS 210	Personal Training ***or***	2	2	3
HFS 120	Group Exercise Instruction ***or***	(2)	(2)	(3)
HFS 218	Lifestyle Changes/Wellness	(3)	(2)	(4)
		10 – 11	9	14 – 15
	Total Semester Hours:			**14 – 15**

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.

Coursework 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.

Coastal Carolina offers an Associate in Applied Science Degree, a Diploma, and three Certificates. See an academic advisor/counselor for additional information. The appropriate coursework for each is listed below.

ASSOCIATE IN APPLIED SCIENCE (A25110)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
COM 110	Introduction to Communication ***or***	3	0	3
COM 120	Intro Interpersonal Com	(3)	(0)	(3)
CUL 110	Sanitation and Safety	2	0	2
HRM 110	Intro to Hosp and Tourism	3	0	3
HRM 125	Etiquette for Hospitality	1	0	1
HRM 140	Legal Issues - Hospitality	3	0	3
		14 -- 15	2 -- 4	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 180	The Business of Tourism	3	0	3
HRM 220	Cost Control - Food and Beverage	3	0	3
	Social/Behavioral Science Elective	3	0	3
		14	4	16

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
HRM 210	Meetings and Event Planning	3	0	3
HRM 240	Marketing for Hospitality	3	0	3
WBL 111	Work-Based Learning I	0	10	1
		6	10	7
FALL SEMESTER (2nd Year)				
ENG 111	Writing and Inquiry	3	0	3
HRM 120	Front Office Procedures	3	0	3
HRM 135	Facilities Management	3	0	3
HRM 245	Human Resource Mgmt-Hospitality	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		12	0	15
SPRING SEMESTER (2nd Year)				
HRM 215	Restaurant Management	3	0	3
HRM 215A	Restaurant Management Lab	0	2	1
HRM 225	Beverage Management	3	0	3
HRM 280	Mgmt Problems - Hospitality	3	0	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
WBL 121	Work-Based Learning II	0	10	1
		11	14	14
	Total Semester Hours:			**68**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
*ART 114	Art History Survey I	*MUS 112	Introduction to Jazz
*ART 115	Art History Survey II	MUS 210	History of Rock Music
*DRA 111	Theatre Appreciation	*PHI 215	Philosophical Issues
DRA 112	Literature of the Theatre	*PHI 240	Introduction to Ethics
DRA 211	Theatre History I	REL 110	World Religions
DRA 212	Theatre History II	REL 211	Intro to Old Testament
HUM 130	Myth in Human Culture	REL 212	Intro to New Testament

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

APPROVED SOCIAL/BEHAVIORAL SCIENCES ELECTIVES

*ECO 251	Prin of Microeconomics	*HIS 131	American History I
*ECO 252	Prin of Macroeconomics	*HIS 132	American History II
GEO 111	World Regional Geography	*POL 120	American Government
*HIS 111	World Civilizations I	*PSY 150	General Psychology
*HIS 112	World Civilizations II	*SOC 210	Intro to Sociology

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

DIPLOMA (D25110)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
COM 110	Introduction to Communication ***or***	3	0	3
COM 120	Intro Interpersonal Com	(3)	(0)	(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
		13	0	13
SPRING SEMESTER (1st Year)				
ACC 120	Principles of Financial Accounting	3	2	4
HRM 120	Front Office Procedures	3	0	3
HRM 220	Cost Control - Food and Beverage	3	0	3
HRM 245	Human Resource Mgmt-Hospitality	3	0	3
		12	2	13
SUMMER SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
HRM 210	Meetings and Event Planning	3	0	3
HRM 240	Marketing for Hospitality	3	0	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
		11	2	12
	Total Semester Hours:			**38**

HOSPITALITY SPECIALIST (C25110)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(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
	Total Semester Hours:			**13**

HOSPITALITY FOOD AND BEVERAGE SPECIALIST (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
	Total Semester Hours:			**13**

HOSPITALITY SUPERVISOR I (C25110A)
FALL SEMESTER (1st Year)

HRM 125	Etiquette for Hospitality	1	0	1
HRM 140	Legal Issues - Hospitality	3	0	3
		4	0	4
SPRING SEMESTER (1st Year)				
HRM 120	Front Office Procedures	3	0	3
HRM 245	Human Resource Mgmt-Hospitality	3	0	3
		6	0	6
SUMMER SEMESTER (1st Year)				
HRM 210	Meetings and Event Planning	3	0	3
HRM 240	Marketing for Hospitality	3	0	3
		6	0	6
	Total Semester Hours:			**16**

INFORMATION TECHNOLOGY-INFORMATION SYSTEMS

CURRICULUM DESCRIPTION

The Information Systems 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 and one Certificate. The appropriate coursework is listed below.

ASSOCIATE IN APPLIED SCIENCE (A25590I)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
CTI 120	Network & Sec Foundation	2	2	3
CTS 115	Info Systems Business Concept	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		10 – 11	6 – 8	13 – 14
SPRING SEMESTER (1st Year)				
CIS 115	Intro to Programming and Logic	2	3	3
COM 120	Intro Interpersonal Com ***or***	3	0	3
COM 231	Public Speaking	(3)	(0)	(3)
CTI 110	Web, Pmg, & Db Foundation	2	2	3
NOS 110	Operating System Concepts	2	3	3
	Humanities/Fine Arts Elective	3	0	3
		12	8	15

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
CTS 155	Tech Support Functions	2	2	3
ENG 111	Writing and Inquiry	3	0	3
NOS 120	Linux/Unix Single User	2	2	3
NOS 130	Windows Single User	2	2	3
		9	6	12
FALL SEMESTER (2nd Year)				
CTI 140	Virtualization Concepts	1	4	3
CTS 120	Hardware/Software Support	2	3	3
CTS 285	System Analysis and Design	3	0	3
NOS 230	Windows Admin I	2	2	3
PSY 150	General Psychology	3	0	3
		11	9	15
SPRING SEMESTER (2nd Year)				
CSC 139	Visual BASIC Programming	2	3	3
CTI 141	Cloud & Storage Concepts	1	4	3
CTS 240	Project Management	2	2	3
CTS 289	System Support Project	1	4	3
NOS 231	Windows Admin II	2	2	3
		9	12	15
	Total Semester Hours:			**70 – 71**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
HUM 110	Technology and Society	*PHI 240	Introduction to Ethics
HUM 115	Critical Thinking		

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

INFORMATION SYSTEMS CERTIFICATE (C25590I)

FALL SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
CTI 120	Network & Sec Foundation	2	2	3
CTS 115	Info Systems Business Concept	3	0	3
		7	4	9
SPRING SEMESTER (1st Year)				
CIS 115	Intro to Programming and Logic	2	3	3
CTI 110	Web, Pmg, & Db Foundation	2	2	3
NOS 110	Operating System Concepts	2	3	3
		6	8	9
	Total Semester Hours:			**18**

INFORMATION TECHNOLOGY-COMPUTER PROGRAMMING & DEVELOPMENT

CURRICULUM DESCRIPTION

The Computer Programming and Development 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 (A25590P)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
CTI 120	Network & Sec Foundation	2	2	3
CTS 115	Info Systems Business Concept	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		10 – 11	6 – 8	13 – 14
SPRING SEMESTER (1st Year)				
CIS 115	Intro to Programming and Logic	2	3	3
COM 120	Into Interpersonal Com ***or***	3	0	3
COM 231	Public Speaking	(3)	(0)	(3)
CTI 110	Web, Pmg, & Db Foundation	2	2	3
NOS 110	Operating System Concepts	2	3	3
	Humanities/Fine Arts Elective	3	0	3
		12	8	15

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
CSC 135	COBOL Programming	2	3	3
CSC 153	C# Programming	2	3	3
ENG 111	Writing and Inquiry	3	0	3
SGD 113	SGD Programming	2	3	3
		9	9	12
FALL SEMESTER (2nd Year)				
CSC 118	Swift Programming	2	3	3
CSC 134	C++ Programming	2	3	3
CSC 151	JAVA Programming	2	3	3
CTS 285	System Analysis & Design	3	0	3
PSY 150	General Psychology	3	0	3
		12	9	15
SPRING SEMESTER (2nd Year)				
CSC 139	Visual BASIC Programming	2	3	3
CSC 234	Advanced C++ Programming	2	3	3
CSC 251	Advanced JAVA Programming	2	3	3
CSC 289	Programming Capstone Project	1	4	3
CTS 240	Project Management	2	2	3
		9	15	15
	Total Semester Hours:			**70 – 71**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
HUM 110	Technology and Society	*PHI 240	Introduction to Ethics
HUM 115	Critical Thinking		

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

INFORMATION TECHNOLOGY-NETWORK MANAGEMENT

CURRICULUM DESCRIPTION

The Networking Management 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 (A25590N)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
CTI 120	Network & Sec Foundation	2	2	3
CTS 115	Info Systems Business Concept	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		10 – 11	6	13 – 14
SPRING SEMESTER (1st Year)				
CIS 115	Intro to Programming and Logic	2	3	3
COM 120	Intro Interpersonal Com ***or***	3	0	3
COM 231	Public Speaking	(3)	(0)	(3)
CTI 110	Web, Pmg, & Db Foundation	2	2	3
NET 125	Introduction to Networks	1	4	3
NOS 110	Operating System Concepts	2	3	3
		10	12	15
SUMMER SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
NET 126	Switching and Routing	1	4	3
NOS 120	Linux/Unix Single User	2	2	3
NOS 130	Windows Single User	2	2	3
		8	8	12

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
CTI 140	Virtualization Concepts	1	4	3
CTS 120	Hardware/Software Support	2	3	3
CTS 285	System Analysis and Design	3	0	3
NET 225	Enterprise Networking	1	4	3
NOS 230	Windows Admin I	2	2	3
		9	13	15
SPRING SEMESTER (2nd Year)				
CTI 141	Cloud & Storage Concepts	1	4	3
NET 289	Networking Project	1	4	3
NOS 231	Windows Admin II	2	2	3
PSY 150	General Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		9	12	15
	Total Semester Hours:			**70 – 71**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
HUM 110	Technology and Society	*PHI 240	Introduction to Ethics
HUM 115	Critical Thinking		

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

CISCO NETWORK ADMINISTRATION CERTIFICATE (C25590N)

SPRING SEMESTER (1st Year)				
NET 125	Introduction to Networks	1	4	3
		1	4	3
SUMMER SEMESTER (1st Year)				
NET 126	Switching and Routing	1	4	3
		1	4	3
FALL SEMESTER (2nd Year)				
NET 225	Routing and Switching I	1	4	3
		1	4	3
SPRING SEMESTER (2nd Year)				
NOS 110	Operating System Concepts	2	3	3
		2	3	3
	Total Semester Hours:			**12**

INFORMATION TECHNOLOGY-SYSTEMS SECURITY

CURRICULUM DESCRIPTION

The Systems Security curriculum prepares individuals for employment in system and network security, digital forensics, and ethical hacking. Students will learn the fundamentals of designing security architectures, how to use technologies to provide secure transport of information across networks, and how to conduct penetration testing.

Coursework includes routing and switching, secure communication, security administration, computer investigation, and network vulnerabilities. Students will work in different operating systems including Microsoft and Linux environments.

Graduates may find employment in entry level jobs as information security officers, security analysts, security technicians, security managers, IT analysts, and IT specialists. Graduates may also qualify to complete examinations for various industry certifications.

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

ASSOCIATE IN APPLIED SCIENCE (A25590S)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
CTI 120	Network & Sec Foundation	2	2	3
CTS 115	Info Systems Business Concept	3	0	3
MAT 143	Quantitative Literacy ***or***	2	2	3
MAT 171	Precalculus Algebra	(3)	(2)	(4)
		10 – 11	6	13 – 14
SPRING SEMESTER (1st Year)				
CIS 115	Intro to Programming and Logic	2	3	3
CTI 110	Web, Pmg, & Db Foundation	2	2	3
NET 125	Introduction to Networks	1	4	3
NOS 110	Operating System Concepts	2	3	3
SEC 110	Security Concepts	2	2	3
		9	14	15
SUMMER SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
NET 126	Switching and Routing	1	4	3
NOS 120	Linux/Unix Single User	2	2	3
NOS 130	Windows Single User	2	2	3
		8	8	12

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
COM 120	Intro Interpersonal Com ***or***	3	0	3
COM 231	Public Speaking	(3)	(0)	(3)
CCT 121	Computer Crime Invest.	3	2	4
CCT 250	Network Vulnerabilities I	2	2	3
NOS 230	Windows Admin I	2	2	3
SEC 150	Secure Communications	2	2	3
		12	8	16
SPRING SEMESTER (2nd Year)				
CCT 251	Network Vulnerabilities II	2	2	3
PSY 150	General Psychology	3	0	3
SEC 160	Security Administration I	2	2	3
SEC 285	Systems Security Project	1	4	3
	Humanities/Fine Arts Elective	3	0	3
		11	8	15
	Total Semester Hours:			**71 – 72**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
HUM 110	Technology and Society	*PHI 240	Introduction to Ethics
HUM 115	Critical Thinking		

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

SYSTEM SECURITY CERTIFICATE (C25590S)

FALL SEMESTER (1st Year)				
CTI 120	Network & Sec Foundation	2	2	3
		2	2	3
SPRING SEMESTER (1st Year)				
SEC 110	Security Concepts	2	2	3
		2	2	3
FALL SEMESTER (2nd Year)				
CCT 121	Computer Crime Invest.	3	2	4
CCT 250	Network Vulnerabilities I	2	2	3
		5	4	7
SPRING SEMESTER (2nd Year)				
CCT 251	Network Vulnerabilities II	2	2	3
		2	2	3
	Total Semester Hours:			**16**

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 the examination given by the Board of Certification of the American Society of Clinical Pathology. 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 advisor/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			
SUMMER SEMESTER (Full Session)		**Class**	**Lab**	**Clinic**	**Credit**
ENG 112	Writing/Research in the Disc	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		6	0	0	6
SUMMER SEMESTER (1st Session)					
MLT 130	Clinical Chemistry I	3	3	0	4
		3	3	0	4
SUMMER SEMESTER (2nd Session)					
PSY 150	General Psychology	3	0	0	3
		3	0	0	3
FALL SEMESTER (2nd Year)					
MLT 259	MLT Practicum I	0	0	33	11
MLT 280	Special Practice Lab	0	3	0	1
		0	3	33	12
SPRING SEMESTER (2nd Year)					
MLT 217	Professional Issues	0	3	0	1
MLT 269	MLT Practicum II	0	0	33	11
		0	3	33	12
	Total Semester Hours:				**76**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

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

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

APPROVED COURSE SUBSTITUTIONS

REQUIRED COURSE		COURSE SUBSTITUTION	
BIO 163	Basic Anatomy & Physiology	BIO 168	Anatomy & Physiology I
		and	
		BIO 169	Anatomy & Physiology II
CIS-111	Basic PC Literacy	CIS 110	Introduction to Computers

MEDICAL OFFICE ADMINISTRATION

CURRICULUM DESCRIPTION

This curriculum prepares individuals for employment in medical and other healthcare 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 healthcare 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		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
MED 116	Intro to A & P ***or***	3	2	4
BIO 163	Basic Anatomy & Physiology	(4)	(2)	(5)
OST 131	Keyboarding	1	2	2
OST 141	Med Office Terms I ***or***	3	0	3
OST 143	Dental Office Terminology	(3)	(0)	(3)
OST 148	Med Ins & Billing	3	0	3
		13 – 15	6 -- 8	16 – 17
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
OST 134	Text Entry and Formatting	2	2	3
OST 142	Med Office Terms II	3	0	3
OST 248	Diagnostic Coding ***or***	2	2	3
OST 147	Dental Billing & Coding	(3)	(0)	(3)
		10-11	2-4	12
SUMMER SEMESTER (1st Year)				
COM 120	Intro Interpersonal Com	3	0	3
PSY 150	General Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		9	0	9

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
OST 136	Word Processing	2	2	3
OST 149	Medical Legal Issues	3	0	3
OST 164	Office Editing	3	0	3
OST 244	Med Document Processing	2	2	3
OST 247	Procedural Coding	2	2	3
OST 263	Healthcare Customer Relations	3	0	3
		15	6	18
SPRING SEMESTER (2nd Year)				
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
OST 280	Electronic Health Records	2	2	3
OST 281	Emerg Issues/Med Office	3	0	3
OST 288	Medical Office Admin Capstone	2	2	3
		9	6	12
	Total Semester Hours:			**67 – 68**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
HUM 110	Technology and Society	*PHI 240	Introduction to Ethics
HUM 115	Critical Thinking		

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

MEDICAL OFFICE ADMINISTRATION DIPLOMA (D25310)

FALL SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
OST 136	Word Processing	2	2	3
OST 141	Med Office Terms I	3	0	3
OST 164	Office Editing	3	0	3
OST 149	Medical Legal Issues	3	0	3
		13 – 14	4	15
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
OST 248	Diagnostic Coding	2	2	3
OST 280	Electronic Health Records	2	2	3
OST 281	Emerg Issues/Med Office	3	0	3
		10	4	12

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
HUM 110	Technology and Society	3	0	3
OST 134	Text Entry & Formatting	2	2	3
OST 244	Med Document Processing	2	2	3
		8	2	9
	Total Semester Hours:			**36**

DENTAL OFFICE ADMINISTRATION DIPLOMA (D25310D)

FALL SEMESTER (1st Year)				
CIS 110	Introduction to Computers	2	2	3
OST 136	Word Processing	2	2	3
OST 143	Dental Office Terminology	3	0	3
OST 164	Office Editing	3	0	3
OST 149	Medical Legal Issues	3	0	3
		13 – 14	4	15
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
OST 147	Dental Billing & Coding	3	0	3
OST 280	Electronic Health Records	2	2	3
OST 281	Emerg Issues/Med Office	3	0	3
		11	4	12
SUMMER SEMESTER (1st Year)				
COM 120	Intro Interpersonal Com	3	0	3
OST 134	Text Entry & Formatting	2	2	3
OST 244	Med Document Processing	2	2	3
		8	2	9
	Total Semester Hours:			**36**

MEDICAL INSURANCE AND CODING CERTIFICATE (C25310B)

FALL SEMESTER				
MED 116	Introduction to A & P	3	2	4
OST 141	Med Office Terms I	3	0	3
		6	2	7
SPRING SEMESTER				
OST 142	Med Office Terms II	3	0	3
OST 247	Procedure Coding	2	2	3
OST 248	Diagnostic Coding	2	2	3
		7	4	9
	Total Semester Hours:			**16**

MEDICAL DOCUMENT SPECIALIST CERTIFICATE (C25310C)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
CIS 110	Introduction to Computers	2	2	3
OST 136	Word Processing	2	2	3
		4	4	6
SPRING SEMESTER				
OST 141	Med Office Terms I	3	0	3
OST 280	Electronic Health Records	2	2	3
		5	2	6
SUMMER SEMESTER				
OST 142	Med Office Terms II	3	0	3
OST 244	Med Document Processing	2	2	3
	Total Semester Hours:			**18**

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 two Certificates. The appropriate coursework is listed below.

