

FTCC

Fayetteville Technical Community College

TECHNOLOGY

2009-2010 College Catalog

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

2009–2010

CATALOG

VOLUME XX

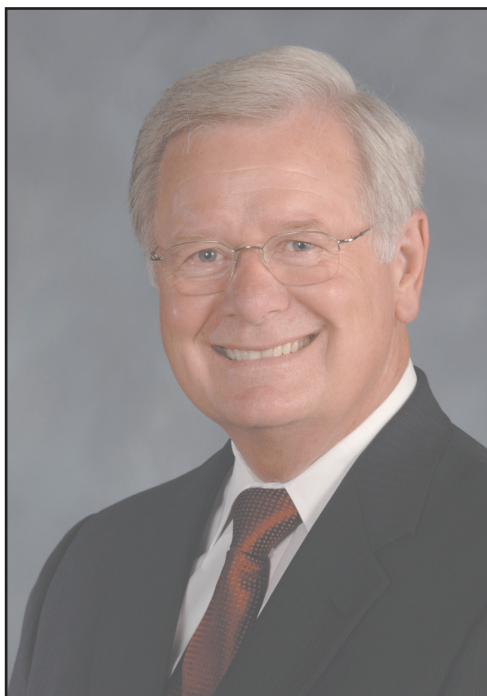
**P.O. BOX 35236, FAYETTEVILLE, NORTH CAROLINA 28303-0236
PHONE (910) 678-8400**

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

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

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

THE PRESIDENT'S MESSAGE



DEAR PROSPECTIVE FTCC STUDENT:

Thank you for considering Fayetteville Technical Community College as your source for high-quality education at an affordable price. Because students are the reason FTCC exists, you are very important—our most valued customer, and my commitment to you is to offer well-qualified faculty and staff to support your needs during the admission, registration, and learning process. FTCC offers over 150 associate degree, diploma, and certificate programs at places and times convenient for everyone.

We encourage lifelong learning and strive to prepare students for the workforce. We offer extensive academic support services to help students achieve their goals while studying at FTCC. Whether you're interested in achieving a diploma, certificate, or an associate degree, our goal is your academic success. This catalog has been designed to provide you with a description of each course and program, as well as information about the school and the various services provided.

I encourage you to visit our campus and our Web site www.faytechcc.edu and talk with our academic advisors who will work hard to help you chart your academic course of study. I extend my sincerest best wishes to you for great success.

Sincerely,

A handwritten signature in black ink, reading "J. Larry Keen". The signature is fluid and cursive, with a long horizontal line extending from the end.

J. Larry Keen
President

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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE BOARD OF TRUSTEES

Mr. Charles J. Harrell, Board Chair

Mr. J. Gary Ciccone, Vice Chairman

Mrs. Esther R. Thompson, Secretary

NAME	EXPIRATION DATE	APPOINTED BY
Mrs. Esther Thompson	June 30, 2012	Governor
Mr. J. Gary Ciccone	June 30, 2009	Governor
Mr. Charles J. Harrell	June 30, 2010	Governor
Dr. Mike Choe	June 30, 2011	Governor
Mr. David McCune	June 30, 2012	Board of County Commissioners
Mrs. Sheryl J. Lewis	June 30, 2013	Board of County Commissioners
Ms. Lula G. Crenshaw	June 30, 2010	Board of County Commissioners
Mr. William S. Wellons, Jr.	June 30, 2011	Board of County Commissioners
Dr. Dallas Freeman	June 30, 2012	School Board
Mrs. Susie S. Pugh	June 30, 2009	School Board
Mr. Charles E. Koonce	June 30, 2010	School Board
Mr. Ronald Crosby	June 30, 2011	School Board
Mr. James Tolson	2009-2010 SGA President (Ex-officio)	
Mr. David Sullivan	Board Attorney	

PURPOSE OF THE CATALOG

Fayetteville Technical Community College provides this catalog with information about the College and its programs. The information provided is up-to-date as of May 2009. Changes subsequent to publication of this catalog are posted to the catalog on our website. For current information, visit our website at www.faytechcc.edu.

The provisions of this catalog are not to be regarded as an irrevocable contract between students and Fayetteville Technical Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes create for students.

Students having questions not answered by this catalog may receive additional information from their Department Chair or academic advisor. Applicants are encouraged to contact the Admissions Office, Fayetteville Technical Community College, PO Box 35236, Fayetteville, NC 28303-0236; telephone (910) 678-8473 or E-mail to: prospect@faytechcc.edu.

NONDISCRIMINATION STATEMENT

The Board of Trustees and the administration of Fayetteville Technical Community College are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, Fayetteville Technical Community College does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability or political affiliation. Fayetteville Technical Community College commits itself to positive action to secure equal opportunity regardless of those characteristics.

Fayetteville Technical Community College supports the protection available to members of its community under all applicable Federal Laws, including Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Executive Order 11375.

For information concerning these provisions, contact:

Vice President for Human Resources
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236

PLEASE CALL US WITH YOUR QUESTIONS.

Admissions	678-8473
Academic Program Areas	
Business	678-8466
College Transfer and General Education	678-8467
Health	678-8264
Engineering/Public Service/Applied Technology	678-8338
Co-op Education	678-8453
Counseling	678-8419
Financial Aid	678-8242
Information	
Student Services	678-8419
Continuing Education	678-8386
Learning Resources Center	678-8305
Library	678-8247
Registrar	678-8476
Spring Lake Campus	678-1000
Switchboard	678-8400
Testing	678-8417
Veterans' Services	678-8395

GENERAL INFORMATION

Fayetteville Technical Community College, as a comprehensive community college, adheres to an “Open Door” admissions policy. High school graduates, persons achieving a North Carolina equivalency certificate (GED), and adults who show potential for post high school education may be admitted to courses which are appropriate to their educational potential. Successful implementation of an “Open Door” admissions policy requires an emphasis on admissions counseling services. As part of the admissions counseling process, Fayetteville Technical Community College utilizes an initial placement assessment and an evaluation of the applicant’s prior school record to determine potential for success. When the admissions counseling process indicates that an applicant lacks sufficient academic background to pursue credit courses, he or she will be directed to the Developmental Studies program prior to entry into a diploma or degree curriculum. If the applicant lacks a high school diploma, he or she will be given the opportunity to pursue studies to achieve an Adult High School Diploma or a North Carolina equivalency certificate (GED) prior to entering a regular curriculum. Admissions to curricula are open to applicants without regard to race, color, national origin, religion, age, sex, disability, or political affiliation.

A BRIEF HISTORY OF FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Fayetteville Technical Community College has an impressive and remarkable history. Cumberland County visionaries in 1961, recognizing the need for a local institution to offer further job training and educational opportunities for high school graduates and adult learners, opened the Fayetteville Area Industrial Education Center (IEC) in the old Central Elementary School under the leadership of John Standridge. The institution attracted new industry and provided technical education to a seven-county area serving Cumberland, Bladen, Harnett, Hoke, Robeson, Sampson, and Scotland counties, including Fort Bragg and Pope Air Force Base.

In 1963, the NC General Assembly passed a bill creating the statewide Community College System, allowing Fayetteville Area IEC to officially become Fayetteville Technical Institute (FTI) in July 1963, with Howard Boudreau installed as its first president.

The College quickly grew from its humble beginnings in the LaFayette Hall and Horace Sisk buildings to a position as the third largest community college out of 58 colleges in North Carolina, serving over 34,000 students annually by providing 150 affordable vocational, technical, general education, college transfer and continuing education program, within the Cumberland County, Fort Bragg, and Pope Air Force Base region.

A major academic step for FTI came with the accreditation of the college by the Southern Association of Colleges and Schools (SACS) in 1967. This important accreditation provided the opportunity for reciprocal course credits with other accredited institutions and federal government assistance.

Dr. Robert Craig Allen was selected as the second president of the institution in 1983, following 18 years as the president of Robeson Technical Institute. Dr. Allen began his community college career teaching at FTI.

Fayetteville Technical Institute became Fayetteville Technical Community College (FTCC) in January 1988, when the North Carolina Department of Community Colleges and the North Carolina General Assembly encouraged all the technical colleges and institutes in the state to become community colleges.

Following Dr. Allen’s retirement in 1996, Dr. Linwood W. Powell was appointed as interim president for the College. Dr. Larry B. Norris began his tenure as president of FTCC in 1997, following 28 years as an instructor and administrator at the College.

The College continued to expand its accessibility within the Cumberland County region with the opening of the Spring Lake Campus and Horticulture Educational Center in 2004 and 2006, respectively.

Dr. J. Larry Keen was installed as the fourth president of FTCC in August 2007. Dr. Keen came to FTCC following a six-year tenure with the North Carolina Community College System (NCCCS) as vice president for economic and workforce development. Dr. Keen is devoted to the mission of FTCC and to serving its students and the needs of the Cumberland County region through workforce development.

(A complete history of Fayetteville Technical Community College can be located at www.faytechcc.edu/newweb2/inst_effect/FTCCInformation.asp.)

FTCC MISSION STATEMENT

“Serve our community as a learning-centered institution to build a globally competitive workforce supporting economic development.”

FTCC PURPOSE STATEMENT

The purpose of Fayetteville Technical Community College is to provide affordable vocational-technical, business and industry, general education, college transfer, and continuing education programs, which meet the needs and desires of its diverse students and economic development needs for the community. To improve the educational base of society, FTCC encourages life-long learning and strives to prepare students for further workforce and educational experiences.

FTCC identifies the educational needs of applicants and assists students in satisfying these needs at a minimal expense. Each adult who applies will be admitted to a program appropriate to his/her abilities and interests. The College is in partnership with the public school system through College Tech Prep and other programs. Further, agreements with four-year colleges and universities support the educational continuum from high school through the baccalaureate degree.

Curricular programs reflect the changing technical, commercial, industrial, and health needs of Fayetteville, Cumberland County, and surrounding areas. Various curricula offer certificates, diplomas, and associate degrees. As a learning-centered college, FTCC offers courses and programs at times and places convenient to students in a variety of delivery modes. Courses are also available for high school graduates who need additional academic preparation before attempting college work.

FTCC provides instruction in the basic life skills needed to contribute effectively to society. Continuing Education programs are designed to meet specific needs in basic educational competencies, high school completion, upgrading occupational skills, and other avocational or practical skills required for the rapidly changing technological advances in the community.

Adopted: April 27, 1992

Approved: FTCC Board of Trustees, February 16, 2009

Note: The Administrative Procedures Manual publishes the most current official Purpose Statement for FTCC. Any reprint of the FTCC Purpose Statement must use this source, verbatim and in its entirety. It may be found on the FTCC Website at <http://www.faytechcc.edu/research/HM/APM2000.pdf>.

INSTITUTIONAL CHARTER AND ACCREDITATIONS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Fayetteville Technical Community College is chartered by the North Carolina State Department of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4501) to award associate degrees, diplomas, and certificates.

UNITED STATES DEPARTMENT OF EDUCATION

Fayetteville Technical Community College is recognized by the U.S. Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Fayetteville Technical Community College's High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

PROGRAM ACCREDITATIONS AND ASSOCIATIONS

ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY, INC. (ABET)

The following curricula offered by Fayetteville Technical Community College are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

1. Civil Engineering Technology
2. Electronics Engineering Technology

AIR CONDITIONING CONTRACTORS OF AMERICA

The Air Conditioning, Heating, and Refrigeration Technology program at Fayetteville Technical Community College is a member of the Air Conditioning Contractors of America.

AMERICAN BAR ASSOCIATION

Fayetteville Technical Community College's Paralegal Technology program is approved by the American Bar Association.

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

Fayetteville Technical Community College's Funeral Service Associate Degree program is accredited by the American Board of Funeral Service Education, 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506. (816) 233-3747.

AMERICAN DENTAL ASSOCIATION

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation of approval. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago IL, 60611-2678.

AMERICAN SOCIETY FOR ENGINEERING EDUCATION (SOUTHEASTERN SECTION)

FTCC's Civil and Electronics Engineering Technology programs are assisted through institutional membership in the American Society for Engineering Education, Southeastern Section.

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION, AMERICAN PHYSICAL THERAPY ASSOCIATION

The Physical Therapist Assistant Program at Fayetteville Technical Community College is accredited by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, (703) 684-2782 or 1-800-999-2782.

COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE (CoARC)

Fayetteville Technical Community College's Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Hardwood Road, Bedford, TX 76021, Phone (817) 283-2835, Fax (817) 354-8519.

JOINT REVIEW COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS (CAAHEP)

The Surgical Technology Program at Fayetteville Technical Community College is accredited by the commission on Accreditation of Allied Health Education Programs (CAAHEP), 1261 Park Street, Clearwater, FL 33756 (727) 210-2350. This accreditation decision was made upon the recommendation of the Accreditation Review Committee on Education for the Surgical Technologist (ARC-ST), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120 (313) 694-9262, which is sponsored by the American College of Surgeons and the Association of Surgical Technologists.

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

Fayetteville Technical Community College's Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312) 704-5300, E-mail: jrcert@mail.idt.net.

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC)

The Associate Degree Nursing Program of Fayetteville Technical Community College is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, New York 10006, (212) 812-0390. This type of approval is national in scope and voluntary rather than required by law. The standards set by the accrediting body are uniform throughout the United States. The achievement of NLN accreditation by a program signifies that it has met the national standards of excellence for programs in nursing of its type.

NORTH CAROLINA APPRAISAL BOARD

The North Carolina Appraisal Board approves and certifies all real estate appraisal instructors and approves the following courses:

1. Introduction to Real Estate Appraisal
2. Valuation Principles and Procedures

3. Application of Residential Property Valuation
4. Introduction to Income Property Appraisal
5. Advanced Income Capitalization Procedures
6. Application of Income Property Valuation

NORTH CAROLINA BOARD OF NURSING

Fayetteville Technical Community College is approved by the Board of Nursing to offer a two-year associate degree program with a major in nursing and a one-year diploma practical nursing program. Both programs qualify the graduates to write the National Council Licensure Examination for the respective levels of preparation. Candidates who successfully complete these examinations are licensed to practice nursing.

NORTH CAROLINA DEPARTMENT OF INSURANCE

Fayetteville Technical Community College is approved by the North Carolina Department of Insurance for the purpose of pre-licensing education.

NORTH CAROLINA STATE BOARD OF FUNERAL SERVICE

Fayetteville Technical Community College's Funeral Service and NC Funeral Directors programs are approved by the North Carolina Board of Funeral Service.

NORTH CAROLINA REAL ESTATE COMMISSION

The North Carolina Real Estate Commission approves and certifies all fundamental and advanced real estate instructors and approves the following courses:

1. Fundamentals of Real Estate
2. Real Estate Law
3. Real Estate Finance
4. Real estate Brokerage

NORTH CAROLINA STATE BOARD OF CERTIFIED PUBLIC ACCOUNTANT EXAMINERS

Fayetteville Technical Community College is approved by the North Carolina State Board of Certified Public Accountant Examiners for the purpose of mandatory Certified Professional Education credits.

THE NCCCS' ACCOUNTABILITY MEASURES

End-of-Year Report

On
NCCCS Critical Success Factors –
Performance Measures and Standards
Reported June 2008 (for 2006-2007)

A. Progress of Basic Skills Students

FTCC MET this standard.

NCCCS Standard: At least seventy-five percent (75%) of all students will have progressed within the level, completed the level, and advanced to a higher level. (*Continuing Education*)

B. Passing Rates on Licensure and Certification Exams

FTCC MET this standard

NCCCS Standard: The aggregate institutional passing rate for first-time test takers on all licensure and certification exams will be at least eighty percent (80) and the rate on all specific exams will be at least seventy percent (70%). (*Curriculum Programs and Continuing Education*)

C. Performance of College Transfer Students

FTCC MET this standard.