ASSOCIATE IN APPLIED SCIENCE (A25370)

		Hours Per Week		
FALL SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
ACA 111	College Student Success ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	3
OST 122	Office Computations	2	2	3
OST 131	Keyboarding	1	2	2
OST 136	Word Processing	2	2	3
		7 -- 8	8 -- 10	12
SPRING SEMESTER (1st Year)				
ENG 111	Writing and Inquiry	3	0	3
OST 134	Text Entry and Formatting	2	2	3
OST 159	Office Ethics	3	0	3
OST 184	Records Management	2	2	3
OST 236	Adv Word/Information Processing	2	2	3
		12	6	15
SUMMER SEMESTER (1st Year)				
HUM 110	Technology and Society	3	0	3
PSY 150	General Psychology	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		9	0	9

		Hours Per Week		
FALL SEMESTER (2nd Year)		**Class**	**Lab**	**Credit**
CTS 130	Spreadsheet	2	2	3
OST 137	Office Applications I	2	2	3
OST 145	Social Media for Office Prof	2	2	3
OST 153	Office Finance Solutions	2	2	3
OST 164	Office Editing	3	0	3
		11	8	15
SPRING SEMESTER (2nd Year)				
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
OST 138	Office Applications II	2	2	3
OST 188	Issues in Office Admin	3	0	3
OST 286	Professional Development	3	0	3
OST 289	Office Admin Capstone	2	2	3
		12	6	15
	Total Semester Hours:			**66**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	*MUS 110	Music Appreciation
HUM 110	Technology and Society	*PHI 240	Introduction to Ethics
HUM 115	Critical Thinking		

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

OFFICE SOFTWARE CERTIFICATE (C25370)
FALL SEMESTER

CIS 110	Introduction to Computers	2	2	3
OST 136	Word Processing	2	2	3
OST 137	Office Applications I	2	2	3
		6	6	9
SPRING SEMESTER				
CTS 130	Spreadsheets	2	2	3
OST 138	Office Applications II	2	2	3
OST 236	Adv Word/Information Processing	2	2	3
		6	6	9
	Total Semester Hours:			**18**

CUSTOMER SERVICE CERTIFICATE (C25370A)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
OST 131	Keyboarding	1	2	2
OST 136	Word Processing	2	2	3
OST 145	Social Media for Office Prof	3	0	3
		6	4	8
SPRING SEMESTER				
OST 137	Office Applications I	2	2	3
OST 159	Office Ethics	3	0	3
OST 286	Professional Development	3	0	3
		8	2	9
	Total Semester Hours:			**17**

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, a Diploma, and four Certificates. 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 ***or***	1	0	1
ACA 122	College Transfer Success	(0)	(2)	(1)
CIS 110	Introduction to Computers	2	2	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
		12 -- 13	4 -- 6	15
SPRING SEMESTER (1st Year)				
COM 120	Intro Interpersonal Com	3	0	3
ENG 111	Writing and Inquiry	3	0	3
LEX 121	Legal Research/Writing II	2	2	3
LEX 141	Civil Litigation II	2	2	3
MAT 110	Math Measurement & Literacy ***or***	2	2	3
MAT 143	Quantitative Literacy	(2)	(2)	(3)
SOC 210	Intro to Sociology	3	0	3
		15	6	18

		Hours Per Week		
SUMMER SEMESTER (1st Year)		**Class**	**Lab**	**Credit**
LEX 150	Commercial Law I	2	2	3
LEX 160	Criminal Law and Procedure	2	2	3
LEX 220	Corporate Law	2	0	2
LEX 285	Workers' Comp Law	2	0	2
		8	4	10
FALL SEMESTER (2nd Year)				
LEX 210	Real Property I	3	0	3
LEX 214	Investigation & Trial Prep	1	4	3
LEX 240	Family Law	3	0	3
LEX 250	Wills, Estates, and Trusts I	2	2	3
OST 164	Office Editing	3	0	3
		12	6	15
SPRING SEMESTER (2nd Year)				
LEX 211	Real Property II	1	4	3
LEX 260	Bankruptcy and Collections	3	0	3
LEX 270	Law Office Management/Tech	1	2	2
LEX 280	Ethics and Professionalism	2	0	2
WBL 111	Work-Based Learning I	0	10	1
	Humanities/Fine Arts Elective	3	0	3
		10	16	14
	Total Semester Hours:			**72**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

*ART 111	Art Appreciation	MUS 210	History of Rock Music
*ART 114	Art History Survey I	*PHI 215	Philosophical Issues
*ART 115	Art History Survey II	*PHI 240	Introduction to Ethics
*DRA 111	Theatre Appreciation	REL 110	World Religions
HUM 130	Myth in Human Culture	REL 211	Intro to Old Testament
*MUS 110	Music Appreciation	REL 212	Intro to New Testament
*MUS 112	Introduction to Jazz		

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

DIPLOMA (D25380)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
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 210	Real Property I	3	0	3
LEX 240	Family Law	3	0	3
LEX 250	Wills, Estates, and Trusts I	2	2	3
		18	4	20
SPRING SEMESTER				
ENG 111	Writing & Inquiry	3	0	3
LEX 260	Bankruptcy and Collections	3	0	3
LEX 270	Law Office Management/Tech	1	2	2
LEX 280	Ethics & Professionalism	2	0	2
SOC 210	Intro to Sociology	3	0	3
		12	2	13
SUMMER SEMESTER				
LEX 150	Commercial Law I	2	2	3
LEX 160	Criminal Law and Procedure	2	2	3
LEX 220	Corporate Law	2	0	2
LEX 285	Workers' Comp Law	2	0	2
		8	4	10
	Total Semester Hours:			**43**

CORPORATE LAW LEGAL ASSISTANT CERTIFICATE (C25380B)

FALL SEMESTER				
LEX 120	Legal Research/Writing I	2	2	3
LEX 130	Civil Injuries	3	0	3
		5	2	6
SPRING SEMESTER				
LEX 260	Bankruptcy and Collections	3	0	3
LEX 270	Law Office Management/Tech	1	2	2
		4	2	5
SUMMER SEMESTER				
LEX 150	Commercial Law I	2	2	3
LEX 220	Corporate Law	2	0	2
LEX 285	Workers' Comp Law	2	0	2
		6	2	7
	Total Semester Hours:			**18**

LITIGATION LEGAL ASSISTANT CERTIFICATE (C25380L)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
LEX 120	Legal Research/Writing I	2	2	3
LEX 140	Civil Litigation I	3	0	3
		5	2	6
SPRING SEMESTER				
LEX 141	Civil Litigation II	2	2	3
		2	2	3
SUMMER SEMESTER				
LEX 160	Criminal Law and Procedure	2	2	3
		2	2	3
	Total Semester Hours:			**12**

LEGAL SECRETARY CERTIFICATE (C25380S)

FALL SEMESTER				
LEX 110	Introduction to Paralegal Study	2	0	2
LEX 120	Legal Research/Writing I	2	2	3
LEX 140	Civil Litigation I	3	0	3
OST 164	Office Editing	3	0	3
		10	2	11
SPRING SEMESTER				
ENG 111	Writing and Inquiry	3	0	3
LEX 270	Law Office Management/Tech	1	2	2
LEX 280	Ethics and Professionalism	2	0	2
		6	2	7
	Total Semester Hours:			**18**

REAL PROPERTY LEGAL ASSISTANT CERTIFICATE (C25380R)

FALL SEMESTER				
LEX 120	Legal Research/Writing I	2	2	3
LEX 210	Real Property I	3	0	3
		5	2	6
SPRING SEMESTER				
LEX 121	Legal Research/Writing II	2	2	3
LEX 211	Real Property II	1	4	3
LEX 270	Law Office Management/Tech	1	2	2
		4	8	8
SUMMER SEMESTER				
LEX 150	Commercial Law	2	2	3
		2	2	3
	Total Semester Hours:			**17**

PRACTICAL NURSING

CURRICULUM DESCRIPTION

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

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

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/ long term care/home health facilities, clinics, and physicians' offices.

Coastal Carolina Community College offers a Diploma. This has been identified as a limited enrollment program and may involve certain deadlines. See an academic advisor/counselor for additional information. The appropriate course- work 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 102AB**	Practical Nursing II (6 wks)	4	0	5	5
		11	6	11	16
SPRING SEMESTER					
NUR 102BB**	Practical Nursing II (6 wks)	3	0	4	5
NUR 103	Practical Nursing III (10 wks)	6	0	9	9
		9	0	13	14
	Total Semester Hours:				**41**

APPROVED COURSE SUBSTITUTIONS

REQUIRED COURSE	COURSE SUBSTITUTION
BIO 106 Intro to Anat/Phys/Micro	BIO 163 Basic Anat and Phys ***or*** BIO 168 Anat and Physiology I ***and*** BIO 169 Anat and Physiology II
CIS 111 Basic PC Literacy	CIS 110 Introduction to Computers

***Students must complete both NUR 102AB and NUR 102BB before credit is awarded.*

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.

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

ASSOCIATE IN APPLIED SCIENCE (A45740)

		Hours Per Week			
FALL SEMESTER		**Class**	**Lab**	**Clinic**	**Credit**
ACA 111	College Student Success ***or***	1	0	0	1
ACA 122	College Transfer Success	(0)	(2)	(0)	(1)
BIO 163	Basic Anatomy and Physiology	4	2	0	5
SUR 110	Intro to Sur Technology	3	0	0	3
SUR 111	Periop Patient Care	5	6	0	7
		13	8	0	16
SPRING SEMESTER					
BIO 170	Introductory Microbiology	3	3	0	4
SUR 122	Surgical Procedures I	5	3	0	6
SUR 123	SUR Clinical Practice I	0	0	21	7
		8	6	21	17

		Hours Per Week			
SUMMER SEMESTER		**Class**	**Lab**	**Clinic**	**Credit**
ENG 111	Writing and Inquiry	3	0	0	3
SUR 134	Surgical Procedures II	5	0	0	5
SUR 135	Sur Clinical Practice II	0	0	12	4
		8	0	12	12
FALL SEMESTER					
ENG 112	Writing/Research in the Disc	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SUR 211	Advanced Theoretical Concepts	2	0	0	2
SUR 212	SUR Clinical Supplement	0	0	12	4
		8	0	12	12
SPRING SEMESTER					
CIS 110	Introduction to Computers	2	2	0	3
COM 120	Intro Interpersonal Com	3	0	0	3
SUR 137	Professonal Success Prep	1	0	0	1
SUR 210	Adv SUR Clinical Practice	0	0	6	2
	Humanities/Fine Arts Elective	3	0	0	3
		9	2	6	12
	Total Semester Hours:				**69**

APPROVED HUMANITIES/FINE ARTS ELECTIVES

ART 111	Art Appreciation	PHI 215	Philosophical Issues
MUS 110	Music Appreciation	PHI 240	Introduction to Ethics

APPROVED COURSE SUBSTITUTION

REQUIRED COURSE	COURSE SUBSTITUTION
BIO 170 Introductory Microbiology	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

WELDING TECHNOLOGY

CURRICULUM DESCRIPTION

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

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 advisor/counselor for additional information. The appropriate coursework for each is listed below.

DIPLOMA (D50420)

		Hours Per Week		
FALL SEMESTER		**Class**	**Lab**	**Credit**
HUM 110	Technology and Society	3	0	3
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
		9	18	15
SPRING SEMESTER				
ENG 102	Applied Communications II	3	0	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
		9	17	15

		Hours Per Week		
SUMMER SEMESTER		**Class**	**Lab**	**Credit**
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
	Total Semester Hours:			**39**

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
	Total Semester Hours:			**12**

COMBINATION WELDER CERTIFICATE (C50420B)*
Prerequisite: Successful completion of (C50420A)**
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
	Total Semester Hours:			**12**

***The Combination Welder Certificate is intended for individuals who have completed the Structural Welder Certificate.*

CERTIFIED WELDER CERTIFICATE (C50420C)*
Prerequisite: Successful completion of (C50420B)
FALL SEMESTER

WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
		4	15	9
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
	Total Semester Hours:			**18**

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

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.

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, but not limited to, ACT or SAT. In exceptional cases, the appropriate Division Chair may waive a local prerequisite or corequisite. This waiver requires written documentation of how the competencies were demonstrated (for example, a departmental test) by the student.

COURSES THAT CANNOT BE CHALLENGED

ACA 111	DRA 130	MUS 133	NOS 231
ACA 122	DRA 131	MUS 134	OST 289
ART 121	DRA 140	MUS 135	PED 110
ART 122	DRA 145	MUS 136	PED 111
ART 131	DRA 170	MUS 141	PED 113
ART 132	DRA 171	MUS 142	PED 115
ART 135	EDU 119	MUS 151	PED 117
ART 231	EDU 184	MUS 152	PED 118
ART 232	EDU 284	MUS 161	PED 119
ART 240	ENG 102	MUS 162	PED 120
ART 241	ENG 111	MUS 231	PED 121
ART 244	ENG 112	MUS 232	PED 122
ART 245	ENG 125	MUS 233	PED 123
ART 246	ENG 126	MUS 234	PED 210
CJC 120	FIP 221	MUS 235	PED 217
CJC 221	FIP 228	MUS 236	PED 218
CJC 222	LEX 211	MUS 241	WBL 111
COM 120	LEX 214	MUS 242	WBL 112
COM 231	MUS 123	MUS 261	WBL121
CSC 289	MUS 131	MUS 262	
CTS 289	MUS 132	NOS 230	

NOTE:
Developmental courses, supplemental courses, Fine Arts courses with a lab component, sand courses including clinical practice are not eligible for challenge exams/proficiency.

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, Data Management Services/Registrar for approval.

		Hours Per Week		
		Class	Lab	Credit

ACADEMIC RELATED

ACA 090 Student Success Strategies **3 0 3**

Prerequisite(s): None
Corequisite(s): None

This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to meet educational and life goals.

ACA 111 College Student Success **1 0 1**

Prerequisite(s): None
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.

ACA 122 College Transfer Success **0 2 1**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

		Hours Per Week Class	Lab	Credit

ACCOUNTING

ACC 111 Financial Accounting 3 0 3

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.

ACC 120 Prin of Financial Accounting 3 2 4

Prerequisite(s): None
Corequisite(s): None
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ACC 121 Prin of Managerial Accounting 3 2 4

Prerequisite(s): ACC 120
Corequisite(s): None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ACC 129 Individual Income Taxes 2 2 3

Prerequisite(s): None
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.

		Hours Per Week		
		Class	Lab	Credit
ACC 130	**Business Income Taxes**	**2**	**2**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140	**Payroll Accounting**	**1**	**3**	**2**

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.

ACC 150	**Accounting Software Appl**	**1**	**3**	**2**

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 accurately solve accounting problems.

ACC 180	**Practices in Bookkeeping**	**3**	**0**	**3**

Prerequisite(s): ACC 120
Corequisite(s): None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

		Hours Per Week		
		Class	Lab	Credit
ACC 220	**Intermediate Accounting I**	**3**	**2**	**4**

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 analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221	**Intermediate Acct II**	**3**	**2**	**4**

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**	**3**	**0**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

AHR 110 Intro to Refrigeration **2 6 5**

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.

AHR 111 HVACR Electricity **2 2 3**

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.

AHR 112 Heating Technology **2 4 4**

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.

AHR 113 Comfort Cooling **2 4 4**

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**

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**

Prerequisite(s): AHR 111, ELC 111 or ELC 112
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**

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**

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**

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**

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**

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**

Prerequisite(s): None
Corequisite(s): None
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

AHR 235	**Refrigeration Design**	**2**	**2**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit
AHR 255	**Indoor Air Quality**	**1**	**2**	**2**

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.

		Hours Per Week		
		Class	Lab	Credit

ARCHITECTURE

ARC 111 Intro to Arch Technology 1 6 3

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.

ARC 112 Constr Matls & Methods 3 2 4

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.

ARC 113 Residential Arch Tech 1 6 3

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.

ARC 114 Architectural CAD 1 3 2

Prerequisite(s): None
Corequisite(s): ARC 114A

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.