NCCCS Standard: Eighty-three percent (83%) of students in both associate degrees and students who transferred with 24 or more semester hours must have a GPA equal to or greater than 2.0 after two semesters at a university. To be rated Superior must be equivalent to UNC natives (87% in 2006-2007). (*Curriculum Programs*)

D. Passing Rates of Students in Developmental Courses

FTCC MET this standard.

NCCCS Standard: Seventy-five percent (75%) of students who complete a developmental course in English, Reading or Math will have a grade of "C" or better (*Curriculum Programs and Student Services*)

E. Success of Developmental Students in Subsequent College Level Courses

No Data Available.

NCCCS Standard: Eighty percent (80%) of students who completed a developmental course in 2005-2006 and completed subsequent college level course in 2006-2007 will have a passing grade for the college level courses. (*Curriculum Programs and Student Services*)

F. Satisfaction of Program Completers and Non-Completers

FTCC MET this standard.

NCCCS Standard: At least ninety percent (90%) of responding completers (graduates) and non-completers will indicate satisfaction with the quality of college programs and services. (*Institutional Effectiveness and Assessment*)

G. Curriculum Student Retention and Graduation

FTCC MET this standard.

NCCCS Standard: At least sixty-five percent (65%) of the students who enrolled in a curriculum program in the fall will have completed their program, still be enrolled the following fall, or transferred to another community college or university. (*Institutional Effectiveness and Assessment*)

H. Client Satisfaction with Customized Training

FTCC MET this standard.

NCCCS Standard: At least ninety percent (90%) of businesses/industries surveyed will report satisfaction with customized training. (*Continuing Education*)

Prepared by Carl Mitchell
North Carolina Community College System Report Critical
Success Factors Report June 2008

ADMISSIONS INFORMATION

ASSESSMENT AND EVALUATION OF STUDENTS

Fayetteville Technical Community College wants each student to be successful in meeting his or her educational goals. To evaluate the level of preparation and to place students in appropriate courses, the College requires entry assessment in the skill areas of English, reading, and mathematics. To satisfy assessment requirements for most programs, the student needs to take the ACCUPLACER (or other North Carolina Community College System approved assessments) unless eligible for a waiver.

Entry assessment scores will be used for course-level placement. Each of the three skill areas of English, reading and mathematics is independent of each other. A student may place at the college level in one or more areas and at the college preparatory level in other areas(s). The College may limit the student to college-preparatory courses and any other instruction for which he or she is adequately prepared.

REQUIREMENTS FOR TAKING ENTRY ASSESSMENT

Whether the student is seeking full-time or part-time enrollment, unless he or she is qualified for an exception, the student must complete a state-approved assessment as indicated:

1. Prior to participating in registration if the student is seeking a degree.
2. Prior to registration for any course which has a specific entry assessment score as a prerequisite.
Entry assessment scores may not be more than three years old.

ENTRY ASSESSMENT EXEMPTIONS

Students will be exempt from taking the entry assessment for registration in courses for which they are qualified if they provide an official transcript or other written documentation for one of the following exceptions:

1. The student has attended a regionally accredited institution (RAI) in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
2. The student holds an associate's or bachelor's degree from a RAI in which English was the language of instruction and has successfully completed with a grade of "C" or higher a transferable college-level English and/or mathematics course.
3. The student's official college transcript is evaluated for select courses to substantiate completion of prerequisites when the student is enrolled in another college or university and has applied to Fayetteville Tech for "special credit" status.
4. The student's official FTCC record indicates that he or she is enrolled for job improvement or in selected courses with no intent for an FTCC degree.
5. The student has taken the SAT with verbal and math scores at or above 500 each or ACT composite score of 20 or higher within the last five years. Based on the score of each SAT or ACT section, specific sections of the Accuplacer may be waived.

Placement Assessment SAT & ACT Waivers

SAT Section	SAT Minimum Score	Accuplacer Section to be waived
Math	500	Arithmetic & Algebra
Verbal	500	Reading
Writing	500	Sentence Skills

ACT Section	ACT Minimum Score	Accuplacer Section to be waived
Math	20	Arithmetic & Algebra
Reading	20	Reading
English	20	Sentence Skills

6. The student chooses to begin with the most basic college-preparatory courses: English 70, Math 50 and Reading 70.

ENTRY ASSESSMENT CUT SCORES

CPT/ACCUPLACER	COMPASS	ASSET	COURSE/COMMENTS
Reading Comp	Reading	Reading	
0-38	0-55	23-30	Red 070
39-59	56-72	31-33	Red 080
60-79	73-81	34-41	Red 090
80-120	81+	42-53	Eng 111 (writing score of 86-120 also required)
Sentence Skills	Writing	Writing Skills	
0-43	0-37	23-27	Eng 070
44-64	38-58	28-33	Eng 080
65-85	59-69	34-41	Eng 090/090A
86-120	70+	42-53	Eng 111 (reading score of 80-120 also required)
Arithmetic	Pre-Algebra	Numerical Skills	
0-36	0-30	23-34	Mat 050
37-54	31-46	35-40	Mat 060
55-120	47+	41-55	Mat 070
55-120	none	41-55	Mat 101 (Diploma Programs)
Elementary Algebra	Algebra	Elementary Algebra	
0-21	none	none	Mat 050
22-33	none	none	Mat 060
34-54	0-45	23-40	Mat 070
55-74	46-66	41-55	Mat 080
55-74	46-66	none	Mat 090 (option for Mat 080)
55-74	46-66	41-55	Mat 110, 115, 120, 121, 140
Elementary Algebra	Algebra	Intermediate Algebra	
75-120	67+	45-55	Mat 145, 151, 155, 161, 171
75-120	67+	45-55	PreMajor Math, Math Ed & Biology
Elementary Algebra	Trigonometry	Intermediate Algebra	
118-120	23+	none	Mat 271 (A.S.-PreMajor Programs)
118-120	23+	none	PreMajor-Chemistry

Revised 04/08/08

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

Arith=Arithmetic**FTCC ACCUPLACER MINIMUM REQUIRED ENTRY SCORES****Alge**=Algebra

CURRICULUM	MATH	READING	WRITING
ACCOUNTING	75 Alge	80	86
AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY		80	86
ADVERTISING AND GRAPHIC DESIGN	55 Alge	80	86
ARCHITECTURAL TECHNOLOGY	75 Alge	80	86
ASSOCIATE DEGREE NURSING (ADN)	55 Alge	80	86
ASSOCIATE IN ARTS	75 Alge	80	86
ASSOCIATE IN FINE ARTS	75 Alge	80	86
ASSOCIATE IN GENERAL EDUCATION	75 Alge	80	86
ASSOCIATE IN SCIENCE	75 Alge	80	86
AUTOBODY REPAIR	55 Arith		
AUTOMOTIVE SYSTEMS TECHNOLOGY		80	86
BIOTECHNOLOGY	75 Alge	80	86
BUILDING CONSTRUCTION TECHNOLOGY	55 Alge	80	86
BUSINESS ADMINISTRATION	55 Alge	80	86
BANKING AND FINANCE / BUS. ADMIN.	55 Alge	80	86
ELECTRONIC COMMERCE / BUS. ADMIN.	55 Alge	80	86
HUMAN RESOURCES MANAGEMENT / BUS. ADMIN.	55 Alge	80	86
MARKETING AND RETAILING CONCENTRATION / BUS. ADMIN.	55 Alge	80	86
OPERATIONS MANAGEMENT/ BUS. ADMIN.	55 Alge	80	86
PUBLIC ADMINISTRATION CONCENTRATION/ BUS. ADMIN.	55 Alge	80	86
CENTRAL STERILE PROCESSING	55 Arith	39	45
CIVIL ENGINEERING TECHNOLOGY	75 Alge	80	86
COMMUNITY SPANISH INTERPRETER	55 Alge	80	86
COMPUTER INFORMATION TECHNOLOGY	75 Alge	80	86
COMPUTER PROGRAMMING	75 Alge	80	86
C++ PROGRAMMING CERTIFICATE	55 Alge		
COBOL PROGRAMMING CERTIFICATE	55 Alge		
VISUAL BASIC PROGRAMMING CERTIFICATE	55 Alge		
CRIMINAL JUSTICE TECHNOLOGY	55 Alge	80	86
CRIMINAL JUSTICE/FINANCIAL CRIME/COMPUTER FRAUD CONCENTRATION	55 Alge	80	86
CRIMINAL JUSTICE/LATENT EVIDENCE	55 Alge	80	86
CULINARY TECHNOLOGY	55 Alge	80	86
DENTAL ASSISTING	34 Alge	80	86
DENTAL HYGIENE	55 Alge	80	86
EARLY CHILDHOOD ASSOCIATE	55 Alge	80	86
EARLY CHILDHOOD ASSOCIATE/ SPECIAL EDUCATION	55 Alge	80	86
EARLY CHILDHOOD ASSOCIATE/ TEACHER ASSOCIATE	55 Alge	80	86
ELECTRICAL/ELECTRONICS TECHNOLOGY ASSOCIATE	75 Alge	80	86
ELECTRICAL/ELECTRONICS TECHNOLOGY DIPLOMA (ENG 111 OPTIONAL)		80	86
ELECTRONICS ENGINEERING TECHNOLOGY	75 Alge	80	86
EMERGENCY MEDICAL SCIENCE	55 Alge	80	86
EMERGENCY MEDICAL SCIENCE (BRIDGING Program)	55 Alge	80	86
EMERGENCY PREPAREDNESS TECHNOLOGY	55 Alge	80	86
FIRE PROTECTION TECHNOLOGY	55 Alge	80	86
FUNERAL SERVICE EDUCATION	55 Alge	80	86
GENERAL OCCUPATIONAL TECHNOLOGY	75 Alge	80	86
HEALTHCARE MANAGEMENT TECHNOLOGY	55 Alge	80	86