		Hours Per Week		
		Class	Lab	Credit
ARC 114A	**Architectural CAD Lab**	**0**	**3**	**1**

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.

ARC 131	**Building Codes**	**2**	**2**	**3**

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.

ARC 211	**Light Constr Technology**	**1**	**6**	**3**

Prerequisite(s): ARC 111
Corequisite(s): ARC 112
This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

ARC 213	**Design Project**	**2**	**6**	**4**

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 development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

ARC 214	**Architectural Statics**	**3**	**0**	**3**

Prerequisite(s): ARC 111, ARC 112, and MAT 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.

		Hours Per Week		
		Class	Lab	Credit
ARC 221	**Architectural 3-D CAD**	**1**	**4**	**3**

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**

Prerequisite(s): None
Corequisite(s): ARC 225A

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**

Prerequisite(s): None
Corequisite(s): ARC 225

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**

Prerequisite(s): Take One Set
Set 1: ARC 111 and MAT 121
Set 2: ARC 111 and MAT 171
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.

		Hours Per Week		
		Class	Lab	Credit
ARC 231	**Arch Presentations**	**2**	**4**	**4**

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.

ARC 235	**Architectural Portfolio**	**2**	**3**	**3**

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.

ARC 240	**Site Planning**	**2**	**2**	**3**

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.

ARC 250	**Survey of Architecture**	**3**	**0**	**3**

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.

ARC 262	**Arch Animation & Video**	**1**	**6**	**3**

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**	**1**	**3**	**2**

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

ART 111 Art Appreciation **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: 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*.

ART 114 Art History Survey I **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: 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.*

ART 115 Art History Survey II **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: 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.*

		Hours Per Week		
		Class	Lab	Credit
ART 121	**Two-Dimensional Design**	**0**	**6**	**3**

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

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

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

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**

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	**Digital Design I**	**0**	**6**	**3**

Prerequisite(s): None
Corequisite(s): None
This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 214	**Portfolio and Resume**	**0**	**2**	**1**

Prerequisite(s): ART 121
Corequisite(s): None
This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. *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**

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.*

		Hours Per Week		
		Class	Lab	Credit
ART 232	**Printmaking II**	**0**	**6**	**3**

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 240	**Painting I**	**0**	**6**	**3**

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

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 244	**Watercolor**	**0**	**6**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit
ART 245	**Metals I**	**0**	**6**	**3**

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**

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 264	**Digital Photography I**	**0**	**6**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 265	**Digital Photography II**	**0**	**6**	**3**

Prerequisite(s): ART 264
Corequisite(s): None
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
ART 271	**Digital Design II**	**0**	**6**	**3**

Prerequisite(s): ART 171
Corequisite(s): None
This course includes advanced digital techniques in raster, vector, and time based media. Emphasis is based on creative application and integration of digital technologies. Upon completion, students should be able to demonstrate command of various digital systems to express their personal vision. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ART 281	**Sculpture I**	**0**	**6**	**3**

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.*

ART 282	**Sculpture II**	**0**	**6**	**3**

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**

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.*

		Hours Per Week		
		Class	Lab	Credit
ART 284	**Ceramics II**	**0**	**6**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit

AUTOMATION & ROBOTICS

ATR 112 Intro to Automation **2 3 3**

Prerequisite(s): None
Corequisite(s): None

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

		Hours Per Week		
		Class	Lab	Credit

AUTOMOTIVE BODY REPAIR

AUB 111 Painting & Refinishing I **2 6 4**

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.

AUB 112 Painting & Refinishing II **2 6 4**

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.

AUB 114 Special Finishes **1 2 2**

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.

AUB 121 Non-Structural Damage I **1 4 3**

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**	**2**	**6**	**4**

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**	**2**	**4**	**4**

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 141	**Mech & Elec Components I**	**2**	**2**	**3**

Prerequisite(s): None
Corequisite(s): None
This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 150	**Automotive Detailing**	**1**	**3**	**2**

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.

		Hours Per Week		
		Class	Lab	Credit
AUB 160	**Body Shop Operations**	**1**	**0**	**1**

Prerequisite(s): None
Corequisite(s): None

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

		Hours Per Week		
		Class	Lab	Credit

AUTOMOTIVE MANAGEMENT

AUM 111 Managing Automotive Org **3 0 3**

Prerequisite(s): None
Corequisite(s): None

This course will cover the principles and procedures involved in managing an automotive facility. Emphasis is placed on record maintenance, facility layout, technical service training, personnel management, parts management, and computer-based shop management systems. Upon completion, students should be able to demonstrate procedures used in the day-to-day operations of an automotive facility.

		Hours Per Week		
		Class	Lab	Credit

AUTOMOTIVE

AUT 114 Safety and Emissions 1 2 2

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.

AUT 141 Suspension & Steering Sys 2 3 3

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.

AUT 151 Brake Systems 2 3 3

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.

AUT 181 Engine Performance 1 2 3 3

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.

		Hours Per Week		
		Class	Lab	Credit
AUT 213	**Automotive Servicing 2**	**1**	**3**	**2**

Prerequisite(s): None
Corequisite(s): None

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

		Hours Per Week		
		Class	Lab	Credit

BIOLOGY

BIO 106 Intro to Anat/Phys/Micro **2 2 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097

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.

BIO 110 Principles of Biology **3 3 4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097
Take 1 Math Set
Set 1 MAT 003 with a grade of P1
Set 2 BSP 4003 with a grade of P1
Set 3 DMA 010, DMA 020 and DMA 030

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.*

		Hours Per Week		
		Class	Lab	Credit
BIO 111	**General Biology I**	**3**	**3**	**4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097
Take 1 Math Set
Set 1 MAT 003 with a grade of P2
Set 2 BSP 4003 with a grade of P2
Set 3 DMA 010, DMA 020 DMA 030 DMA 040 and DMA 050

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**	**3**	**3**	**4**

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**	**3**	**3**	**4**

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.*

		Hours Per Week		
		Class	Lab	Credit
BIO 130	**Introductory Zoology**	**3**	**3**	**4**

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**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097
Corequisite(s): BIO 140A or Enrollment in MLT Program
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**	**0**	**3**	**1**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097
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.*

		Hours Per Week		
		Class	Lab	Credit
BIO 155	**Nutrition**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097
Take 1 Math Set
Set 1 MAT 003 with a grade of P1
Set 2 BSP 4003 with a grade of P1
Set 3 DMA 010, DMA 020 and DMA 030

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 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097
Take 1 Math Set
Set 1 MAT 003 with a grade of P1
Set 2 BSP 4003 with a grade of P1
Set 3 DMA 010, DMA 020 and DMA 030

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.*

		Hours Per Week		
		Class	Lab	Credit
BIO 168	**Anatomy and Physiology I**	**3**	**3**	**4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2 BSP 4002 with a grade of P1
Set 3 DRE 097
Take 1 Math Set
Set 1 MAT 003 with a grade of P1
Set 2 BSP 4003 with a grade of P1
Set 3 DMA 010, DMA 020 and DMA 030
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.*

BIO 169	**Anatomy and Physiology II**	**3**	**3**	**4**

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.*

		Hours Per Week		
		Class	Lab	Credit
BIO 170	**Introductory Microbiology**	**3**	**3**	**4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Take 1 Math Set
Set 1: MAT 003 with a grade of P1
Set 2: BSP 4003 with a grade of P1
Set 3: DMA 010, DMA 020 and DMA 030
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**

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 243	**Marine Biology**	**3**	**3**	**4**

Prerequisite(s): BIO 110 or BIO 111
Corequisite(s): None

This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
BIO 275	**Microbiology**	**3**	**3**	**4**

Prerequisite(s): 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.*

		Hours Per Week		
		Class	Lab	Credit

BLUEPRINT READING

BPR 130 Print Reading-Construction **3 0 3**

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.

		Hours Per Week		
		Class	Lab	Credit

BUSINESS

BUS 110 Introduction to Business **3 0 3**

Prerequisite(s): None
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.*

BUS 115 Business Law I **3 0 3**

Prerequisite(s): None
Corequisite(s): None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BUS 121 Business Math **2 2 3**

Prerequisite(s): None
Corequisite(s): None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 Personal Finance **3 0 3**

Prerequisite(s): None
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 137	**Principles of Management**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BUS 139	**Entrepreneurship I**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

BUS 173	**Procurement Management**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None

This course examines purchasing and materials management including function, organization, quality and quantity considerations, pricing policies, supplier selection, and ethical and legal implications. Topics include purchasing procedures, value analysis, inventory control, logistics, capital equipment, budgets, and institutional and governmental purchasing practices. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques of purchasing and materials management.

BUS 225	**Business Finance**	**2**	**2**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit
BUS 245	**Entrepreneurship II**	**3**	**0**	**3**

Prerequisite(s): BUS 139 and ENG 111
Corequisite(s): None
This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

BUS 270	**Professional Development**	**3**	**0**	**3**

Prerequisite(s): None
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.

		Hours Per Week Class	Lab	Credit

CYBER CRIME

CCT 110 Intro to Cyber Crime 3 0 3

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.

CCT 121 Computer Crime Invest. 3 2 4

Prerequisite(s): CTI 120
Corequisite(s): None

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

CCT 250 Network Vulnerabilities I 2 2 3

Prerequisite(s): CTI 120
Corequisite(s): None

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

CCT 251 Network Vulnerabilities II 2 2 3

Prerequisite(s): CCT 250
Corequisite(s): None

This course advances students' knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.

		Hours Per Week		
		Class	Lab	Credit

COMPUTER ENGINEERING TECHNOLOGY

CET 111 Computer Upgrade/Repair I **2 3 3**

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.

CET 130 Operating System Prin **2 3 3**

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.

CET 211 Computer Upgrade/Repair II **2 3 3**

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.

		Hours Per Week Class	Lab	Credit

CHEMISTRY

CHM 090 Chemistry Concepts **4 0 4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Take 1 Math Set
Set 1: MAT 003 with a grade of P1
Set 2: BSP 4003 with a grade of P1
Set 3: DMA 010, DMA 020 and DMA 030
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.

CHM 130 Gen, Org, & Biochemistry **3 0 3**

Prerequisite(s): **Take 1 Math Set**
Set 1: CHM 090 and MAT 003 with a grade of P1
Set 2: CHM 090 and BSP 4003 with a grade of P1
Set 3: CHM 090 and 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.*

CHM 130A Gen, Org & Biochem Lab **0 2 1**

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
CHM 131	**Introduction to Chemistry**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Take 1 Math Set
Set 1: MAT 003 with a grade of P2
Set 2: BSP 4003 with a grade of P2
Set 3: DMA 010, DMA 020 DMA 030 DMA 040 and DMA 050

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.*

CHM 131A	**Intro to Chemistry Lab**	**0**	**3**	**1**

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.*

		Hours Per Week		
		Class	Lab	Credit
CHM 151	**General Chemistry I**	**3**	**3**	**4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Take 1 Math Set
Set 1: MAT 171
Set 2: CHM 090
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**

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**

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**	**3**	**3**	**4**

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.*

		Hours Per Week		
		Class	Lab	Credit

INFORMATION SYSTEMS

CIS 070 Fundamentals of Computing 0 2 1

Prerequisite(s): None
Corequisite(s): None

This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110 Introduction to Computers 2 2 3

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).*

CIS 111 Basic PC Literacy 1 2 2

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.

CIS 115 Intro to Prog and Logic 2 3 3

Prerequisite(s): **Take 1 Math Set**
Set 1: MAT 003 with a grade of P2
Set 2: BSP 4003 with a grade of P2
Set 3: DMA 010, DMA 020 DMA 030 and DMA 040
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).*

		Hours Per Week		
		Class	Lab	Credit

CRIMINAL JUSTICE

CJC 110 Basic Law Enforcement Training 10 30 20

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 include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 Intro to Criminal Justice 3 0 3

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.*

CJC 112 Criminology 3 0 3

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.*

CJC 113 Juvenile Justice 3 0 3

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.

		Hours Per Week		
		Class	Lab	Credit
CJC 114	**Investigative Photography**	**1**	**2**	**2**

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 120	**Interviews/Interrogations**	**1**	**2**	**2**

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.

CJC 121	**Law Enforcement Operations**	**3**	**0**	**3**

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**

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.

		Hours Per Week		
		Class	Lab	Credit
CJC 131	**Criminal Law**	**3**	**0**	**3**

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**

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**

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**

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.*

		Hours Per Week		
		Class	Lab	Credit
CJC 146	**Trace Evidence**	**2**	**3**	**3**

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 160	**Terrorism: Underlying Issu**	**3**	**0**	**3**

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 161	**Intro to Homeland Security**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

CJC 170	**Critical Incident Mgmt Pub Saf**	**3**	**0**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit
CJC 212	**Ethics and Comm Relations**	**3**	**0**	**3**

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. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

CJC 214	**Victimology**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215	**Organization and Administration**	**3**	**0**	**3**

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 221	**Investigative Principles**	**3**	**2**	**4**

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.

		Hours Per Week		
		Class	Lab	Credit
CJC 222	**Criminalistics**	**3**	**0**	**3**

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**

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**

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**	**2**	**3**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit
CJC 246	**Adv. Friction Ridge Analys**	**2**	**3**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit

COMMUNICATION

COM 101 Workplace Communication **3 0 3**

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.

COM 110 Introduction to Communication **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

COM 120 Intro Interpersonal Com **3 0 3**

Prerequisite(s): None
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 Communication. This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit
COM 140	**Intro Intercultural Com**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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 Communication.*

COM 231	**Public Speaking**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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 Communication. This is a Universal General Education Transfer Component (UGETC) course.*

COM 251	**Debate I**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

		Hours Per Week		
		Class	Lab	Credit

COSMETOLOGY

COS 111 Cosmetology Concepts I **4 0 4**

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.

COS 112 Salon I **0 24 8**

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.

COS 113 Cosmetology Concepts II **4 0 4**

Prerequisite(s): COS 111 and COS 112
Corequisite(s): None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II **0 24 8**

Prerequisite(s): COS 111 and COS 112
Corequisite(s): None

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**	**4**	**0**	**4**

Prerequisite(s): COS 111 and COS 112
Corequisite(s): None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116	**Salon III**	**0**	**12**	**4**

Prerequisite(s): COS 111 and COS 112
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**	**2**	**0**	**2**

Prerequisite(s): COS 111 and COS 112
Corequisite(s): None

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	**Salon IV**	**0**	**21**	**7**

Prerequisite(s): COS 111 or COS 112
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.

COS 250	**Computerized Salon Ops**	**1**	**0**	**1**

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.

		Hours Per Week		
		Class	Lab	Credit
COS 271	**Instructor Concepts I**	**5**	**0**	**5**

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.

COS 272	**Instructor Practicum I**	**0**	**21**	**7**

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. *This is a certificate-level course.*

COS 273	**Instructor Concepts II**	**5**	**0**	**5**

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. . *This is a certificate-level course.*

COS 274	**Instructor Practicum II**	**0**	**21**	**7**

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.*

		Hours Per Week		
		Class	Lab	Credit

COMPUTER SCIENCE

CSC 118 Swift Programming I 2 3 3

Prerequisite(s): CIS 115
Corequisite(s): None
This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language.

CSC 121 Python Programming 2 3 3

Prerequisite(s): CIS 115
Corequisite(s): None
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC 134 C++ Programming 2 3 3

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.*

CSC 135 COBOL Programming 2 3 3

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.

		Hours Per Week		
		Class	Lab	Credit
CSC 139	**Visual BASIC Programming**	**2**	**3**	**3**

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.*

CSC 151	**JAVA Programming**	**2**	**3**	**3**

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. Upon completion students should be able to design, code, test, debug JAVA language programs. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

CSC 153	**C# Programming**	**2**	**3**	**3**

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, debug, and implement objects using the appropriate environment at the beginning level.

CSC 234	**Advanced C++ Programming**	**2**	**3**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit
CSC 251	**Advanced JAVA Programming**	**2**	**3**	**3**

Prerequisite(s): CSC 151
Corequisite(s): None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 289	**Programming Capstone Project**	**1**	**4**	**3**

Prerequisite(s): CTI 110, CTI 120, CTS 115, CTS 285, 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.

		Hours Per Week		
		Class	Lab	Credit

CONSTRUCTION

CST 241 Planning/Estimating I **2 2 3**

Prerequisite(s): BPR 130, MAT 121, or MAT 171
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.

		Hours Per Week		
		Class	Lab	Credit

COMPUTER TECH INTEGRATION

CTI 110 Web, Pgm, & Db Foundation 2 3 3

Prerequisite(s): None
Corequisite(s): None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network & Sec Foundation 2 3 3

Prerequisite(s): None
Corequisite(s): None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 140 Virtualization Concepts 1 4 3

Prerequisite(s): CTS 115
Corequisite(s): None

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

CTI 141 Cloud & Storage Concepts 1 4 3

Prerequisite(s): CTS 115
Corequisite(s): None

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

		Hours Per Week		
		Class	Lab	Credit

COMPUTER INFORMATION TECHNOLOGY

CTS 115 Info Sys Business Concepts 3 0 3

Prerequisite(s): None
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.*

CTS 120 Hardware/Software Support 2 3 3

Prerequisite(s): CIS 110 or CIS 111 and CTS 115
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.

CTS 130 Spreadsheet 2 2 3

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.

		Hours Per Week		
		Class	Lab	Credit
CTS 155	**Tech Support Functions**	**2**	**2**	**3**

Prerequisite(s): CTS 115
Corequisite(s): None
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 240	**Project Management**	**2**	**2**	**3**

Prerequisite(s): CTS 115
Corequisite(s): None
This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

CTS 285	**Systems Analysis & Design**	**3**	**0**	**3**

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.

CTS 289	**System Support Project**	**1**	**4**	**3**

Prerequisite(s): CTI 110, CTI 120, CTS 115, CTS 120, and 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.

		Hours Per Week		
		Class	Lab	Credit

CULINARY

CUL 110 Sanitation & Safety **2 0 2**

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.

CUL 112 Nutrition for Foodservice **3 0 3**

Prerequisite(s): None
Corequisite(s): None

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 130 Menu Design **2 0 2**

Prerequisite(s): None
Corequisite(s): None

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

CUL 135 Food & Beverage Service **2 0 2**

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.

		Hours Per Week		
		Class	Lab	Credit
CUL 135A	**Food & Beverage Serv Lab**	**0**	**2**	**1**

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.

CUL 140	**Culinary Skills I**	**2**	**6**	**5**

Prerequisite(s): None
Corequisite(s): CUL 110
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

CUL 140A	**Culinary Skills I Lab**	**0**	**3**	**1**

Prerequisite(s): None
Corequisite(s): CUL 140
This course provides laboratory experience for enhancing student skills in the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on practical experiences including recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to demonstrate competency in the basic cooking skills used in the foodservice industry.

CUL 160	**Baking I**	**1**	**4**	**3**

Prerequisite(s): None
Corequisite(s): CUL 110
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate a variety of bakery products.

		Hours Per Week		
		Class	Lab	Credit
CUL 170	**Garde Manger I**	**1**	**4**	**3**

Prerequisite(s): None
Corequisite(s): CUL 110
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 214	**Wine Appreciation**	**1**	**2**	**2**

Prerequisite(s): None
Corequisite(s): None
This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings.

CUL 230	**Global Cuisines**	**1**	**8**	**5**

Prerequisite(s): CUL 110 and CUL 140
Corequisite(s): None
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240	**Culinary Skills II**	**1**	**8**	**5**

Prerequisite(s): CUL 110 and CUL 140
Corequisite(s): None
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

		Hours Per Week		
		Class	Lab	Credit
CUL 250	**Classical Cuisines**	**1**	**8**	**5**

Prerequisite(s): CUL 110, CUL 140, and CUL 240
Corequisite(s): None

This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 273	**Career Development**	**1**	**0**	**1**

Prerequisite(s): None
Corequisite(s): None

This course introduces students to career planning/management practices that serve as a foundation for success in the hospitality industry. Emphasis is placed on self assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search.

CUL 283	**Farm-To-Table**	**2**	**6**	**5**

Prerequisite(s): CUL 110 and CUL 140
Corequisite(s): None

This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine.

		Hours Per Week			
		Class	Lab	Clinic	Credit

DENTAL

DEN 100 Basic Orofacial Anatomy 2 0 0 2

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.*

DEN 101 Preclinical Procedures 4 6 0 7

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.*

DEN 102 Dental Materials 2 4 0 4

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.*

DEN 103 Dental Sciences 2 0 0 2

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
DEN 104	**Dental Health Education**	**2**	**2**	**0**	**3**

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. *This is a diploma-level course.*

DEN 105	**Practice Management**	**2**	**0**	**0**	**2**

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. *This is a diploma-level course.*

DEN 106	**Clinical Practice I**	**2**	**0**	**12**	**6**

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. *This is a diploma-level course.*

DEN 107	**Clinical Practice II**	**1**	**0**	**12**	**5**

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. *This is a diploma level-course.*

		Hours Per Week			
		Class	Lab	Clinic	Credit
DEN 110	**Orofacial Anatomy**	**2**	**2**	**0**	**3**

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.

DEN 111	**Infection/Hazard Control**	**2**	**0**	**0**	**2**

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.

DEN 112	**Dental Radiography**	**2**	**3**	**0**	**3**

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.

DEN 120	**Dental Hyg Preclinic Lec**	**2**	**0**	**0**	**2**

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
DEN 121	**Dental Hygiene Precl Lab**	**0**	**6**	**0**	**2**

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.

DEN 123	**Nutrition/Dental Health**	**2**	**0**	**0**	**2**

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 Federal Nutritional Guidelines, nutrient functions, Recommended Daily Allowances, Adequate Intake, Tolerable Upper Intake Level, Estimated Average Requirement, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124	**Periodontology**	**2**	**0**	**0**	**2**

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.

DEN 130	**Dental Hygiene Theory I**	**2**	**0**	**0**	**2**

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
DEN 131	**Dental Hygiene Clinic I**	**0**	**0**	**9**	**3**

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.

DEN 140	**Dental Hygiene Theory II**	**1**	**2**	**0**	**2**

Prerequisite(s): DEN 130
Corequisite(s): DEN 141
This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications, radiographic abnormalities, and be certified in the administration of local anesthesia.

DEN 141	**Dental Hygiene Clinic II**	**0**	**0**	**6**	**2**

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.

DEN 220	**Dental Hygiene Theory III**	**2**	**0**	**0**	**2**

Prerequisite(s): DEN 140
Corequisite(s): DEN 221
This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients.

		Hours Per Week			
		Class	Lab	Clinic	Credit
DEN 221	**Dental Hygiene Clinic III**	**0**	**0**	**12**	**4**

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.

DEN 222	**General & Oral Pathology**	**2**	**0**	**0**	**2**

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.

DEN 223	**Dental Pharmacology**	**2**	**0**	**0**	**2**

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.

DEN 224	**Materials and Procedures**	**1**	**3**	**0**	**2**

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
DEN 230	**Dental Hygiene Theory IV**	**1**	**0**	**0**	**1**

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, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations.

DEN 231	**Dental Hygiene Clinic IV**	**0**	**0**	**12**	**4**

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.

DEN 232	**Community Dental Health**	**2**	**3**	**0**	**3**

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.

DEN 233	**Professional Development**	**2**	**0**	**0**	**2**

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.

		Hours Per Week		
		Class	Lab	Credit

DRAFTING

DFT 119 Basic CAD 1 2 2

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.

DFT 170 Engineering Graphics 2 2 3

Prerequisite(s): MAT 171
Corequisite(s): None

This course introduces basic engineering graphics skills, equipment, and applications (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit

DRAMA/THEATRE

DRA 111 Theatre Appreciation **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: 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. This is a Universal General Education Transfer Component (UGETC) course.*

DRA 112 Literature of the Theatre **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

DRA 120 Voice for Performance **3 0 3**

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 premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
DRA 130	**Acting I**	**0**	**6**	**3**

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**

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 132	**Stage Movement**	**2**	**2**	**3**

Prerequisite(s): None
Corequisite(s): DRA 111
This course provides an applied study of selected principles of stage movement for actors. Topics include improvisation, mime, stage combat, clowning, choreography, and masks. Upon completion, students should be able to focus properly on stage, to create characters, and to improvise scenes, perform mimes, fight, clown, juggle, and waltz. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

DRA 135	**Acting for the Camera I**	**1**	**4**	**3**

Prerequisite(s): None
Corequisite(s): None
This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
DRA 140	**Stagecraft I**	**0**	**6**	**3**

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**

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.*

DRA 170	**Play Production I**	**0**	**9**	**3**

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**

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.*

		Hours Per Week		
		Class	Lab	Credit
DRA 211	**Theatre History I**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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**	**0**	**6**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit

ECONOMICS

ECO 251 Prin of Microeconomics **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Take 1 Math Set
Set 1: MAT 003 with a grade of P2
Set 2: BSP 4003 with a grade of P2
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 4: MAT 143

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. This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit
ECO 252	**Principles of Macroeconomics**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Take 1 Math Set
Set 1: MAT 003 with a grade of P2
Set 2: BSP 4003 with a grade of P2
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Set 4: MAT 143

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. This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit

EDUCATION

EDU 119 Intro to Early Child Educ 4 0 4

Prerequisite(s): None
Corequisite(s): None

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

EDU 131 Child, Family, & Community 3 0 3

Prerequisite(s): None
Corequisite(s): None

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
EDU 144	**Child Development I**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 102 or ENG 002 with a grade of P1
Set 2: ENG 102 or BSP 4002 with a grade of P1
Set 3: ENG 102 or DRE 097

Corequisite(s): None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EDU 145	**Child Development II**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 102 or ENG 002 with a grade of P1
Set 2: ENG 102 or BSP 4002 with a grade of P1
Set 3: ENG 102 or DRE 097

Corequisite(s): None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
EDU 146	**Child Guidance**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU 151	**Creative Activities**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153	**Health, Safety, & Nutrition**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

		Hours Per Week		
		Class	Lab	Credit
EDU 184	**Early Child Intro Pract**	**1**	**3**	**2**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 102 or ENG 002 with a grade of P1, EDU 119, EDU 146, EDU 151 and departmental approval
Set 2: ENG 102 or BSP 4002 with a grade of P1, EDU 119, EDU 146, EDU 151 and departmental approval
Set 3: ENG 102 or DRE 097, EDU 119, EDU 146, EDU 151 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, assisting in the implementation of developmentally appropriate, culturally responsive, equitable, and ability diverse activities in indoor/outdoor environments for young children, supporting/engaging families, and modeling reflective/professional practices based on national/state guidelines. Upon completion, students should be able to implement respectful/reciprocal relationships with children and families, design, implement, and adapt developmentally appropriate activities, plans, and daily routines that align with NC Foundations for Early Learning and Development and demonstrate ethical/professional behaviors as indicated by assignments and onsite/virtual faculty assessments..

EDU 187	**Teaching and Learning for All**	**3**	**3**	**4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

Corequisite(s): None

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

		Hours Per Week		
		Class	Lab	Credit
EDU 216	**Foundations of Education**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Corequisite(s): None

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EDU 221	**Children with Exceptionalities**	**3**	**0**	**3**

Prerequisite(s): EDU 144 and EDU 145
Corequisite(s): None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
EDU 234	**Infants, Toddlers, & Twos**	**3**	**0**	**3**

Prerequisite(s): EDU 119 and EDU 144
Corequisite(s): None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 250	**Teacher Licensure Preparation**	**3**	**0**	**3**

Prerequisite(s): ENG 111 and MAT 143 or MAT 152 or MAT 171
Corequisite(s): None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 259	**Curriculum Planning**	**3**	**0**	**3**

Prerequisite(s) EDU 119 and EDU 145
Corequisite(s): None

This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children.

		Hours Per Week		
		Class	Lab	Credit
EDU 261	**Early Childhood Admin I**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1, and EDU 119
Set 2: BSP 4002 with a grade of P1, and EDU 119
Set 3: DRE 097 and EDU 119

Corequisite(s): None

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262	**Early Childhood Admin II**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1, EDU 119, and EDU 261
Set 2: BSP 4002 with a grade of P1, EDU 119, and EDU 261
Set 3: DRE 097, EDU 119, 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.

		Hours Per Week		
		Class	Lab	Credit
EDU 279	**Literacy Develop and Instruct**	**3**	**3**	**4**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

Corequisite(s): None

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280	**Language & Literacy Exp**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 102 or ENG 002 with a grade of P1
Set 2: ENG 102 or BSP 4002 with a grade of P1
Set 3: ENG 102 or DRE 097

Corequisite(s): None

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

		Hours Per Week		
		Class	Lab	Credit
EDU 284	**Early Child Capstone Prac**	**1**	**9**	**4**

Prerequisite(s): EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, EDU 184, EDU 280, and departmental approval

Corequisite(s): None

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

		Hours Per Week		
		Class	Lab	Credit

ENGINEERING

EGR 150 Intro to Engineering **1 2 2**

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.*

EGR 220 Engineering Statics **3 0 3**

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.*

EGR 225 Engineering Dynamics **3 0 3**

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.*

		Hours Per Week		
		Class	Lab	Credit

ELECTRICITY

ELC 112 DC/AC Electricity **3 6 5**

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, and analyze simple DC/AC circuits.

ELC 113 Residential Wiring **2 6 4**

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; over current protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC 114 Commercial Wiring **2 6 4**

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.

ELC 115 Industrial Wiring **2 6 4**

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.

		Hours Per Week		
		Class	Lab	Credit
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 128	**Intro to PLC**	**2**	**3**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC 130	**Advanced Motors/Controls**	**2**	**2**	**3**

Prerequisite(s): ELC 112, ELC 131, or ELC 138
Corequisite(s): None
This course covers motors concepts, construction and characteristics and provides a foundation in motor controls. Topics include motor control ladder logic, starters, timers, overload protection, braking, reduced voltage starting, SCR control, AC/DC drives, system and component level troubleshooting. Upon completion, students should be able to specify, connect, control, troubleshoot, and maintain motors and motor control systems.

		Hours Per Week		
		Class	Lab	Credit
ELC 131	**Circuit Analysis I**	**3**	**3**	**4**

Prerequisite(s): None
Corequisite(s): ELC 131A
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A	**Circuit Analysis I Lab**	**0**	**3**	**1**

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 133	**Circuit Analysis II**	**3**	**3**	**4**

Prerequisite(s): ELC 112
Corequisite(s): None
This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

ELC 135	**Electrical Machines**	**2**	**2**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit

ELECTRONICS

ELN 131 Analog Electronics I 3 3 4

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.

ELN 132 Analog Electronics II 3 3 4

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.

ELN 133 Digital Electronics 3 3 4

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.

ELN 133A Digital Electronics Lab 0 3 1

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.

		Hours Per Week		
		Class	Lab	Credit
ELN 232	**Intro to Microprocessors**	**3**	**3**	**4**

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**	**3**	**3**	**4**

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**	**3**	**0**	**3**

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 260	**Prog Logic Controllers**	**3**	**3**	**4**

Prerequisite(s): None
Corequisite(s): None
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

		Hours Per Week			
		Class	Lab	Clinic	Credit

EMERGENCY MEDICAL SCIENCE

EMS 110 EMT 6 6 3 9

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.

EMS 122 EMS Clinical Practicum I 0 0 3 1

Prerequisite(s): EMS 110
Corequisite(s): None

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

EMS 125 EMS Instructor Methodology 2 2 0 3

Prerequisite(s): EMS 110 or EMS 280
Corequisite(s): None

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

EMS 130 Pharmacology 3 3 0 4

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
EMS 131	**Adv Airway Management**	**1**	**2**	**0**	**2**

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 must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140	**Rescue Scene Management**	**1**	**3**	**0**	**2**

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.

EMS 150	**Emerg Vehicles and EMS Comm**	**1**	**3**	**0**	**2**

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.

EMS 160	**Cardiology I**	**2**	**3**	**0**	**3**

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 rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

		Hours Per Week			
		Class	Lab	Clinic	Credit
EMS 220	**Cardiology II**	**2**	**3**	**0**	**3**

Prerequisite(s): EMS 122, EMS 130, and EMS 160
Corequisite(s): EMS 221 and EMS 250
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221	**EMS Clinical Practicum II**	**0**	**0**	**6**	**2**

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.

EMS 231	**EMS Clinical Practicum III**	**0**	**0**	**9**	**3**

Prerequisite(s): 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.

EMS 235	**EMS Management**	**2**	**0**	**0**	**2**

Prerequisite(s): EMS 110 or EMS 280
Corequisite(s): None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

		Hours Per Week			
		Class	Lab	Clinic	Credit
EMS 240	**Patients w/Special Challenges**	**1**	**2**	**0**	**2**

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.

EMS 241	**EMS Clinical Practicum IV**	**0**	**0**	**12**	**4**

Prerequisite(s): 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.

EMS 250	**Medical Emergencies**	**3**	**3**	**0**	**4**

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.

EMS 260	**Trauma Emergencies**	**1**	**3**	**0**	**2**

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
EMS 270	**Life Span Emergencies**	**3**	**3**	**0**	**4**

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.

EMS 280	**EMS Bridging Course**	**2**	**2**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.

EMS 285	**EMS Capstone**	**1**	**3**	**0**	**2**

Prerequisite(s): EMS 220, EMS 240, EMS 250, 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.

		Hours Per Week		
		Class	Lab	Credit

ENGLISH

ENG 002 Transition English 0 6 3

Prerequisite(s): None
Corequisite(s): None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 Writing and Inquiry Support 1 2 2

Prerequisite(s): **Take 1 English Set**
Set 1: Complete or receive non-course credit by placement for ENG 002 or BSP 4002 with a grade of P1
Set 2: DRE 097
Corequisite(s): ENG 111

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 102 Applied Communications II 3 0 3

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.*

		Hours Per Week		
		Class	Lab	Credit
ENG 111	**Writing and Inquiry**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: Receive non-course credit by placement or enroll concurrently in ENG 011
Set 2: Complete ENG 002 or BSP 4002 with a grade of P2
Set 3: Complete DRE 098
Corequisite(s): ENG 011 (unless non-course credit awarded)

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.*

ENG 112	**Writing/Research in the Disc**	**3**	**0**	**3**

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 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.*

		Hours Per Week		
		Class	Lab	Credit
ENG 126	**Creative Writing II**	**3**	**0**	**3**

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 231	**American Literature I**	**3**	**0**	**3**

Prerequisite(s): ENG 112 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**

Prerequisite(s): ENG 112 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**

Prerequisite(s): ENG 112 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. This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit
ENG 242	**British Literature II**	**3**	**0**	**3**

Prerequisite(s): ENG 112 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. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 261	**World Literature I**	**3**	**0**	**3**

Prerequisite(s): ENG 112 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**	**3**	**0**	**3**

Prerequisite(s): ENG 112 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**	**3**	**0**	**3**

Prerequisite(s): ENG 112 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.*

		Hours Per Week		
		Class	Lab	Credit

EMERGENCY PREPAREDNESS TECHNOLOGY

EPT 120 Sociology of Disaster **3 0 3**

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.