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

Arith=Arithmetic**FTCC ACCUPLACER MINIMUM REQUIRED ENTRY SCORES (Continued)****Alge**=Algebra

CURRICULUM	MATH	READING	WRITING
HORTICULTURE TECHNOLOGY / MANAGEMENT	55 Alge	80	86
HOTEL & RESTAURANT MANAGEMENT	55 Alge	80	86
INFORMATION SYSTEMS SECURITY	75 Alge	80	86
MACHINING TECHNOLOGY		80	86
MEDICAL OFFICE ADMINISTRATION	55 Alge	80	86
NETWORKING TECHNOLOGY	75 Alge	80	86
NORTH CAROLINA FUNERAL DIRECTOR	55 Alge	80	86
NUCLEAR MEDICINE TECHNOLOGY	75 Alge	80	86
OFFICE SYSTEMS TECHNOLOGY	55 Alge	80	86
PARALEGAL TECHNOLOGY	55 Alge	80	86
PHARMACY TECHNOLOGY	55 Alge	80	86
PHLEBOTOMY	55 Arith	39	45
PHYSICAL THERAPIST ASSISTANT	75 Alge	80	86
POSTAL SERVICE TECHNOLOGY	55 Alge	80	86
PRACTICAL NURSING (LPN)	55 Alge	80	86
RADIOGRAPHY	75 Alge	80	86
RESPIRATORY CARE	55 Alge	80	86
SPEECH-LANGUAGE PATHOLOGY ASSISTANT	55 Alge	80	86
SURGICAL TECHNOLOGY ASSOCIATE	55 Alge	80	86
SURGICAL TECHNOLOGY DIPLOMA	55 Alge	80	86
SURVEYING TECHNOLOGY	75 Alge	80	86
WEB TECHNOLOGIES	75 Alge	80	86

Revised 09/02/08

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM APPROVED ENTRY ASSESSMENTS

ACCUPLACER

FTCC administers the ACCUPLACER Computerized Placement Tests and Companion from the College Board. The assessments are Reading Comprehension, Sentence Skills, Computation/Arithmetic, Elementary Algebra, and College-Level Mathematics. There is no charge for the ACCUPLACER. The assessment takes approximately two to two and one-half hours and is available days and evenings.

Other Assessments

Other tests approved by the North Carolina Community College System are the ASSET and COMPASS.

Retest Policy

Students who wish to take a retest of the entry assessment should make the request through an FTCC counselor to retest 15-days after initial test, then 30-days thereafter.

Test scores remain current for a period not to exceed three years.

ADMISSIONS POLICIES AND PROCEDURES

Fayetteville Technical Community College adheres to an "Open Door" admissions policy. For general admission to the College, however, various curricular programs may have specific requirements for admission beyond the regular requirements to enter FTCC.

1. The college accepts only official transcripts, which are received by the Admissions Office in a sealed envelope and bear the sender's raised seal or printed imbedded watermarks. Official transcripts verifying secondary school completion must be sent to the
Director of Admissions
FTCC
P.O. Box 35236
Fayetteville, NC 28303-0236.
2. Applicants must submit an application form, including a residency statement.
3. Applicants must be high school graduates as verified on an official high school transcript. Note the following:
 - a. A state equivalency certificate or GED test results which meet North Carolina equivalency standards are acceptable in lieu of a high school diploma.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

- b. A high school transcript is not required if the applicant submits an official college/university transcript showing the award of associate's degree or higher from a regionally accredited institution(s). Exception: Health program applicants and military veterans are required to submit an official high school transcript.
 - c. High school students who are concurrently enrolled in college courses must submit an official yet partial high school transcript in lieu of the final high school transcript. Upon high school graduation, an official **final high school transcript is required.**
4. Transcripts from a regionally accredited college or university are required if an applicant wishes to:
 - *apply for veterans' benefits**
 - *apply for financial aid*
 - *apply for health programs*
 - *have previous college credits evaluated for transfer credit or validation of prerequisites at Fayetteville Technical Community College*
 - *be exempt from the College's mathematics, English, and computer assessment requirements.*
- * Students requesting approval for certification of VA educational benefits must provide copies of form DD214 for evaluation of military experience.
5. Each applicant is scheduled for the FTCC placement assessment. Previous school records and placement assessment results will be used in conjunction with the student's personal aspirations to help plan a workable educational program.
 6. Certain programs have prerequisite course requirements. In addition to published program requirements, the college reserves the right to identify and require specific prerequisites before allowing students to enroll in certain courses. The identification of prerequisite requirements will be through normal test results and/or transcript evaluation.
 7. Disposition of Applications for Admissions Files.
Generally, the staff will destroy incomplete applications and applications for students not enrolling after one (1) year.
 8. Communicable Disease Policy. Under the FTCC Communicable Disease Policy, students who enter a health program or other program with potential exposure to blood or other body fluids will be required to have begun or completed all immunizations as specified in the pre-entrance medical record prior to admission. Those students who do not receive immunizations could jeopardize their ability to fulfill clinical requirements. The prospective student will also be required to sign a statement releasing FTCC from any liability related to the failure to have the immunizations.
 9. Health Programs Area Admission Requirements.
Priority consideration for admission to health programs will be given to individuals completing the following by January 30. *Applications received after this date will be considered based on space availability.*
 - a. Submit a completed "Application for Admissions" to the Admissions Office.
 - b. Request official transcripts are sent to the Admissions Office from high school and each college previously attended. It is the responsibility of the applicant to ensure the transcripts are received by the Admissions Office before the deadline.

- c. Complete all program prerequisites.*
 - d. Complete the entrance assessment with the required minimum scores, or achieve a grade of "C" or better in all recommended developmental courses. Developmental courses may be attempted only twice to satisfy the prerequisite requirements.** Exceptions may be approved by the appropriate health program chairperson.
- * Courses taken after high school to satisfy prerequisite requirements for health programs may be attempted only twice.
- ** The current admissions policy allows for certain exemptions from taking the entry assessment. (See "Entry Assessments")

10. Selection Criteria

Applications will be ranked and selected on a competitive basis. The number of points awarded in the following areas will determine ranking.