EPT 130 Mitigation & Preparedness **3 0 3**

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.

EPT 140 Emergency Management **3 0 3**

Prerequisite(s): None
Corequisite(s): None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 150 Incident Management **3 0 3**

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.

		Hours Per Week		
		Class	Lab	Credit
EPT 210	**Response & Recovery**	**3**	**0**	**3**

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.**	**3**	**0**	**3**

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**	**3**	**0**	**3**

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**	**3**	**0**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit

ENTREPRENEURSHIP

ETR 220 Innovation and Creativity **3 0 3**

Prerequisite(s): None
Corequisite(s): None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

		Hours Per Week		
		Class	Lab	Credit

FIRE PROTECTION

FIP 120 Intro to Fire Protection 3 0 3

Prerequisite(s): None
Corequisite(s): None

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Ed 3 0 3

Prerequisite(s): None
Corequisite(s): None

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP 128 Detection & Investigation 3 0 3

Prerequisite(s): None
Corequisite(s): None

This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP 132 Building Construction 3 0 3

Prerequisite(s): None
Corequisite(s): None

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

		Hours Per Week		
		Class	Lab	Credit
FIP 136	**Inspections & Codes**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP 146	**Fire Protection Systems**	**3**	**2**	**4**

Prerequisite(s): None
Corequisite(s): None
This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements.

FIP 152	**Fire Protection Law**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 162	**Firefighter Safety & Wellness**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
The purpose of this course is to reduce firefighter injuries and fatalities by discussing topics that impact firefighter safety. Emphasis is placed on national standards, the 16 Life Safety Initiatives, and current events to identify changes needed to create a culture of safety. Upon completion, students should be able to define and describe the need for cultural and behavioral changes within the emergency services.

		Hours Per Week		
		Class	Lab	Credit
FIP 164	**OSHA Standards**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 220	**Fire Fighting Strategies**	**3**	**0**	**3**

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 referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 221	**Adv Fire Fighting Strat**	**3**	**0**	**3**

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 use of the Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 228	**Local Govt Finance**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

		Hours Per Week		
		Class	Lab	Credit
FIP 229	**Fire Dynamics and Combust**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled referenced in NFPA standard 1001. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques.

FIP 230	**Chem of Hazardous Mat I**	**5**	**0**	**5**

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 referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232	**Hydraulics & Water Dist**	**2**	**2**	**3**

Prerequisite(s): None
Corequisite(s): None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 240	**Fire Service Supervision**	**3**	**0**	**3**

Prerequisite(s): None
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 effective fire service supervision, meeting elements of NFPA 1021.

		Hours Per Week		
		Class	Lab	Credit

FRENCH

FRE 111 Elementary French I 3 0 3

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

FRE 112 Elementary French II 3 0 3

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. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

FRE 211 Intermediate French I 3 0 3

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. *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**	**3**	**0**	**3**

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. *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

GEOLOGY

GEL 111 Geology 3 2 4

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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).*

GEL 113 Historical Geology 3 2 4

Prerequisite(s): GEL 111
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.*

GEL 230 Environmental Geology 3 2 4

Prerequisite(s): GEL 111
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.*

		Hours Per Week		
		Class	Lab	Credit

GEOGRAPHY

GEO 111 World Regional Geography **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

GEO 112 Cultural Geography **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

		Hours Per Week		
		Class	**Lab**	**Credit**
GEO 130	**General Physical Geography**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

		Hours Per Week		
		Class	Lab	Credit

HEALTH

HEA 110 Personal Health/Wellness **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

HEA 112 First Aid & CPR **1 2 2**

Prerequisite(s): None
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.*

HEA 120 Community Health **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

		Hours Per Week		
		Class	Lab	Credit

HEAVY EQUIPMENT MAINTENANCE

HET 110 Diesel Engines 3 9 6

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.

HET 114 Power Trains 3 6 5

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.

HET 115 Electronic Engines 2 3 3

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.

HET 125 Preventive Maintenance 1 3 2

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.

		Hours Per Week		
		Class	Lab	Credit
HET 126	**Prevent Maintenance Lab**	**0**	**3**	**1**

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 134	**Diesel Fuel & Power Sys**	**2**	**2**	**3**

Prerequisite(s): HET 110
Corequisite(s): None
This course introduces the principles of fuel injection and other power systems used in the heavy equipment industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry.

.**HET 229**	**Brakes and Steering**	**1**	**2**	**2**

Prerequisite(s): None
Corequisite(s): None
This course introduces the theory and principles of braking and steering in medium and heavy duty vehicles. Topics include wheel and tire problems, frame members, bearings, fifth wheel, coupling systems, and braking systems. Upon completion, students should be able to diagnose, adjust, and repair steering and braking problems on medium and heavy duty vehicles.

HET 230	**Air Brakes**	**1**	**3**	**2**

Prerequisite(s): None
Corequisite(s): None
This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.

		Hours Per Week		
		Class	Lab	Credit
HET 233	**Suspension and Steering**	**2**	**4**	**4**

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.

		Hours Per Week		
		Class	Lab	Credit

HEALTH AND FITNESS SCIENCE

HFS 110 Exercise Science **4 0 4**

Prerequisite(s): None
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.

HFS 111 Fitness & Exer Testing I **3 2 4**

Prerequisite(s): None
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.

HFS 116 Pvnt & Care Exer Injuries **2 2 3**

Prerequisite(s): None
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.

HFS 118 Fitness Facility Mgmt **4 0 4**

Prerequisite(s): None
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.

		Hours Per Week		
		Class	Lab	Credit
HFS 120	**Group Exercise Instruction**	**2**	**2**	**3**

Prerequisite(s): HFS 110
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.

HFS 210	**Personal Training**	**2**	**2**	**3**

Prerequisite(s): HFS 110, and HFS 111
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.

HFS 212	**Exercise Programming**	**2**	**2**	**3**

Prerequisite(s): HFS 110, and HFS 111
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.

HFS 218	**Lifestyle Changes/Wellness**	**3**	**2**	**4**

Prerequisite(s): None
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.

		Hours Per Week		
		Class	Lab	Credit

HISTORY

HIS 111 World Civilizations I **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 112 World Civilizations II **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

Corequisite(s): None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit
HIS 131	**American History I**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 132	**American History II**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 145	**The Second World War**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Corequisite(s): None

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. *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
HIS 162	**Women and History**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

HIS 167	**The Vietnam War**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Corequisite(s): None

This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HIS 221	**African-American History**	**3**	**0**	**3**

Prerequisite(s): **Take English 1 Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Corequisite(s): None

This course covers African-American History from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African-Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

		Hours Per Week		
		Class	Lab	Credit
HIS 231	**Recent American History**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

HIS 236	**North Carolina History**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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. *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

HOTEL AND RESTAURANT MANAGEMENT

HRM 110 Intro to Hosp & Tourism 3 0 3

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.

HRM 120 Front Office Procedures 3 0 3

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.

HRM 125 Etiquette for Hospitality 1 0 1

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.

HRM 135 Facilities Management 3 0 3

Prerequisite(s): None
Corequisite(s): None
This course introduces the basic elements of planning and designing hospitality facilities including environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment.

		Hours Per Week		
		Class	Lab	Credit
HRM 140	**Legal Issues-Hospitality**	**3**	**0**	**3**

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.

HRM 180	**The Business of Tourism**	**3**	**0**	**3**

Prerequisite(s): HRM 110
Corequisite(s): None
This course covers concepts related to tourism through a global business perspective, examining management, marketing and finance issues related to the tourism industry. Topics include marketing to the traveling public, delivering quality tourism services, the economic, environmental and political impacts of tourism and capturing technology's competitive advantages in the tourism industry. Upon completion, students should be able to demonstrate an understanding of an integrated model of tourism that addresses consumer behavior, service quality and the future of tourism.

HRM 210	**Meetings & Event Planning**	**3**	**0**	**3**

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.

HRM 215	**Restaurant Management**	**3**	**0**	**3**

Prerequisite(s): CUL 135
Corequisite(s): None
This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

		Hours Per Week		
		Class	Lab	Credit
HRM 215A	**Restaurant Management Lab**	**0**	**2**	**1**

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**	**3**	**0**	**3**

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**	**3**	**0**	**3**

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**	**3**	**0**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit
HRM 245	**Human Resource Mgmt-Hosp**	**3**	**0**	**3**

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 280	**Mgmt Problems-Hospitality**	**3**	**0**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit

HUMANITIES

HUM 110 Technology and Society **3 0 3**

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.*

HUM 115 Critical Thinking **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

HUM 130 Myth in Human Culture **3 0 3**

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.*

		Hours Per Week		
		Class	Lab	Credit

HYDRAULICS

HYD 112 Hydraulics-Med/Heavy Duty **1** **2** **2**

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.

		Hours Per Week		
		Class	Lab	Credit

INDUSTRIAL SCIENCE

ISC 110 Workplace Safety **1 0 1**

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.

ISC 115 Construction Safety **2 0 2**

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.

		Hours Per Week		
		Class	Lab	Credit

LIGHT DUTY DIESEL

LDD 112 Intro Light-Duty Diesel 2 2 3

Prerequisite(s): None
Corequisite(s): None

This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

LDD 183 Air, Exh, Emissions 2 6 4

Prerequisite(s): None
Corequisite(s): None

This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components.

LDD 184 LDD Test and Diagnosis 2 3 3

Prerequisite(s): None
Corequisite(s): None

This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels.

		Hours Per Week		
		Class	Lab	Credit

LEGAL EDUCATION

LEX 110 Intro to Paralegal Study 2 0 2

Prerequisite(s): None
Corequisite(s): None
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120 Legal Research/Writing I 2 2 3

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.

LEX 121 Legal Research/Writing II 2 2 3

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.

LEX 130 Civil Injuries 3 0 3

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, work-place 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**

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 pre-litigation matters and preparation of pleadings and motions.

LEX 141	**Civil Litigation II**	**2**	**2**	**3**

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**

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**

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**

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**

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**

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**

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**	**3**	**0**	**3**

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**	**2**	**2**	**3**

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**	**3**	**0**	**3**

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**	**1**	**2**	**2**

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**	**2**	**0**	**2**

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**	**2**	**0**	**2**

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.

		Hours Per Week		
		Class	Lab	Credit

MATHEMATICS

MAT 003 Transition Math 0 6 3

Prerequisite(s): None
Corequisite(s): None

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 Math Measurement & Literacy Support 0 2 1

Prerequisite(s): MAT 003
Corequisite(s): None

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 021 Algebra/Trigonometry I Support 1 2 2

Prerequisite(s): **Take Math 1 Set**
Set 1: MAT 003 with a grade of P2
Set 2: BSP 4003 with a grade of P2
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Corequisite(s): None

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

		Hours Per Week		
		Class	Lab	Credit
MAT 043	**Quantitative Literacy Support**	**1**	**2**	**2**

Prerequisite(s): **Take Math 1 Set**
- Set 1: MAT 003 or BSP 4003 with a grade of P1, and ENG 002 or BSP 4002 with a grade of P1
- Set 2: DMA 010, DMA 020, DMA 030, and ENG 002 or BSP 4002 with a grade of P1
- Set 3: MAT 003 or BSP 4003 with a grade of P1 and DRE 098
- Set 4: DMA 010, DMA 020, DMA 030, and DRE 098

Corequisite(s): None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071	**Precalculus Algebra Support**	**0**	**4**	**2**

Prerequisite(s): **Take Math 1 Set**
- Set 1: MAT 003 or BSP 4003 with a grade of P2
- Set 2: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Corequisite(s): None

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

		Hours Per Week		
		Class	Lab	Credit
MAT 110	**Math Measurement & Literacy**	**2**	**2**	**3**

Prerequisite(s): **Take Math 1 Set**
- Set 1: Complete, receive non-course credit by placement, or enroll concurrently in MAT 010
- Set 2: Complete MAT 003 or BSP 4003 with a grade of P1
- Set 3: DMA 010, DMA 020, and DMA 030

Corequisite(s): MAT 010 (unless completed or non-course credit awarded)

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121	**Algebra/Trigonometry I**	**2**	**2**	**3**

Prerequisite(s): **Take Math 1 Set**
- Set 1: Complete, receive non-course credit by placement, or enroll concurrently in MAT 021
- Set 2: Complete MAT 003 or BSP 4003 with a grade of P3
- Set 3: Complete DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060

Corequisite(s): MAT 021 (unless completed or non-course credit awarded)

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

		Hours Per Week		
		Class	**Lab**	**Credit**
MAT 143	**Quantitative Literacy**	**2**	**2**	**3**

Prerequisite(s): **Take 1 Set**

Set 1: Complete, receive non-course credit by placement, or enroll concurrently in MAT 043

Set 2: Complete MAT 003 or BSP 4003 with a grade of P2 and complete ENG 002 or BSP 002 with a grade of P1

Set 3: Complete DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 and ENG 002 or BSP 001 with a grade of P1

Set 4 Complete MAT 003 or BSP 4003 with a grade of P2 and DRE 098

Set 5 Complete DMA 010, DMA 020 DMA 030 DMA 040, and DMA 050 and complete DRE 098

Corequisite(s): MAT 043 (unless completed or non-course credit awarded)

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. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit
MAT 152	**Statistical Methods I**	**3**	**2**	**4**

Prerequisite(s): **Take 1 Set**
Set 1: MAT 143 and ENG 002 or BSP 4002 with a grade of P1
Set 2: MAT 171 and ENG 002 or BSP 4002 with a grade of P1
Set 3: MAT 143 and DRE 098
Set 4: MAT 171 and DRE 098
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). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 171	**Precalculus Algebra**	**3**	**2**	**4**

Prerequisite(s): **Take 1 Set**
Set 1: Complete, receive non-course credit by placement, or enroll concurrently in MAT 071
Set 2: Complete MAT 003 or BSP 4003 with a grade of P3
Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080
Corequisite(s): 071 (unless completed or non-course credit awarded)

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. This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit
MAT 172	**Precalculus Trigonometry**	**3**	**2**	**4**

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. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 263	**Brief Calculus**	**3**	**2**	**4**

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 results. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 271	**Calculus I**	**3**	**2**	**4**

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. This is a Universal General Education Transfer Component (UGETC) course.*

		Hours Per Week		
		Class	Lab	Credit
MAT 272	**Calculus II**	**3**	**2**	**4**

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. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 273	**Calculus III**	**3**	**2**	**4**

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**	**2**	**2**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit
MAT 285	**Differential Equations**	**2**	**2**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit

MEDICAL ASSISTING

MED 116 Introduction to A & P **3 2 4**

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.

MED 120 Survey of Med Terminology **2 0 2**

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.

		Hours Per Week		
		Class	Lab	Clinic	Credit

MARKETING AND RETAILING

MKT 120 Principles of Marketing 3 0 3

Prerequisite(s): None
Corequisite(s): None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 123 Fundamentals of Selling 3 0 3

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.

MKT 223 Customer Service 3 0 3

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.

		Hours Per Week			
		Class	Lab	Clinic	Credit

MEDICAL LABORATORY TECHNOLOGY

MLT 110 Intro to MLT 2 3 0 3

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.

MLT 111 Urinalysis & Body Fluids 1 3 0 2

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.

MLT 115 Laboratory Calculations 2 0 0 2

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.

MLT 120 Hematology/Hemostasis I 3 3 0 4

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
MLT 125	**Immunohematology I**	**4**	**3**	**0**	**5**

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.

MLT 130	**Clinical Chemistry I**	**3**	**3**	**0**	**4**

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 bio chemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140	**Intro to Microbiology**	**2**	**3**	**0**	**3**

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.

MLT 217	**Professional Issues**	**0**	**3**	**0**	**1**

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	Credit
MLT 240	**Special Clin Microbiology**	**2**	**3**	**0**	**3**

Prerequisite(s): MLT 110 and MLT 140
Corequisite(s): None
This course is designed to introduce special techniques in clinical micro biology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 259	**MLT Practicum I**	**0**	**0**	**33**	**11**

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.

MLT 269	**MLT Practicum II**	**0**	**0**	**33**	**11**

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.

MLT 280	**Special Practice Lab**	**0**	**3**	**0**	**1**

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

MUS 110 Music Appreciation 3 0 3

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

MUS 111 Fundamentals of Music 3 0 3

Prerequisite(s): **Take 1 Math Set**
Set 1: MAT 003 or BSP 4003 with a grade of P1
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.*

MUS 112 Introduction to Jazz 3 0 3

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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.*

		Hours Per Week		
		Class	Lab	Credit
MUS 121	**Music Theory I**	**3**	**0**	**3**

Prerequisite(s): MUS 111 or appropriate placement score
Corequisite(s): None

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement*.

MUS 122	**Music Theory II**	**3**	**0**	**3**

Prerequisite(s): MUS 121 and MUS 151D, or appropriate placement score
Corequisite(s): None

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement.*

MUS 125	**Aural Skills I**	**0**	**2**	**1**

Prerequisite(s): None
Corequisite(s): None

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *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 126	**Aural Skills II**	**0**	**2**	**1**

Prerequisite(s): MUS 125
Corequisite(s): None

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 131	**Chorus I**	**0**	**2**	**1**

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**	**0**	**2**	**1**

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.*

		Hours Per Week		
		Class	Lab	Credit
MUS 133	**Band I**	**0**	**2**	**1**

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.*

MUS 134	**Band II**	**0**	**2**	**1**

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**

Prerequisite(s): Audition
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**

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.*

		Hours Per Week		
		Class	Lab	Credit
MUS 137	**Orchestra I**	**0**	**2**	**1**

Prerequisite(s): Audition
Corequisite(s): None
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 138	**Orchestra II**	**0**	**2**	**1**

Prerequisite(s): MUS 137
Corequisite(s): None
This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 141	**Ensemble I**	**0**	**2**	**1**

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**

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.*

		Hours Per Week		
		Class	Lab	Credit
MUS 151	**Class Music I**	**0**	**2**	**1**

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
Drums/Percussion	D
Piano	P
Voice	V

MUS 152	**Class Music II**	**0**	**2**	**1**

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
Drums/Percussion	D
Piano	P
Voice	V

		Hours Per Week		
		Class	Lab	Credit
MUS 161	**Applied Music I**	**1**	**2**	**2**

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**

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**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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 221	**Music Theory III**	**3**	**0**	**3**

Prerequisite(s): MUS 122
Corequisite(s): None

This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions, modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. *This course has been approved for transfer under the CAA and the ICAA as a premajor and/or elective course requirement*.

MUS 222	**Music Theory IV**	**3**	**0**	**3**

Prerequisite(s): MUS 221
Corequisite(s): None

This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *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
MUS 225	**Aural Skills III**	**0**	**2**	**1**

Prerequisite(s): MUS 126
Corequisite(s): None
This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism*. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 226	**Aural Skills IV**	**0**	**2**	**1**

Prerequisite(s): MUS 225
Corequisite(s): None
This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions*. 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**

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.*

		Hours Per Week		
		Class	Lab	Credit
MUS 232	**Chorus IV**	**0**	**2**	**1**

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**

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.*

MUS 234	**Band IV**	**0**	**2**	**1**

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**

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.*

		Hours Per Week		
		Class	Lab	Credit
MUS 236	**Jazz Ensemble IV**	**0**	**2**	**1**

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 237	**Orchestra III**	**0**	**2**	**1**

Prerequisite(s): MUS 138
Corequisite(s): None
This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 238	**Orchestra IV**	**0**	**2**	**1**

Prerequisite(s): MUS 237
Corequisite(s): None
This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

MUS 241	**Ensemble III**	**0**	**2**	**1**

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**

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 260	**Intro to Music Education**	**2**	**0**	**2**

Prerequisite(s): MUS 121
Corequisite(s): None
This course provides an introduction to the music education profession. Emphasis is placed on creating successful music learning environments and the role of the music educator. Upon completion, students should be able to demonstrate knowledge and skills related to the philosophy and methods of teaching music. *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**

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**

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

		Hours Per Week		
		Class	Lab	Credit

NETWORKING TECHNOLOGY

NET 125 Introduction to Networks 1 4 3

Prerequisite(s): None
Corequisite(s): None

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET 126 Switching and Routing 1 4 3

Prerequisite(s): NET 125
Corequisite(s): None

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

NET 225 Enterprise Networking 1 4 3

Prerequisite(s): NET 126
Corequisite(s): None

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

		Hours Per Week		
		Class	Lab	Credit
NET 226	**Network Programmability**	**1**	**4**	**3**

Prerequisite(s): NET 225
Corequisite(s): None

This course covers the methodologies and tools of modern software development, applied to IT and Network operations. Emphasis is placed on network programming in current network scripting languages, using GIT and common data formats, deploying applications as containers, using Continuous Integration/Continuous Deployment (CI/CD) pipelines and automating infrastructure using code. Upon completion, students should be able to use basic Python programming and Linux skills, implement a development environment, use software development and design best practices, create a secure API, use current technologies to deploy and secure applications and compare software testing and deployment methods in automation and simulation environments.

NET 289	**Networking Project**	**1**	**4**	**3**

Prerequisite(s): CTI 110, CTI 120, CTS 115, CTS 285, and NET 225
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.

		Hours Per Week		
		Class	Lab	Credit

NETWORKING OPERATING SYSTEMS

NOS 110 Operating Systems Concepts **2 3 3**

Prerequisite(s): None
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.

NOS 120 Linux/UNIX Single User **2 2 3**

Prerequisite(s): NOS 110
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 desktop productivity roles.

NOS 130 Windows Single User **2 2 3**

Prerequisite(s): NOS 110
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.

NOS 230 Windows Administration I **2 2 3**

Prerequisite(s): NOS 130
Corequisite(s): None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

		Hours Per Week			
		Class	Lab	Clinic	Credit
NOS 231	**Windows Administration II**		**2**	**2**	**3**

Prerequisite(s): NOS 230
Corequisite(s): None

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

		Hours Per Week			
		Class	Lab	Clinic	Credit

NURSING

NUR 101 Practical Nursing I **7 6 6 11**

Prerequisite(s): BIO 106, CIS 111, ENG 111, and PSY 150
Corequisite(s): None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. *This is a diploma-level course.*

NUR 102 Practical Nursing II* **7 0 9 10**

Prerequisite(s): NUR 101
Corequisite(s): None

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. *This is a diploma-level course.*

*Clinical Practice A - Clinical focus will complement content areas of medical-surgical nursing content areas.

Clinical Practice B - Clinical focus will complement medical-surgical nursing and mental health nursing content areas.

NUR 103 Practical Nursing III **6 0 9 9**

Prerequisite(s): NUR 101 and NUR 102
Corequisite(s): None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on bio physical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. *This is a diploma-level course.*

		Hours Per Week			
		Class	Lab	Clinic	Credit
NUR 111	**Intro to Health Concepts**	**4**	**6**	**6**	**8**

Prerequisites: None
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.

NUR 112	**Health-Illness Concepts**	**3**	**0**	**6**	**5**

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.

NUR 113	**Family Health Concepts**	**3**	**0**	**6**	**5**

Prerequisites: NUR 111, NUR 112, NUR 114, NUR 117, NUR 118, and NUR 211
Corequisites: CIS 110 and ENG 112
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114	**Holistic Health Concepts**	**3**	**0**	**6**	**5**

Prerequisites: 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.

		Hours Per Week			
		Class	Lab	Clinic	Credit
NUR 117	**Pharmacology**	**1**	**3**	**0**	**2**

Prerequisites: None
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.

NUR 118	**Nutrition/Diet Therapy**	**2**	**0**	**0**	**2**

Prerequisites: None
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 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.

NUR 211	**Health Care Concepts**	**3**	**0**	**6**	**5**

Prerequisites: NUR 111, NUR 112, and NUR 117
Corequisites: BIO 169, ENG 111, 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.

NUR 212	**Health System Concepts**	**3**	**0**	**6**	**5**

Prerequisites: NUR 111, NUR 112, NUR 114, NUR 117, NUR 118, and NUR 211
Corequisites: CIS 110 and ENG 112
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.

		Hours Per Week		
		Class	Lab	Credit
NUR 213	**Complex Health Concepts**	**4**	**3**	**15**	**10**

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.

		Hours Per Week		
		Class	Lab	Credit

OFFICE ADMINISTRATION

OST 122 Office Computations **2 2 3**

Prerequisite(s): None
Corequisite(s): None

This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

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OST 131 Keyboarding **1 2 2**

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.

OST 134 Text Entry & Formatting **2 2 3**

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.

OST 136 Word Processing **2 2 3**

Prerequisite(s): None
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.

OST 137 Office Applications I **2 2 3**

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
OST 138	**Office Applications II**	**2**	**2**	**3**

Prerequisite(s): CIS 110, CIS 111, or OST 137
Corequisite(s): None
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST 141	**Med OfficeTerms I**	**3**	**0**	**3**

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.

OST 142	**Med Office Terms II**	**3**	**0**	**3**

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.

OST 143	**Dental Office Terminology**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.

		Hours Per Week		
		Class	Lab	Credit
OST 145	**Social Media for Office Prof**	**2**	**2**	**3**

Prerequisite(s): CIS 110, CIS 111, or OST 137
Corequisite(s): None
This course is designed to introduce the office professional to the concepts of social media. Topics include goal setting and strategies, identifying target audiences, rules of engagement, blogs, podcasts and webinars, sharing videos, pictures, and images, social networks, mobile computing, and social media monitoring. Upon completion, students should be able to create and utilize social media tools in the workplace setting.

OST 147	**Dental Billing and Coding**	**3**	**0**	**3**

Prerequisite(s): OST 143
Corequisite(s): None
This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.

OST 148	**Med Ins & Billing**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149	**Medical Legal Issues**	**3**	**0**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit
OST 153	**Office Finance Solutions**	**2**	**2**	**3**

Prerequisite(s): CIS 110, CIS 111, or OST 137
Corequisite(s): None
This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.

OST 159	**Office Ethics**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.

OST 164	**Office Editing**	**3**	**0**	**3**

Prerequisite(s): None
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**

Prerequisite(s): OST 122
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 188	**Issues in Office Admin**	**3**	**0**	**3**

Prerequisite(s): None
Corequisite(s): None
This course is designed to develop critical thinking skills concerning roles in business and how these contribute to society. Topics include an examination of social, racial, and gender issues and how they affect self-identity. Upon completion, students should be able to demonstrate an understanding of social issues in written and oral assignments.

		Hours Per Week		
		Class	Lab	Credit
OST 236	**Adv Word/Information Processing**	**2**	**2**	**3**

Prerequisite(s): OST 136
Corequisite(s): None
This course provides a hands-on approach in processing medical documents. Emphasis is placed on creating and editing medical documents. Upon completion, students should be able to prepare accurately formatted medical documents.

OST 244	**Med Document Processing**	**2**	**2**	**3**

Prerequisite(s): OST 134 or OST 136
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 247	**Procedure Coding**	**2**	**2**	**3**

Prerequisite(s): 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.

OST 248	**Diagnostic Coding**	**2**	**2**	**3**

Prerequisite(s): 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.

OST 263	**Healthcare Customer Relations**	**3**	**0**	**3**

Prerequisite(s): OST 148
Corequisite(s): None
This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

		Hours Per Week		
		Class	Lab	Credit
OST 280	**Electronic Health Records**	**2**	**2**	**3**

Prerequisite(s): CIS 110, CIS 111, or OST 137
Corequisite(s): None
This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

OST 281	**Emer Issues in Med Ofc**	**3**	**0**	**3**

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.

OST 286	**Professional Development**	**3**	**0**	**3**

Prerequisite(s): None
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.

OST 288	**Medical Office Admin Capstone**	**2**	**2**	**3**

Prerequisite(s): OST 131, OST 148, and OST 244
Corequisite(s): None
This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

		Hours Per Week		
		Class	Lab	Credit
OST 289	**Office Admin Capstone**	**2**	**2**	**3**

Prerequisite(s): OST 134 or 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.

		Hours Per Week		
		Class	Lab	Credit

PHYSICAL EDUCATION

PED 110 Fit and Well for Life **1 2 2**

Prerequisite(s): None
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.*

PED 111 Physical Fitness I **0 3 1**

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.*

PED 113 Aerobics I **0 3 1**

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**

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 117	**Weight Training I**	**0**	**3**	**1**

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**

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.*

PED 119	**Circuit Training**	**0**	**3**	**1**

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.*

		Hours Per Week		
		Class	Lab	Credit
PED 120	**Walking for Fitness**	**0**	**3**	**1**

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**	**0**	**3**	**1**

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**	**0**	**2**	**1**

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.*

PED 123	**Yoga II**	**0**	**2**	**1**

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.*

		Hours Per Week		
		Class	Lab	Credit
PED 130	**Tennis - Beginning**	**0**	**2**	**1**

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.*

PED 131	**Tennis - Intermediate**	**0**	**2**	**1**

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 143	**Volleyball - Beginning**	**0**	**2**	**1**

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.*

PED 210	**Team Sports**	**0**	**3**	**1**

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.*

		Hours Per Week		
		Class	Lab	Credit
PED 217	**Pilates I**	**0**	**2**	**1**

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**	**0**	**2**	**1**

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.*

		Hours Per Week		
		Class	Lab	Credit

PHILOSOPHY

PHI 210 History of Philosophy **3 0 3**

Prerequisite(s): ENG 111
Corequisite(s): None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

PHI 215 Philosophical Issues **3 0 3**

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.*

PHI 230 Introduction to Logic **3 0 3**

Prerequisite(s): ENG 111
Corequisite(s): None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

		Hours Per Week		
		Class	Lab	Credit
PHI 240	**Introduction to Ethics**	**3**	**0**	**3**

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).*

		Hours Per Week		
		Class	Lab	Credit

PHYSICS

PHY 110 Conceptual Physics **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
Take 1 Math Set
Set 1: MAT 003 with a grade of P1
Set 2: BSP 4003 with a grade of P1
Set 3: DMA 010, DMA 020 and DMA 030
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).*

PHY 110A Conceptual Physics Lab **0 2 1**

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).*

PHY 151 College Physics I **3 2 4**

Prerequisite(s): MAT 171 or 271
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).*

		Hours Per Week		
		Class	Lab	Credit
PHY 152	**College Physics II**	**3**	**2**	**4**

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**	**3**	**3**	**4**

Prerequisite(s): 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**	**3**	**3**	**4**

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).*

		Hours Per Week		
		Class	Lab	Credit

POLITICAL SCIENCE

POL 120 American Government **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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. This is a Universal General Education Transfer Component (UGETC) course.*

POL 130 State & Local Government **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

		Hours Per Week		
		Class	Lab	Credit
POL 210	**Comparative Government**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

		Hours Per Week		
		Class	**Lab**	**Credit**
POL 250	**Intro to Political Theory**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

		Hours Per Week		
		Class	Lab	Credit

PUBLIC SAFETY TRAINING

PST 161 NC OSFM Training **1 0 1**

Prerequisite(s): None
Corequisite(s): None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *16 Hours Minimum Documented Training Required.

PST 162 NC OSFM Training **1 2 2**

Prerequisite(s): None
Corequisite(s): None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *48 Hours Minimum Documented Training Required.

PST 163 NC OSFM Training **1 4 3**

Prerequisite(s): None
Corequisite(s): None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *80 Hours Minimum Documented Training Required.

PST 164 NC OSFM Training **2 6 4**

Prerequisite(s): None
Corequisite(s): None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *128 Hours Minimum Documented Training Required.

		Hours Per Week		
		Class	Lab	Credit
PST 165	**NC OSFM Training**	**2**	**9**	**5**

Prerequisite(s): None
Corequisite(s): None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *176 Hours Minimum Documented Training Required.

PST 166	**NC OSFM Training**	**2**	**12**	**6**

Prerequisite(s): None
Corequisite(s): None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *224 Hours Minimum Documented Training Required.

PST 167	**NC OSFM Training**	**2**	**15**	**7**

Prerequisite(s): None
Corequisite(s): None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *272 Hours Minimum Documented Training Required.

PST 168	**NC OSFM Training**	**2**	**18**	**8**

Prerequisite(s): None
Corequisite(s): None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *320 Hours Minimum Documented Training Required.

		Hours Per Week		
		Class	Lab	Credit
PST 169	**NC OSFM Training**	**2**	**21**	**9**

Prerequisite(s): None
Corequisite(s): None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *368 Hours Minimum Documented Training Required.

		Hours Per Week		
		Class	Lab	Credit

PSYCHOLOGY

PSY 118 Interpersonal Psychology **3 0 3**

Prerequisite(s): None
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.

PSY 150 General Psychology **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097
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. This is a Universal General Education Transfer Component (UGETC) course.*

PSY 230 Biological Psychology **3 0 3**

Prerequisites: PSY 150
Corequisites: None

This course provides an exploration of the anatomy and functions of the human nervous system as it relates to human behavior. Topics include neural communication, key brain and nervous system anatomy and functions, brain and behavior relationships, sensory systems (key anatomy and functions), and neurological/psychological disorders. Upon completion, students should be able to describe how new scientific knowledge is created, identify methods to study psychological phenomena, identify key nervous system structures and functions, explain basic psychological phenomena and identify associated brain structures, and describe characteristics of selected neurological/psychological disorders. *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
PSY 239	**Psychology of Personality**	**3**	**0**	**3**

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**

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**

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.*

		Hours Per Week		
		Class	Lab	Credit
PSY 263	**Educational Psychology**	**3**	**0**	**3**

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**	**3**	**0**	**3**

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 281	**Abnormal Psychology**	**3**	**0**	**3**

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.*

		Hours Per Week		
		Class	Lab	Credit

RELIGION

REL 110 World Religions **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

Corequisite(s): None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

REL 211 Intro to Old Testament **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

REL 212 Intro to New Testament **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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

INFORMATION SYSTEMS SECURITY

SEC 110 Security Concepts **2 2 3**

Prerequisite(s): None
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.

SEC 150 Secure Communications **2 2 3**

Prerequisite(s): SEC 110
Corequisite(s): None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

SEC 160 Security Administration I **2 2 3**

Prerequisite(s): SEC 150
Corequisite(s): None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SEC 285 Systems Security Project **1 4 3**

Prerequisite(s): CCT 250, CTI 110, CTI 120, CTS 115
Corequisite(s): None

This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy, process planning, procedure definition, business continuity, compliance, auditing, testing procedures and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

		Hours Per Week		
		Class	Lab	Credit

SIMULATION AND GAME DEVELOPMENT

SGD 113 SGD Programming **2 3 3**

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.

		Hours Per Week		
		Class	Lab	Credit

SOCIOLOGY

SOC 210 Introduction to Sociology **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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. This is a Universal General Education Transfer Component (UGETC) course.*

SOC 213 Sociology of the Family **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

		Hours Per Week		
		Class	Lab	Credit
SOC 220	**Social Problems**	**3**	**0**	**3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

SOC 225 Social Diversity 3 0 3

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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 tolerance.