- a. Quality Points will be determined by one of the two below processes:

1. College Students: Grade points based on previously completed course credits applicable to the program. A minimum grade point average (GPA) of 2.5 is required on all previously completed related course work for Associate Degree Nursing, Dental Hygiene, Emergency Medical Science, Nuclear Medicine Technology, Physical Therapist Assistant, Radiography, Respiratory Care, Speech Language Pathology Assistant and Surgical Technology. A minimum GPA of 2.0 is required on all previously completed course work for all other health-related programs. A cumulative GPA of 2.0 on all courses is required.

Note: Previously completed science courses must have been satisfactorily completed with a grade of "C" or better *within five years of entry in a health program*. These courses may be attempted only twice. The appropriate health department chairperson may approve exceptions.

2. Current High School Students: Grade points for Algebra, Biology, Chemistry, and Sociology or Psychology courses will be awarded based on their unweighted GPA at the end of the first semester of the senior year. A crosswalk or "GPA scale" based on the GPA range for each program will be used.

- b. Participation in a departmental information session is required. Sessions will be scheduled by the College. A maximum of 15 points may be awarded based on departmental criteria.

Whether selected or not, applicants completing the departmental information session will be notified by the Admissions Office of their status by letter on or about May 1.

NOTE: An applicant applying for more than one program must indicate his or her order of preference on the application. Upon approval for admission to a program, an applicant's name will be removed from the applicant pool for all other programs. Applicants not selected for admission and those processed after published deadlines may reapply for the following year and be considered with all other applicants for the next class.

11. ADN Advanced Placement Option

Licensed Practical Nurses may be granted advanced placement into the Associate Degree Nursing Program under the

conditions set forth below. Candidates will be admitted based on space availability. The criteria for advanced placement include the following:

- have a current unrestricted LPN license.
- meet the requirements for admission into the FTCC ADN Program.
- Complete all related courses for ADN with an overall GPA of 2.50 or better for the previous semester(s) of entry. A grade of "C" or better is required in related courses.
- Pass the Accelerated Challenge Exam (ACE) according to one of the following criteria:

For advanced placement into NUR 189 and NUR 210, the candidate must pass the Foundations of Nursing, Pediatrics, and OB sections with at least a score of 70 on each test.

For advanced placement into NUR 189 and NUR 130, the candidate

- must pass the Foundations of Nursing and Pediatrics sections with at least a score of 70 on each test, and
 - must pass the OB section with at least a score of 60.
- For advanced placement into NUR 189 and NUR 120, the candidate
- must pass the Foundations of Nursing section with at least a score of 70, and
 - must pass the Pediatrics and OB sections with at least a score of 60.
 - Candidates are responsible for all costs of the exam.
 - Candidates may attempt the exam only twice. Attend an interview with the chairperson of the nursing department. The candidate's score on the Accelerated Challenge Exam (ACE) and the overall GPA will be used for selection.

The candidate must pass with 100 percent mastery nursing skills as set forth by the nursing department.

ADMISSION OF INTERNATIONAL STUDENTS

International applicants who apply from outside the United States and have not previously attended an American college or university will be processed as entering freshman. If you are a qualified applicant who wishes to attend the College, please apply by sending your request to:

Director of Admissions

Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236 USA

Applicants are responsible for requesting that the school principal or headmaster send official copies of high school (secondary) transcripts directly to FTCC. If applicants have attended an American or foreign college/university, applicants must have an official transcript sent directly from that college or university.

Student Visa Applicants

International applicants holding an F-1 or M-1 Visa are ONLY admitted to begin their studies for the FALL SEMESTER. All paperwork must be completed no later than **March 1** of the year you plan to begin classes at Fayetteville Technical Community College.

Applications will not be considered until all of the following items have been received:

- FTCC Application

- Preliminary Application (Form A) Completed financial certificate (Form B)
- Test of English as a Foreign Language (TOEFL) results (Only official scores sent from Princeton, New Jersey are acceptable.)
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable
- Completed Pre-entrance Medical Record
- Deposit of 5,000 US Dollars in your FTCC Student Account

Getting a Student Visa (F-1 or M-1)

In order to apply for an F-1 or M-1 (student visa), applicants must first apply and be admitted to a school in the U.S. After admission to Fayetteville Technical Community College (FTCC), a Form I-20, which authorizes your study period, will be issued. A \$100.00 *Student and Exchange Visitor Information System* (SEVIS) I-20 fee must be paid. The Form I-20 must be submitted to the U.S. Consulate in the applicant's country to apply for a visa. To obtain a non-immigrant student visa, applicants must be able to prove the following:

- That they have strong ties to their home country by demonstrating their intention to return home (In other words, applicants do not plan to immigrate permanently to the U.S.)
- That they have sufficient funds to pay for their financial needs while studying in the U.S., including tuition, health insurance, housing, travel expenses, etc.
- That they have legitimate intentions to study full time and gain education and training which will be useful in their home country. After receiving an F-1 or M-1 Visa from the U.S. consulate, applicants are eligible to come to the U.S. and "apply" for entry. An Immigration Inspector at the border (usually the airport) will decide if applicants may enter by looking for proof of the above criteria once again. Therefore, applicants may be asked to show financial documentation again, or to prove study plans. Applicants must show their I-20.

English Proficiency

Proficiency in the use of the English Language and past academic record will be important factors in the admission decision. The Test of English as a Foreign Language (TOEFL) is required of all foreign applicants. To obtain materials and information regarding the TOEFL, write to:

Test of English as a Foreign Language

Box 899
Princeton, New Jersey 08540 USA

Please specify code number **5208** when requesting TOEFL scores to be reported to Fayetteville Technical Community College.

Financial Information

As part of the admission process to Fayetteville Technical Community College and before F-1 or M-1 Visa approval is granted, applicants must show evidence of official financial support (Form B) for each year of study in the United States. **The college cannot provide financial aid to students applying from other nations. Applicants must certify their financial support.**

Many international students receive financial help from sources outside the United States. Therefore, it is suggested that applicants consult the excellent publications about study abroad, which may

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

be available through local educational institutions or the United States Consulate. Applicants should also investigate financial assistance that may be available through their government or home university.

Fayetteville Technical Community College is tax supported by the people of North Carolina. Legal residents of North Carolina and the United States are given preference in the admission process. Therefore, applications of international students are accepted only on a space-availability basis.

Employment

ON-CAMPUS. F-1 and M-1 students are allowed to work part-time on the campus of the school they are attending (and whose I-20 they have). They may work up to 20 hours per week while attending full-time classes. They can work full-time during summer vacations and between terms, provided they continue at that school the following term.

OFF-CAMPUS. Students holding F-1 or M-1 Visas **are not authorized to work except under extraordinary circumstances.** There are two ways to get permission for off-campus work: practical training and severe economic hardship. The United States Immigration Services must grant permission.

Period of Authorized Stay

Admission to the U.S. on an F-1 or M-1 Visa is for “duration of status” (D/S). This is the time estimated for program completion. During that time, students are required to make satisfactory progress each term, keep a current passport that is valid for at least six months into the future, and maintain a valid I-20.

Housing

Fayetteville Technical Community College serves entirely a commuting student body. Housing is **not** available on campus. International students must seek housing in the community and commute daily by public transportation. Arrangements for housing must be made between the **landlord and the student.**

Transportation

International students must provide their own transportation or use public transportation to travel between the campus and their housing accommodations.

Full-time Requirement

International students holding an F-1 or M-1 Visa must enroll as a full-time student. College students must pass a minimum of 12 credits per term. The student should make satisfactory progress in his/her approved program each term. Otherwise, the continuation of study on a student visa may be jeopardized and the Form I-20 rescinded.

Non-Student Visa and Resident Alien Applicants

Foreign applicants holding either (a) a visa other than an F1 or M-1 or (b) a Resident Alien card may be admitted on a rolling basis. Your application will not be considered until all of the following items have been received:

- FTCC Application
- Presentation of either a valid Passport & Visa or a Resident Alien Card
- FTCC Entrance Assessment Results
- Official high school (secondary) transcript
- Official college or university transcripts, if applicable

NOTE: People who hold a visitor’s visa (B-1) are NOT eligible to enroll in FTCC’s college-level classes.