SOC 240 Social Psychology 3 0 3

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

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.*

		Hours Per Week		
		Class	Lab	Credit

SPANISH

SPA 111 Elementary Spanish I **3 0 3**

Prerequisite(s): Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: 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. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

SPA 112 Elementary Spanish II **3 0 3**

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. *This course has been approved for transfer under the CAA and the ICAA as a general education course in Humanities/Fine Arts.*

SPA 211 Intermediate Spanish I **3 0 3**

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. *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
SPA 212	**Intermediate Spanish II**	**3**	**0**	**3**

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. *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	Clinic	Credit

SUSTAINABILITY TECHNOLOGIES

SST 140 Green Bldg & Design Concepts 3 0 3

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.

		Hours Per Week			
		Class	Lab	Clinic	Credit

SURGICAL TECHNOLOGY

SUR 110 Intro to Surgical Tech 3 0 0 3

Prerequisite(s): None
Corequisite(s): SUR 111

This course provides a comprehensive study of perioperative 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.

SUR 111 Periop Patient Care 5 6 0 7

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, perioperative patient care, and perioperative case management. Upon completion, students should be able to apply the principles and practice of the perioperative team member to the operative environment.

SUR 122 Surgical Procedures I* 5 3 0 6

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.

		Hours Per Week			
		Class	Lab	Clinic	Credit
SUR 123	**Sur Clinical Practice I***	**0**	**0**	**21**	**7**

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 123AA and SUR 123BB

SUR 134	**Surgical Procedures II**	**5**	**0**	**0**	**5**

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.

SUR 135	**SUR Clinical Practice II**	**0**	**0**	**12**	**4**

Prerequisite(s): SUR 123
Corequisite(s): SUR 134
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137	**Professional Success Prep**	**1**	**0**	**0**	**1**

Prerequisite(s): SUR 123
Corequisite(s): None
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.

		Hours Per Week		
		Class	Lab	Credit
SUR 210	**Adv SUR Clinical Practice**	**0**	**0**	**6**	**2**

Prerequisite(s): None
Corequisite(s): None
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211	**Adv Theoretical Concepts**	**2**	**0**	**0**	**2**

Prerequisite(s): SUR 137
Corequisite(s): None
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 212	**SUR Clinical Supplement**	**0**	**0**	**12**	**4**

Prerequisite(s): None
Corequisite(s): None
This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.

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		Hours Per Week		
		Class	Lab	Credit

SOCIAL WORK

SWK 110 Intro to Social Work **3 0 3**

Prerequisite(s): **Take 1 English Set**
Set 1: ENG 002 with a grade of P1
Set 2: BSP 4002 with a grade of P1
Set 3: DRE 097

Corequisite(s): None

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

		Hours Per Week		
		Class	Lab	Credit

TRANSPORTATION TECHNOLOGY

TRN 110 Intro to Transport Tech 1 2 2

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.

TRN 111 Chassis Maint/Light Repair 2 6 4

Prerequisite(s): None
Corequisite(s): None

This course covers maintenance and light repair of transportation suspension, steering, and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems.

TRN 112 Powertrain Maint/Light Repair 2 6 4

Prerequisite(s): None
Corequisite(s): None

This course covers maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. Topics include general servicing and inspection procedures of engines, engine lubrication and cooling systems, automatic and manual transmission/transaxles, HVAC components, and fuel, air induction, and exhaust systems. Upon completion, students should be able to perform maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems.

		Hours Per Week		
		Class	Lab	Credit
TRN 120	**Basic Transp Electricity**	**4**	**3**	**5**

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.

TRN 130	**Intro to Sustainable Transp**	**2**	**2**	**3**

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.

TRN 140	**Transp Climate Control**	**1**	**2**	**2**

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 140A	**Transp Climate Control Lab**	**1**	**2**	**2**

Prerequisite(s): None
Corequisite(s): None
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

		Hours Per Week		
		Class	Lab	Clinic	Credit
TRN 145	**Adv Transp Electronics**	**2**	**3**	**3**

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**	**1**	**2**	**2**

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**	**1**	**4**	**3**

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.

		Hours Per Week		
		Class	Lab	Credit

WORK-BASED LEARNING

WBL 110 World of Work **1 0 0 1**

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.

WBL 111 Work-Based Learning I **0 0 10 1**

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.

WBL 112 Work-Based Learning I **0 0 20 2**

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.

WBL 121 Work-Based Learning II **0 0 10 1**

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.

		Hours Per Week		
		Class	Lab	Credit

WELDING

WLD 110 Cutting Processes 1 3 2

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.

WLD 112 Basic Welding Processes 1 3 2

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.

WLD 115 SMAW (Stick) Plate 2 9 5

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.

WLD 116 SMAW (Stick) Plate/Pipe 1 9 4

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
WLD 121	**GMAW (MIG) FCAW/Plate**	**2**	**6**	**4**

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.

WLD 131	**GTAW (TIG) Plate**	**2**	**6**	**4**

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.

WLD 141	**Symbols & Specifications**	**2**	**2**	**3**

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.

WLD 215	**SMAW (Stick) Pipe**	**1**	**9**	**4**

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**	**1**	**3**	**2**

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**	**2**	**2**	**3**

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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B.S.-East Carolina University
M.I.S.M.-Keller Graduate School
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A.A.S.-Coastal Carolina Community College
Stephen McAleer .....Data Services Technician
A.A.S.-Coastal Carolina Community College
A.A.-Coastal Carolina Community College
Haywood Mull .....Network Connectivity Specialist
B.A.-Elizabeth City State University
Joshua Ortega .....Systems Analyst
A.A.S.-Coastal Carolina Community College
Yonatan Vega.....Network Connectivity Specialist
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Heather Mire..... Academic Librarian
M.L.I.S.-Louisana State University and A & M College
Teresa S. Ortega.....Circulation/Reserve Library Technical Assistant
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Ashley Sprouse..... Academic Librarian
B.A.-University of North Carolina Wilmington
M.L.S.-East Carolina University

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B.A.-Malone University
M.A.-University of North Carolina Wilmington
R. Brennan Adcock..... Instructor, English
B.A.-East Carolina University
M.A.-East Carolina University
Shannon Ashley.....Instructor, Mathematics
B.S.-State University of New York Cortland
M.Ed.-University of North Carolina Wilmington

Sam Au ..... Instructor, Mathematics
B.S.-Mississippi State University
M.S.-Mississippi State University

Anna-Carrie Beck ..... Division Chair, Business Technology and Legal Services/Instructor, Computer Programs
B.A.-University of North Carolina Greensboro
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Ph.D.-University of Kentucky

Pernella Blue ..... Instructor, Computer Programs
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M.S.-East Carolina University

Sabrina Bruton ..... Instructor, Dental
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B.S.-East Carolina University

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M.S.-Jacksonville University

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B.A.-Southern Illinois University
M.A.-University of Missouri
Ph.D.-Purdue University

Joseph D. DeCampo..... Instructor, Computer Programs
Microsoft Certified Specialist
B.S.-University of Maryland

Michael DeCoursey ..... Instructor, Computer Programs
A.A.S.-Coastal Carolina Community College
B.S.-Appalachian State University
M.S.-Western Governors University

Mark X. Dowling ..... Department Head/Instructor, Culinary Arts
A.S.-The Culinary Institute of America
B.S.-University of New Haven
M.B.A.-Everest University

L. Richard Downs ..... Instructor, Computer Programs
B.S.-East Carolina University
Microsoft Certified Product Specialist

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English
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M.A.-University of North Carolina Wilmington

Elizabeth Fickling..... Department Head/Instructor, History
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B.A.-University of North Carolina Chapel Hill
M.A.-East Carolina University

Wanda Fisher ..... Instructor, Business Programs
A.A.-Coastal Carolina Community College
B.S.-University of North Carolina Wilmington
M.B.A.-East Carolina University

Elizabeth Floyd ..... Department Head/Instructor,
Health and Physical Education
B.S.-Virginia Commonwealth University
M.S.-Virginia Commonwealth University

Kellie French..... Instructor, English
A.A.-Coastal Carolina Community College
B.A.-University of North Carolina Wilmington
M.A.-East Carolina University

Sarah Fritz..... Instructor, Communication
B.A.-Washington State University
M.A.-University of Hawaii Manoa

Masiel Garcia.....Instructor, Sociology
A.A.-University of Maryland
B.S.-Arizona State University
M.A.-Arizona State University

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M.A.-The New School

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Certificate-Coastal Carolina Community College
Diploma-Coastal Carolina Community College
A.A.S.-Coastal Carolina Community College

April Harrell.....Instructor, Nursing
A.A.S.-James Sprunt Community College
B.S.N.-Appalachian State University
M.S.N.-Appalachian State University

Jim Hart .....Math Lab Facilitator
A.A.S.-Coastal Carolina Community College
B.A.-University of North Carolina Wilmington

Donald Heck, Jr. .....Department Head/Instructor Architectural Technology
A.A.S.-Coastal Carolina Community College

Ian Hegger..... Department Head Humanities/Instructor Philosophy and Religion
B.A.-Southern Evangelical Seminary
M.A.-Southern Evangelical Seminary
M.A.-University of Illinois at Urbana Champaign
Ph.D.-University of Illinois at Urbana Champaign

Laura Hercula.....Instructor, Mathematics
B.A.-Whitman College
M.S.-University of West Florida
Ed.D.-University of North Carolina Wilmington

Beth Himes..... Coordinator, Emergency Medical Science
A.A.S.-Coastal Carolina Community College

Paula Hood.....Student Success and Supplemental Instruction Facilitator/Curriculum Instructor
B.A.-University of North Carolina Wilmington

Bethany Hunter ..... Instructor, English
B.A.-University of North Carolina Wilmington
M.A.-Northern Arizona University

Kimberly Hyatt ..... Instructor, Nursing
B.S.-East Carolina University
M.S.N.-East Carolina University

Caitlin Irish ..... Instructor, Mathematics
B.S.-State University of New York
M.A.-State University of New York
Ed.D.- Hofstra University

Ann P. James ..... Instructor, Cosmetology
Diploma-Coastal Carolina Community College
Certificate-James Sprunt Community College
Licensed Cosmetologist-N.C. Board of Cosmetic Art

Anthony James ..... Division Chair, Humanities, Fine Arts, and English/Instructor, History
B.A.-University of North Carolina Chapel Hill
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Ph.D.-University of Mississippi

J. Michael Jeffries ..... Instructor, History
A.A.-Dabney S. Lancaster Community College
A.S.-Dabney S. Lancaster Community College
B.A.-Virginia Polytechnic Institute and State University
M.A.-James Madison University

Dana Jones ..... Instructor, Nursing
M.S.-Chamberlain University

Elizabeth K. Kachmor ..... Instructor, Computer Programs
B.A.-Elon University
M.S.-Rensselaer Polytechnic Institute
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Cara Ketchum ..... Instructor, English
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M.Ed.-Campbell University
M.A.-Southern New Hampshire University

Elijah Keyes, Jr. ..... Instructor, Mathematics
B.S.-East Carolina University
M.S.-East Carolina University

Kimberly Lancaster ..... Instructor, Sociology
B.A.-University of North Carolina Wilmington
M.A.-University of North Carolina Wilmington

Alyssa Lang ..... Director, Basic Law Enforcement
A.A.S.-Delta College
B.S.-Saginaw Valley State University
M.Ed.-Boston University

Brittney Larson .....Instructor/Department Head
Life Sciences
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M.S.-University of Wisconsin Oshkosh

Wes Lee ..... Division Chair, Nursing and Allied
Health/Instructor, Mathematics
B.S.-Appalachian State University
M.A.-Appalachian State University

Mariah Lentz..... Instructor, Spanish
B.A.-Lenoir-Rhyne University
M.A.-University of North Carolina Wilmington

Kristen Leverentz..... Department Head, Behavioral Sciences/
Instructor, Psychology
B.A.-University of North Carolina Chapel Hill
M.A.-Western Carolina University
Ph.D.-University of Vermont

Christina Lewis .....Instructor, Health and Physical Education
B.S.-East Carolina University
M.S.-East Carolina University

Breanna Lowe .....Student Success Facilitator/
Instructor, English
B.A.-West Virginia University
M.A.-University of North Carolina Wilmington

Sarah Lowman ..... Instructor, Spanish
B.A.-University of Georgia
M.A.-University of Georgia
Ph.D.-University of Georgia

Jeff Maready .....Department Head/Instructor,
Electrical Systems Technology
Diploma-Coastal Carolina Community College
A.A.S.-Fayetteville Technical Community College

Ashley McGovern ..... Instructor, Cosmetology
B.S.W.-University of North Carolina Wilmington
Licensed Cosmetologist-N.C. Board of Cosmetic Art
Licensed Cosmetology Instructor-N.C. Board of Cosmetic Art

Armena L. McNair.....Department Head, Natural Science Laboratories/
Instructor, Biology
A.A.-Santa Monica College
B.A.-University of California Los Angeles
B.S.-George Mason University

Kevin P. Mertens.....Instructor, Art
B.F.A.-University of Massachusetts Lowell
M.F.A.-University of North Carolina Greensboro

Stephen W. Moore ..... Instructor, Political Science
B.S.-Portland State University
M.A.-Portland State University

Ayumi Nakamae ..... Instructor, Music
B.A.-Wakayama University
M.M.-Ball State University
D.A.-Ball State University

Angela Nezat ..... Instructor, English
B.A.-University of Louisiana at Lafayette
M.A.-University of Louisiana at Lafayette

April Parker ..... Department Head/Instructor, Medical Office Administration
A.A.S.-Carteret Community College
B.S.-Southern Illinois University Carbondale

Elisabeth Pitts ..... Instructor, English and Communication
B.A.-Oral Roberts University
M.A.-University of Rhode Island
M.S.-North Carolina State University

Amy C. Poe ..... Instructor, Biology
B.S.-Salisbury State University
B.S.-University of Maryland Eastern Shore
Ph.D.-University of North Carolina Chapel Hill

Gary Potter ..... Department Head/Instructor, Automotive Systems Technology
ASE Certified, Master Automobile Technician

Yelena Primina ..... Instructor, English and Geography
M.A.-Moscow Federal Pedagogical University

Ami Raggio ..... Instructor, English
B.A.-University of Phoenix
M.A.-East Carolina University

James Rardin ..... Fire/Emergency Management Instructor/Coordinator
A.A.-University of Phoenix

Gina Reinhart ..... Instructor, Biology/Medical Laboratory Technology
A.A.S.-Coastal Carolina Community College
B.A.-University of North Carolina Wilmington
M.S.-Clemson University

Lynn Reyes ..... Department Head/Instructor, Cosmetology
Diploma-Cheveux School of Hair Design
Certificate-Cheveux School of Hair Design
Licensed Cosmetologist-N.C. Board of Cosmetic Art
Licensed Cosmetology Instructor-N.C. Board of Cosmetic Art

Anabel Rodriguez ..... Instructor, Chemistry
Ph.D.-University of Notre Dame

Andrea Rogers..... Instructor, Cosmetology
Diploma-Mitchell's Hair Academy
Licensed Cosmetologist-N.C. Board of Cosmetic Art
Licensed Cosmetology Instructor-N.C. Board of Cosmetic Art
Rachelle Rose .....Instructor, Dental
A.A.S.-Coastal Carolina Community College
B.S.-East Tennessee State University
Alex Sandoval..... Instructor, Spanish
B.A.-Central College
M.A.-University of Iowa
Lauren Saunders McClung..... Instructor, Communication
B.A.-Auburn University
M.S.-Troy University
Floleeshur Sawyer.....Instructor, Nursing
A.A.-Community College of Baltimore
B.S.-University of Mount Olive
M.S.N.-University of Phoenix
Fernando Schiefelbein.....Instructor, Mathematics
B.S.-University of North Carolina Wilmington
M.S.-University of North Carolina Wilmington
James G. Schmidt.....Department Head Fine Arts/ Instructor, Music
B.M.-State University of New York Potsdam
M.M.-Indiana University
D.M.A.-University of South Carolina
Chris Schulte .....Instructor, Psychology
B.S.-Wright State University
M.S.-University of North Texas
Chelsea Schweer.....Instructor, Mathematics
B.S.-California Polytechnic State University Pomona
M.A.-California State University San Bernardino
Marie Smith ..... Instructor, Biology
B.S.-Juaniata College
Ph.D.-University of Kennedy
Justin Sokoloski ..... Department Head/Instructor, Electronics Engineering Technology
Diploma-Coastal Carolina Community College
A.A.S.-Coastal Carolina Community College
B.S.-East Carolina University
Christopher Taylor.....Department Head/Instructor, Welding Technology
A.A.S.-Lenior Community College
Susan Teachout..... Instructor, Communication
B.A.- Park University
M.A.-Park University

Judith Thompson .....Director, AD and PN Programs/ Instructor, Nursing
B.S.-Mennonite College of Nursing
M.S.-University of Washington

Robert J. Touhey .....Assistant Division Chair, Business Technology and Legal Services/Instructor, Hospitality Management
B.A.-Greensboro College
M.P.A.-North Carolina State University

Angela Trott .....Instructor, Nursing
A.A.S.-Coastal Carolina Community College
B.S.N.-University of Phoenix
M.S.N.-University of Phoenix

David M. VanDeVelde.....Instructor, Geology
B.S.-Marietta College
M.S.-Bowling Green State University
M.S.-East Carolina University

Eric Vithalani..... Instructor, English
B.F.A.-University of North Carolina Wilmington
M.F.A.-University of North Carolina Wilmington

Elizabeth Wade..... Director/Instructor, Medical Laboratory Technology
A.A.S.-Coastal Carolina Community College
B.S.-Longwood University
M.S.-University of North Carolina Chapel Hill