ADMISSION OF SPECIAL CREDIT STUDENTS

Special credit (non-matriculating) students may take 16 semester hours prior to taking the placement assessment. Special credit students must comply with the regular Admissions policy when they decide to pursue a degree, certificate, or diploma.

ADMISSION OF TRANSFER STUDENTS

Students who have attempted course work at other colleges and universities must submit official transcripts of all postsecondary work. Major courses with technical/skill content have time limitations in terms of their relevance to the curriculum program and to the occupational field. Courses in the technical or major area taken more than seven years prior to the current semester, either at other institutions or at FTCC, may not be considered for transfer purposes. Some technology-based programs may have stricter limitations on the transfer of grades, depending on changes in technology and competencies required for jobs in the field. The final decision of the acceptance of transfer credit for major courses will be made by the Department Chairperson. Transcripts will be reviewed during the admissions process and transfer credit awarded according to the following criteria:

1. Prior course work must be equivalent to FTCC courses required in the degree or diploma program being sought.
2. Course work must have been completed at a regionally accredited college (i.e., Southern Association of Colleges and Schools or regional counterpart) or an institution holding professional area accreditation status (ABET, ABA, ADA, AMA, etc.).
3. Course work must have been completed with a grade of “C” or better.
4. Transfer students must complete a minimum of 25 percent of resident credit at FTCC to be eligible to receive an associate degree or diploma.
5. Official FTCC transcripts will not be provided until the student has completed the first term of enrollment at the college.

INTERCURRICULAR TRANSFER OF CREDITS

Students who change curriculums may be awarded transfer credit for applicable courses taken and passed in the previous curriculum. All credits considered must be applicable to the instructional field and approved by the Department Chair or appropriate Academic Dean.

CREDIT FOR NON-TRADITIONAL LEARNING

FTCC will evaluate non-traditional educational records for the possible transfer of credits. Full documentation must be provided before an evaluation can be made. Transfer of credit for non-traditional work is limited to no more than 75 percent of the AAS degree or diploma requirements.

Advanced Placement Examinations

Applicants to the college may request transfer credit for subjects

covered under advanced placement examinations. CLEP and DANTES General Exams and Subject Area Exams are evaluated for transfer credit. Test scores must meet ACE (American Council on Education) recommendations. Advanced credit awarded at prior colleges must be supported by official test score reports to be considered for transfer credit.

Military Service Training

Military service school records may be submitted for transfer credit evaluations. The service member is encouraged to submit a "Request for Evaluation of Military Experience" (form DD295) or the AARTS (Army/ACE Registry System) transcripts for evaluation purposes. Service school diplomas and MOS (Military Occupational Specialty) Evaluation Score Reports are acceptable in lieu of the AARTS Transcript. Military service experiences are evaluated using ACE Guide recommendations.

Independent Study

Independent Study may be conducted through (1) regularly scheduled TV transmissions/cable educational programming and/or (2) modem-based instruction.

A student who wishes to enroll in an approved Independent Study course(s) must: (1) be an approved curriculum student, (2) have a cumulative grade point average of 2.00 or higher, (3) need the requested course for graduation, and (4) submit a "Request for Independent Study" to the office of the appropriate Academic Area Dean.

Students participating in Independent Study course work will be evaluated by the assigned faculty in accordance with established grading policies. Students will be required to maintain satisfactory progress and to maintain regular contact with the instructor. Students who withdraw or otherwise fail to complete an independent study course within the scheduled term will be dropped as of the last date of contact with the instructor.

A list of courses approved for independent study through television programming is printed in the current class Schedule(s).

Industrial and Professional Training

FTCC will consider the evaluation of credit for documented professional training and certification. Transfer of credits is considered using *The National Guide to Educational Credit for Training Programs*.

Experiential Learning

FTCC does not consider experiential or life experiences for transfer credit evaluation.

Proficiency Tests

FTCC students who plan to challenge a curriculum-level course must contact the department chairperson of the appropriate department to request a proficiency examination. Proficiency tests are given under the following conditions.

- a. Students who have passed a preliminary screening test given by the department chairperson may take a proficiency exam.
- b. Students must be registered for the course in order to take a proficiency exam.
- c. Proficiency exams must be taken within the first four class days of the term.
- d. Students who pass a proficiency exam at the "C" grade level or

above will be assigned a "P" grade and will not be required to attend further class sessions.

- e. Veteran students and other third party recipients may not use courses passed by proficiency for the purposes of educational entitlement. Students who pass a proficiency test are encouraged to add additional curriculum courses in order to maintain full-time status.

*CLEP examinations will be the required proficiency test where available. Students will be referred to area CLEP examination sites for testing when appropriate.

Tech Prep Advanced Placement

Cumberland County high school graduates who participated in the Tech Prep Program may be awarded proficiency credit based upon the recommendations of the Cumberland County Tech Prep Curriculum Development Committee.

SOCAD

Fayetteville Technical Community College is a Serviceman's Opportunity College (SOC) and supports the concept that military personnel should be encouraged to begin their post-secondary education while serving their country. FTCC also participates in the SOCAD network with many degree programs available. For further information on SOC/SOCAD policies, contact the FTCC Ft. Bragg Office, 678-1070.

RE-ADMISSION OF FORMER STUDENTS

Any student who withdraws from the College and wishes to return must contact the Admissions Office to reactivate his/her application for admission.

1. A student who withdrew for unavoidable reasons may be eligible for re-admission at the beginning of the next term.
2. A student who was suspended for unsatisfactory academic progress is required to re-apply for re-entrance through the Director of Admissions. He or she must complete the **Admissions Application** and the **Appeal of Suspension Form**. Re-admissions decisions will then be based upon a review of previous grades, consultation with instructors and Department Chairpersons involved, additional achievement and/or interest testing, and interviews to determine the reasons for unsatisfactory progress. In cases where the probable causes of unsatisfactory progress while previously enrolled have not been removed, re-entry to curricular studies may be denied or re-entry approved under specific conditions which can include change of curriculum, remedial course work, and probationary status.
3. A student who was dismissed from the College by disciplinary action may re-enter only upon approval by the Program Area Dean.
4. A student who withdraws from the institution and reenters at a later term, including students who have completed at least one or more terms, will be subject to curricular requirements in effect at the time of re-entry.
5. Any student indebted to the College is ineligible to re-enter until all financial obligations to the institution have been satisfied.

NEW STUDENT ORIENTATION

All students who are admitted to an academic program at Fayetteville Technical Community College are required to attend an orientation session. The purpose of this session is to review the regulations, policies and privileges of the College

CURRICULUM LIST

Accounting (A25100)	Small Business Startup Certificate (C25120C1)
Advertising and Graphic Design (A30100)	Small Business Management Certificate (C25120C2)
Digital Graphics Certificate (C30100C1)	Entrepreneurship I (C25120C5)
Air Conditioning, Heating and Refrigeration Technology (A35100)	Business Administration - Banking and Finance (A2512A)
Air Conditioning, Heating and Refrigeration (D35100)	Fundamentals of Banking Certificate (C2512AC1)
Basic Air Conditioning, Heating and Refrigeration (C35100)	Bank Lending Certificate (C2512AC2)
Architectural Technology (A40100)	Business Administration - Electronic Commerce (A2512I)
Architectural Engineering Construction CAD (C40100C1)	Business Administration - Human Resources Management (A2512C)
Associate Degree Nursing (A45100)	Equal Opportunity and Employee Relations Certificate (C2512CC1)
Associate in Arts (A10100)	Payroll and Benefits Specialist Certificate (C2512CC2)
Pre-major in Business Administration (A1010B)	Business Administration - Marketing and Retailing (A2512F)
Pre-major in Business Education and Marketing Education (A1010C)	Marketing and Retailing Management Certificate (C2512FC1)
Pre-major in Criminal Justice (A1010D)	Sales and Customer Service Certificate (C2512FC2)
Pre-major in English (A1010E)	Business Administration - Operations Management (A2512G)
Pre-major in English Education (A1010F)	Logistics Management Certificate (C2512GC1)
Pre-major in Health Education (A1010G)	Total Quality Management Certificate (C2512GC2)
Pre-major in History (A1010H)	Business Administration - Public Administration (A2512H)
Pre-major in Nursing (A1010I)	Community Leadership Certificate (C2512HC1)
Pre-major in Physical Education (A1010J)	Carpentry (D35180)
Pre-major in Political Science (A1010K)	General Contractor's License Preparation (C35180C1)
Pre-major in Psychology (A1010L)	Central Sterile Processing (C45180)
Pre-major in Social Science Secondary Education (A1010M)	Civil Engineering Technology (A40140)
Pre-major in Sociology (A1010N)	Community Spanish Interpreter (A55370)
Pre-major in Social Work (A1010Q)	Facilitator Certificate (C55370C1)
Associate in Arts Diploma (D10100)	Spanish Language Certificate (C55370C2)
Associate in Fine Arts (A10200)	Computer Information Technology (A25260)
Associate in General Education (A10300)	Computer Technologies Certificate (C25260C1)
Associate in Science (A10400)	Linux Certificate (C25260C2)
Pre-major in Biology and Biology Education (A1040A)	Hardware and Software Certificate (C25260C3)
Pre-major in Chemistry and Chemistry Education (A1040B)	Computer Programming (A25130)
Pre-major in Mathematics (A1040E)	COBOL Programming (C25130C1)
Pre-major in Mathematics and Mathematics Education (A1040F)	Visual Basic Programming (C25130C4)
Associate in Science Diploma (D10400)	JAVA Programming (C25130C5)
Auto Body Repair (D60100)	Cosmetology (D55140)
Basic Autobody Repair (C60100C1)	Criminal Justice Technology (A55180)
Automotive Systems Technology (A60160)	Criminal Justice Technology Dual Enrollment FSU (A55180A)
Automotive Suspension, Brakes, and Heating/Air Conditioning Certificate (C60160C1)	Criminal Justice Technology/Financial Crime/Computer Fraud (A5518B)
Automotive Engine Performance Certificate (C60160C2)	Criminal Justice Technology/Latent Evidence (A5518A)
Automotive Power Trains Certificate (C60160C3)	Criminal Justice Technology/Latent Evidence (C5518AC1)
Automotive Electrical/Electronics Systems Certificate (C60160C4)	Culinary Technology (A55200)
Medium/Heavy Truck Maintenance Certificate (C60160C5)	Pantry Chef (Garde Manger) (C55200C1)
Basic Law Enforcement Training (C55120)	Baking (C55200C2)
Biotechnology (A20100)	Demi-Chef Certificate (C55200C3)
Building Construction Technology (A35140)	Dental Assisting (D45240)
Business Administration (A25120)	Dental Hygiene (A45260)
	Early Childhood Associate (A55220)
	Child Care Administration (C55220C1)
	Child Care Development (C55220C2)

Child Care Professional (C55220C3)
Infant/Toddler Care Certificate (C55220C5)
Lateral Entry Teacher Certificate (C55220C6)
Early Childhood Associate/Dual Enrollment with FSU (A55220A)
Early Childhood Associate/Special Education (A5522A)
Early Childhood Associate/Teacher Associate (A5522B)
Early Childhood Associate/Teacher Associate Diploma (D5522B)
Electrical/Electronics Technology (A35220)
Electrical/Electronics Technology (D35220)
Basic Electricity, Motors and Controls, and PLC Certificate (C35220C1)
Electronics Engineering Technology (A40200)
Electronics Engineering Technology (D40200)
Emergency Medical Science (A45340)
Emergency Medical Science (D45340)
Emergency Medical Science (C45340)
Emergency Medical Science Bridging (A45340B)
Emergency Preparedness Technology (A55420)
Fire Protection Technology (A55240)
Funeral Service Education (A55260)
Funeral Service Education - N.C. Funeral Director (D55260)
General Occupational Technology (A55280)
Healthcare Management Technology (A25200)
Horticulture Technology/Management (A1524A)
Basic Landscape Maintenance (C1524A)
Horticulture Science Certificate (C1524AC2)
Hotel & Restaurant Management (A25240)
Hotel and Restaurant Management Certificate (C25240C1)
Information System Security (A25270)
Machining Technology (A50300)
Basic Machining Technology (C50300C1)
Medical Office Administration (A25310)
Medical Office Administration Certificate (C25310C1)
Medical Coding Specialist Certificate (C25310C2)
Dental Office Specialist Certificate (C25310C3)

Networking Technologies (A25340)
Microsoft Networking Certificate (C25340C1)
Novell Networking Certificate (C25340C2)
Cisco Networking Certificate (C25340C3)
Nuclear Medicine Technology (A45460)
Nuclear Medicine Technology (D45460)
Office Administration (A25370)
Basic Office Administration Certificate (C25370C1)
Paralegal Technology (A25380)
Paralegal (D25380)
Pharmacy Technology (D45580)
Phlebotomy (C45600)
Physical Therapist Assistant (A45620)
Plumbing (D35300)
Basic Plumbing (C35300C1)
Postal Service Technology (A55340)
Postal Service Technology (C55340C1)
Practical Nursing (D45660)
Radiography (A45700)
Respiratory Therapy (A45720)
Speech-Language Pathology Assistant (A45730)
Surgical Technology (A45740)
Surgical Technology (D45740)
Surgical Technology (Bridging) (D45740B)
Surveying Technology (A40380)
WEB Technologies (A25290)
Simulation Modeling Technician Diploma (D25290)
Web Basics Certificate (C25290C1)
Web Programming Certificate (C25290C2)
Web Management Certificate (C25290C3)
Web Back-Office Certificate (C25290C4)
Server Side Web Programming Certificate (C25290C5)
Web Database Certificate (C25290C6)
SGD Basics Certificate (C25290C7)
Interactive 3D Certificate (C25290C8)
Welding Technology (D50420)
Basic Welding Technology (C50420C1)

Consortiums

A25450 Simulation and Game Development (Fayetteville Technical Community College and Wake Technical Community College).

D45200 Computed Tomography & Magnetic Resonance Imaging Technology (Edgecombe Community College and Fayetteville Technical Community College).

A45410 Interventional Cardiovascular & Vascular Technology (Johnston Community College, Edgecombe Community College, Fayetteville Technical Community College and Wake Technical Community College).

ACCOUNTING **A25100**

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Awards

Associate Degree: Accounting (A25100)

Length of Program: 5 Semesters

Prerequisite: 2 units of Algebra

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Ron O'Brien

Telephone Number: (910) 678-8512

Office Location: Cumberland Hall, Room 377V

Email: obrienr@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

ACCOUNTING (A25100)

Effective: Fall 2008

Revised: 07/23/08

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
Totals		14/15	6/8	0	18

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC121	Prin of Managerial Accounting	3	2	0	4
ACC131	Federal Income Taxes	2	2	0	3
BUS116	Business Law II	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
OST122	Office Computations	1	2	0	2
Totals		14	8	0	18

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC225	Cost Accounting	3	0	0	3
CTS230	Advanced Spreadsheet	2	2	0	3
Totals		5	2	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC150	Accounting Software Appl	1	2	0	2
ACC220	Intermediate Accounting I	3	2	0	4
ACC226	Adv Managerial Accounting	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
	Humanities/Fine Arts Elect	3	0	0	3
Totals		16	4	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC221	Intermediate Accounting II	3	2	0	4
BUS225	Business Finance	2	2	0	3
BUS228	Business Statistics	2	2	0	3
COM 231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	Major Elective	3	0	0	3
Totals		13	6	0	16

TOTAL REQUIRED CREDITS.... 76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education. Three (3) credit hours in lieu of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

ADVERTISING AND GRAPHIC DESIGN A30100

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

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

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

Awards

Associate Degree: Advertising and Graphic Design (A30100)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Digital Graphics Certificate (C30100C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Ricci Fuller