David Wainaina.....Instructor, Mathematics
B.S.-North Carolina A&T State University
M.S.-North Carolina A&T State University

Tonia Lynn Watkins .....Department Head/Instructor, Business Programs
B.S.-University of North Carolina Wilmington
M.S.A.-University of North Carolina Wilmington

Dave Weatherly .....Instructor, Sociology
B.A.-East Carolina University
M.A.-East Carolina University

Ashley Webber .....Department Head/ Instructor, Surgical Technology
Diploma-South Piedmont Community College
A.A.-Coastal Carolina Community College
B.S.-East Carolina University

John Weidert..... Instructor, Communication
B.S.-Pensacola Christian College
M.A.-University of West Florida
Ed.D.-Fielding Graduate University

Brenden White ..... Instructor, Mathematics
B.S.-University of North Carolina Wilmington
M.S.-University of North Carolina Wilmington

Teresa White ..... Department Head/Instructor, Criminal Justice Programs
B.S.-Columbia College
M.S.-Columbia College

Tyler S. Willis ..... Instructor, Medical Office Administration and Office Administration
B.A.-Concordia College

Andrea M. Wilmoth ..... Division Chair Mathematics and Natural Science/Instructor, Mathematics
B.A.-University of North Carolina Charlotte
M.A.-University of North Carolina Charlotte

David Wilmoth ..... Division Chair, Social and Behavioral Sciences/ Instructor, Economics
B.A.-University of North Carolina Charlotte
M.S.-University of North Carolina Charlotte

Stephanie Winters ..... Instructor, Surgical Technology
A.A.-Spokane Community College

Jennifer Wisely..... Instructor, Business Programs
B.B.A.-Texas A&M University
M.S.A.-Texas A&M University

Joseph Yakupkovic ..... Instructor, Chemistry
B.S.-University of Maryland
Ph.D.-Pennsylvania State University

STUDENT SERVICES

Jessica Mand ..... Division Chair for Student Services
A.A.-Carroll Community College
B.S.-John Hopkins University
M.A.-University of North Carolina Wilmington

James Andersen ..... Student Activities and Career Placement Advisor
A.A.-Catawba Valley Community College
B.S.-Appalachian State University
M.A.-Appalachian State University

Smantha Barbee..... Coordinator for Enrollment Services
A.A.-Coastal Carolina Community College
B.A.-University of North Carolina Wilmington

Heather L. Calihan..... Director for Admissions and Counseling Services
B.S.-Mary Washington College
M.S.-University of North Carolina Greensboro
Ed.S.-University of North Carolina Greensboro

Lisa D. Cole ..... Admissions Secretary

Donna Cuellar ..... Specialist for Veterans Programs
B.S.-University of Phoenix
M.S.-University of Phoenix

Shelia Darden ..... WIOA Career Advisor
B.A.-Branford Hall Carreer Institute

Mishelle Dupuis ..... Director for Data Management Services/Registrar
B.A.-University of North Carolina Chapel Hill
M.A.Ed.-East Carolina University

Melinda Garner ..... Placement Testing Proctor
Diploma-Louisiana Technical School
A.A.S.-Coastal Carolina Community College

Beverly Goodson ..... Lead Success Coach/ Career and Technical Success Coach
A.A.-Peace College
B.A.-University of North Carolina Chapel Hill
M.A.-East Carolina University

Kristy Harrington ..... WIOA Career Advisor
A.A.-Montgomery County Community College
B.A.-University of North Carolina Greensboro

Judy Hatcher ..... Assistant Registrar/Coordinator for Admissions and Data Management Services
A.A.S.-Coastal Carolina Community College
A.A.-Coastal Carolina Community College

Linda Sue Freeland-Hill ..... Specialist for Data Management Services
A.A.-Coastal Carolina Community College

Corey Himes ..... Specialist for Data Management Services
A.A.S.-Coastal Carolina Community College

Tina Howard ..... Academic Counselor and Coordinator for Counseling Services
B.A.-University of North Carolina Wilmington
M.S.-East Carolina University

Princesa Hurd ..... Academic Counselor and Coordinator for Career and College Promise
B.A.-University of North Carolina Pembroke
M.A.-Liberty University

Diane LeBlanc ..... WIOA Career Advisor
B.S.-Mount Olive College
MDiv.-Asbury Theological Seminary

Nicole Loya ..... Academic Counselor and Coordinator for Student Activities
B.A.-University of Colorado
M.Ed.-Azusa Pacific University

Jacobi R. Loyd ..... Early Engagement Success Coach
B.A.-University of North Carolina Wilmington
DeVere Micheau ..... Director for Veterans Programs
A.A.S.-Coastal Carolina Community College

Crystal Morris ..... Academic Advisor/Coordinator, New Student Experience
A.A.S.-Coastal Carolina Community College
B.S.-University of North Carolina Asheville
Sarah Morton ..... Quality Assurance Specialist for Data Management Services
B.S.-Campbell University
Carlos Ochoa-Sanchez ..... Financial Aid Assistant
A.A.S.-Coastal Carolina Community College
Diamond Outlaw ..... Coordinator for Disability Support Services
M.A.-University of North Carolina Greensboro
Savannah Owens ..... Financial Aid Assistant
B.S.-Old Dominion University
Diane Plankey ..... Admissions Receptionist
Dorine Polson ..... Assistant Director for Financial Aid
A.A.S.-Coastal Carolina Community College
Allie Pysell ..... Specialist for Enrollment Services
B.S.-Central Methodist University
Amanda Rosa ..... WIOA Career Advisor
A.A.S.-Baker College
B.S.-Baker College
Diane L. Shultz ..... Specialist for Veterans Programs
A.A.-Coastal Carolina Community College
A.A.S.-Coastal Carolina Community College
Elaina Stromberg ..... Financial Aid Assistant
Tracy Taylor ..... Coordinator, Human Services
B.S.-Brigham Young University
Caroline Thomas ..... Career and College Promise Success Coach
Christina Wallace ..... Director for Financial Aid Services
A.A.S.-Coastal Carolina Community College
Leslie Wallace ..... WIOA Secretary
B.B.A.-Averett University
Allison Westpahl ..... Distance Learning and Technology Success Coach
B.A.-University of North Carolina Wilmington
M.S.-North Carolina State University
Clarice B. Wilson ..... Assistant to the Division Chair for Student Services
A.S.-Columbia Junior College
B.S.-Voorhees College

MILITARY OFF-CAMPUS SITES

Daniel Buettner ..... Director, Military Off-Campus Sites
B.S.-Park University
M.A.-Webster University

Disha Foster ..... Academic Advisor, Military Off-Campus Sites
B.A.-Stillman College
M.A.-Webster university
M.B.A.-Strayer University

Ron Hardison..... Curriculum Coordinator, Military Off-Campus Sites
B.A.-Elon College
M.Ed.-North Carolina State University

Julia Shadowen..... Academic Advisor, Military Off-Campus Sites
B.S.-Western Kentucky University
M.A.Ed.-Western Kentucky University

Kenesha Smith ..... Secretary, Military Off-Campus Sites
A.A.S.-Coastal Carolina Community College

BUSINESS SERVICES

Carol Lurz ..... Director of Physical Plant Operations and Auxiliary Services
A.A.-Coastal Carolina Community College

Michelle Stiles..... Comptroller
A.A.S.-Coastal Carolina Community College

Latasha Alexander..... Accounts Receivable Supervisor
A.A.-Coastal Carolina Community College

Paula Beacham ..... Assistant Comptroller
A.A.S.-Coastal Carolina Community College

Justin Burkhart..... Auxiliary Services Manager

Katelyn Casamassa..... Print Shop Clerk

Heather Castrignano ..... Accounts Payable Supervisor

Regena Daughtry ..... Payroll Specialist

Christen Honeycutt ..... College Store Technical Assistant
A.A.S.-Nash Community College

Theron Hunter..... Purchasing Clerk
A.A.-Grantham University

John Jones..... Warehouse Officer
A.A.-Coastal Carolina Community College

John Mooney ..... Director of Procurement
B.A.-University of North Carolina Chapel Hill

Gilberto Otero Jr. ..... Cafeteria Manager
A.A.S.-Cape Fear Community College

Erin Rose..... Accounts Payable Technician II
A.A.S.-Coastal Carolina Community College
B.S.-University of North Carolina Wilmington
M.S.M.-Colorado Technical University

Ana Salgado ..... Accounts Payable Technician I
Renaldo Simmons .....Accounts Receivable Technician I
A.A.-Coastal Carolina Community College
B.S.-East Carolina University
Amanda Sunday ..... Payroll/Benefits Manager
Christopher Walton .....Accounts Reveivable Technician II

BUILDINGS AND GROUNDS, MAINTENANCE, AND SECURITY

David Archie .....Custodian
Alexiz Ayala .....Custodian
Michael Boatwright .....Custodian
Sharon Boatwright .....Custodian
Ashley Cordice.....Surveillance & Dispatch Officer
A.A.-Coastal Carolina Community College
Donald Craig Davis.....Buildings and Maintenance Supervisor
A.A.S.-Coastal Carolina Community College
Joseph Deming ..... Maintenance Technician/Painter
Thomas Donovan.....Security Officer
Melissa Fort .....Custodian
Samuel Garnett .....Security Officer
Christine Golden .....Custodian
Jessica Graham .....Custodian
Bobby Hamilton .....Assistant Maintenance Technician
A.A.S.-Coastal Carolina Community College
Matthew Hamilton.....Security Chief
B.A.-American Military University
Aquileo Herrera Santiago .....Custodial Supervisor
Jay Jacob.....Security Officer
Tinitia Johnson .....Custodian
Charles Lovett .....Custodian
Rory Moore.....Security Officer
Michael Morrison .....Assistant Maintenance Technician
Sebastian Neely .....Custodian
Scelester Purvis.....Custodian
Steven Richards .....Security Officer
A.A.-Coastal Carolina Community College Shirley Roberts.....Custodian
Shelby Serrano.....Print Shop Clerk
Nicholas Shepard .....Custodian
Olivia Trevino .....Custodian
Dequan Washington .....Custodian
Joy Walkingstick .....Security Clerk
Jarrett Winstead.....Custodian
Peter Zdranik .....Maintenance Technician

OFFICE OF PUBLIC INFORMATION/COLLEGE FOUNDATION

Emily Ellis ..... Public Information Officer/
Executive Director, College Foundation, Inc.
A.A.-Peace College
B.S.W.-East Carolina University
M.S.W.-East Carolina University

Kylie Chadwick ..... GraphicArtist/Webmaster
A.A.S.-Lenoir Community College
B.S.-Full Sail University

Lakeisha Joseph..... Office Manager, Public Information/
Rodney Priester..... Creative Strategy Specialist

OFFICE OF PERSONNEL SERVICES AND WORKPLACE SAFETY

Sabrina Adalin ..... Director of Personnel Services
and Workplace Safety
B.S.-Azusa Pacific University

Candace Cox..... Assistant to the Director of Personnel
Services and Workplace Safety
A.A.-Coastal Carolina Community College

ADDENDUMS

BLET Course Added - Page 94 ..... Completed - December 5, 2024

COASTAL CAROLINA COMMUNITY COLLEGE

2024-2025 CATALOG ADDENDUM

Changes to the Course Descriptions Section beginning on page 237
Add the following Course Descriptions

ENG 025 College English Skills Class 3 Lab 0 Credit 3
Prerequisite: None
Corequisite: None

This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.

ENG 111 Writing and Inquiry Class 3 Lab 0 Credit 3
Prerequisite: Complete one of the following English courses, or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.

MAT 025 Concepts of Essential Math/Sta Class 3 Lab 0 Credit 3
Prerequisite: None
Corequisite: None

This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset.

MAT 035 Concepts of Algebra Class 3 Lab 0 Credit 3
Prerequisite: None
Corequisite: None

This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to successfully demonstrate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.

Humanities/Fine Arts Prerequisite Changes

For the following courses listed below:

ART 114, ART 115, COM 140, COM 231, COM 251, FRE 111, HUM 115, MUS 110, MUS 112, MUS 210, REL 110, REL 211, REL 212, SPA 111

Prerequisite(s): Complete one of the following courses, or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite(s): None

Math/Natural Science Prerequisite Changes due to NCCCS Developmental Redesign

MAT 121

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

Course 1: MAT 035

Course 2: MAT 021 or MAT 071

Course 3: MAT 003 with a grade of P3

Corequisite: None

MAT 143

Prerequisite: Complete one of the following Math courses and one of the following English courses, or receive non-course credit by placement:

Math Course 1: MAT 025 or MAT 035

Math Course 2: MAT 021, MAT 043, or MAT 071

Math Course 3: MAT 003 with a grade of P2

AND

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

MAT 152

Prerequisite: Complete one of the following Math courses and one of the following English courses, or receive non-course credit by placement:

Math Course 1: MAT 143

Math Course 2: MAT 171

AND

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

MAT 171

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

Course 1: MAT 035

Course 2: MAT 071

Course 3: MAT 003 with a grade of P3

BIOLOGY COURSES

BIO 106

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

BIO 110

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

BIO 111

Prerequisite: Complete one of the following Math courses and one of the following English courses, or receive non-course credit by placement:

Math Course 1: MAT 025 or MAT 035

Math Course 2: MAT 021, MAT 043, or MAT 071

Math Course 3: MAT 003 with a grade of P2

AND

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

BIO 140

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: BIO 140A or Enrollment into the MLT program

BIO 140A

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: BIO 140

BIO 155

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

BIO 163

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

BIO 168

Prerequisite: Complete one following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

BIO 170

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

CHEMISTRY COURSES

CHM 130

Prerequisite: Complete one of the following sets or receive non-course credit by placement:

Set 1: CHM 090 and MAT 025

Set 2: CHM 090 and MAT 021, 043, or 071

Set 3: CHM 090 and MAT 003 with a grade of P2

Corequisite: None

CHM 131

Prerequisite: Complete one of the following Math courses and one of the following English courses, or receive non-course credit by placement:

Math Course 1: MAT 025 or MAT 035

Math Course 2: MAT 043, MAT 021, or MAT 071

Math Course 3: MAT 003 with a grade of P2

AND

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

CHM 151

Prerequisite: Complete one of the following Math/Science courses and one of the following English courses, or receive non-course credit by placement:

Math/Science Course 1: MAT 171

Math/Science Course 2: CHM 090

AND

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

GEOLOGY COURSES

GEL 111

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

PHYSICS COURSES

PHY 110

Prerequisite: Complete one of the following Math courses and one of the following English courses, or receive non-course credit by placement:

Math Course 1: MAT 025 or MAT 035

Math Course 2: MAT 021, MAT 043, or MAT 071

Math Course 3: MAT 003 with a grade of P2

AND

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: PHY 110A

Social Behavioral Science Prerequisite Changes

EDU 187, EDU 216, EDU 279, GEO 111, HEA 120, HIS 111, HIS 112, HIS 131, HIS 132, HIS 145, HIS 162, HIS 167, HIS 221, HIS 231, POL 130, POL 210, POL 220, POL 250, PSY 150, SOC 213, SOC 220, SOC 225, SOC 240

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

Course 1: ENG 025

Course 2: ENG 011

Course 3: ENG 002 with a grade of P2

Corequisite: None

ECO 251, ECO 252

Prerequisite: Complete one of the following Math courses and one of the following English courses, or receive non-course credit by placement:

Math Course 1: MAT 025 or MAT 035

Math Course 2: MAT 043, MAT 021, or MAT 071

Math Course 3: MAT 003 with a grade of P2

AND

English Course 1: ENG 025

English Course 2: ENG 011

English Course 3: ENG 002 with a grade of P2

Corequisite: None

EDU 144, EDU 145, EDU 280

Prerequisite: Complete one of the following courses or receive non-course credit by placement:

Course 1: ENG 025

Course 2: ENG 011

Course 3: ENG 002 with a grade of P2

Course 4: ENG 102

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DEVELOPMENTAL AND SUPPLEMENTAL COURSE PLACEMENT

Developmental courses are designed to address academic preparedness, workforce retraining, development of general and discipline-specific strategies, and barriers to learning. Supplemental courses provide supplemental skills to a specific co-requisite course or customized developmental course delivery. Developmental and supplemental courses do not earn credit toward a certificate, diploma, or degree. Identified developmental and supplemental courses are designated by numeric course codes under one hundred (100) and are offered in the areas of Chemistry, English/Reading, Mathematics, and Study Skills. Criteria are established for appropriate placement in developmental and supplemental courses.

DEVELOPMENTAL AND SUPPLEMENTAL COURSE 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
A (Excellent)	90 – 100
B (Good)	80 – 89
C (Average)	60 – 79
F (Unsatisfactory)	Below 60

Developmental course work is not weighted in calculating GPA.

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GRADUATION REGALIA POLICY

Coastal Carolina Community College, to preserve the dignity of the graduation ceremony as well as recognize educational excellence, requires graduates to wear only regalia issued by the college (i.e., college caps, gowns, and tassels) or college approved adornments related to academic achievement (i.e., Phi Theta Kappa stoles and tassels). No alteration to and/or decoration of regalia is allowed. Coastal Carolina Community College reserves the right to enforce this policy and require graduates to change inappropriate attire or regalia as well as remove adornments before they are allowed to participate in the graduation ceremony. If the policy is not followed, graduates will not be permitted to participate in the graduation ceremony. Any questions about this policy or accommodations may be directed to the Division Chair for Student Services.

COASTAL CAROLINA
COMMUNITY COLLEGE

444 Western Boulevard
Jacksonville, North Carolina 28546

www.coastalcarolina.edu