Telephone Number: (910) 678-8231

Office Location: Virtual College Center, Room 230

Email: fullerr@faytechcc.edu

Department Office: Virtual College Center, Room 230

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

ADVERTISING & GRAPHIC DESIGN (A30100)

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ART111	Art Appreciation	3	0	0	3
GRD110	Typography I	2	2	0	3
GRD117	Design Career Exploration	2	0	0	2
GRD121	Drawing Fundamentals I	1	3	0	2
GRD141	Graphic Design I	2	4	0	4
GRD151	Computer Design Basics	1	4	0	3
Totals		11/12	13/15	0	18

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG111	Expository Writing	3	0	0	3
GRD142	Graphics Design II	2	4	0	4
GRD152	Computer Design Tech I	1	4	0	3
GRD167	Photographic Imaging I	1	4	0	3
GRD265	Digital Print Production	1	4	0	3

Totals

8	16	0	16
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Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
GRD131	Illustration I	1	3	0	2
GRD282	Advertising Copywriting	1	2	0	2
GRD285	Client/Media Relations	1	2	0	2

Totals

3	7	0	6
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Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
GRD153	Computer Design Tech II	1	4	0	3
GRD241	Graphic Design III	2	4	0	4
MAT115	Mathematical Models	2	2	0	3
	Major Elective	4	0	0	4

Totals

12	10	0	17
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Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
GRD242	Graphic Design IV	2	4	0	4
GRD271	Multimedia Design I	1	3	0	2
GRD280	Portfolio Design	2	4	0	4
PSY118	Interpersonal Psychology	3	0	0	3
	Major Elective	3	0	0	3

Totals

11	11	0	16
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TOTAL REQUIRED CREDITS.... 73

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of six (6) hours of other required courses provided they acquire approval from the Co-op Director and the Department Chairperson.

**ADVERTISING & GRAPHIC DESIGN/
DIGITAL GRAPHICS CERTIFICATE (C30100C1)**

Effective: Fall 2009

Revised: 11/20/08

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*GRD151	Computer Design Basics	1	4	0	3
**GRD152	Computer Design Tech I	1	4	0	3

Totals

2	8	0	6
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Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
GRD153	Computer Design Tech II	1	4	0	3
GRD263	Illustrative Imaging	1	4	0	3
GRD271	Multimedia Design I	1	3	0	2

Totals

3	11	0	8
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TOTAL REQUIRED CREDITS.... 14

*First eight weeks

**Second eight weeks

Co-op Option: NA

**A/C, HEATING AND
REFRIGERATION TECHNOLOGY A35100**

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

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

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

Awards

Associate Degree: A/C, Heating & Refrigeration Technology (A35100)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: A/C, Heating & Refrigeration Technology (D35100)

Length of Program: 6 semesters

Prerequisite: High School Diploma

Certificate: Basic Air Conditioning, Heating & Refrigeration (C35100)

Length of Program: 4 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Don Chavis

Telephone Number: (910) 678-8428

Office Location: Lafayette Hall, Room 146A
 Email: chavisd@faytechcc.edu
 Department Office: Lafayette Hall, Room 120
 Telephone: (910) 678-8383
 FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised 03/26/09

**AC, HEATING & REFRIGERATION
 TECHNOLOGY (A35100)**

Effective: Fall 2007

Revised: 07/11/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3
AHR113	Comfort Cooling	2	4	0	4
CIS113	Computer Basics	0	2	0	1
WLD112	Basic Welding Processes	1	3	0	2
Totals		7/8	17/19	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4
AHR130	HVAC Controls	2	2	0	3
AHR160	Refrigerant Certification	1	0	0	1
PHY121	Applied Physics I	3	2	0	4
Totals		10	12	0	16

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR115	Refrigeration Systems	1	3	0	2
AHR151	HVAC Duct Systems I	1	3	0	2
AHR180	HVACR Customer Relations	1	0	0	1
	Major Elective	3	0	0	3
Totals		6	6	0	8

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR210	Residential Building Code	1	2	0	2
AHR211	Residential System Design	2	2	0	3
AHR212	Advance Comfort Systems	2	6	0	4
AHR240	Hydronic Heating	1	3	0	2
ENG111	Expository Writing	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
Totals		12	13	0	17

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
AHR133	HVAC Servicing	2	6	0	4
AHR215	Commercial HVAC Controls	1	3	0	2
AHR245	Chiller Systems	1	3	0	2
AHR250	HVAC System Diagnostics	0	4	0	2
COM231	Public speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		10	16	0	16

TOTAL REQUIRED CREDITS.....73

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

A/C, HEATING & REFRIGERATION (D35100)

Evening/Weekend Program

Effective: Fall 2008

Revised Date: 10/22/07

This two-year evening diploma program is designed to prepare individuals for entry-level positions in the air conditioning, heating, and refrigeration field. Courses include basic hands-on training in the installation, maintenance, and repair of residential heating and air conditioning equipment.

Numerous opportunities for employment as A/C, Heating and Refrigeration assistants exist throughout the area.

Length: 6 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR110	Intro to Refrigeration	2	6	0	5
AHR111	HVACR Electricity	2	2	0	3

Totals	4	8	0	8
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Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR113	Comfort Cooling	2	4	0	4
AHR160	Refrigerant Certification	1	0	0	1
ENG111	Expository Writing	3	0	0	3

Totals	6	4	0	8
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Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR130	HVAC Controls	2	2	0	3
PSY118	Interpersonal Psychology	3	0	0	3

Totals	5	2	0	6
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Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR112	Heating Technology	2	4	0	4
AHR114	Heat Pump Technology	2	4	0	4

Totals	4	8	0	8
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Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR133	HVAC Servicing	2	6	0	4
AHR240	Hydronic Heating	1	3	0	2

Totals	3	9	0	6
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Summer Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR245	Chiller Systems	1	3	0	2

Totals	1	3	0	2
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TOTAL REQUIRED CREDITS.... 38**Co-op Option: N/A**

**AC, HEATING & REFRIGERATION TECHNOLOGY/
BASIC A/C, HEATING & REFRIGERATION
CERTIFICATE (C35100)**

Effective: Fall 2008

Revised: 10/22/07

This evening program is designed to prepare individuals for entry-level positions in the air conditioning, heating & refrigeration field. Courses include basic hands-on training in the installation, maintenance and repair of residential heating and air conditioning equipment.

Opportunities for employment as A/C, Heating & Refrigeration assistants exist through out the area.

Courses in this program can be transferred directly into the A/C, Heating & Refrigeration Technology associate degree curriculum.

Length: 4 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR110	Intro to Refrigeration	2	6	0	5

Totals	2	6	0	5
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Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR112	Heating Technology	2	4	0	4

Totals	2	4	0	4
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Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR113	Comfort Cooling	2	4	0	4

Totals	2	4	0	4
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Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AHR114	Heat Pump Technology	2	4	0	4

Totals	2	4	0	4
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TOTAL REQUIRED CREDITS.... 17**Co-op Option: NA****ARCHITECTURAL TECHNOLOGY A40100**

The Architectural Technology curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

Awards**Associate Degree:** Architectural Technology (A40100)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma

Diploma: Not Applicable**Length of Program:****Prerequisite:****Certificate:** Architectural Engineering Construction CAD (C40100C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma**Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Phyllis Bell

Telephone Number: (910) 678-8539

Office Location: Advanced Technology Center, Room 244A

Email: bellp@faytechcc.edu

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: <http://www.faytechcc.edu/>**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.*Revised 03/26/09***ARCHITECTURAL TECHNOLOGY (A40100)**

Effective: Fall 2009

Revised: 12/16/08

Length: 5 Semesters**Prerequisite:** 2 Units of Algebra**Award:** Associate in Applied Science**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1

ARC111	Intro to Arch Technology	1	6	0	3
ARC112	Constr Matls & Methods	3	2	0	4
ENG111	Expository Writing	3	0	0	3
MAT121	Algebra/Trigonometry I	2	2	0	3
or					
MAT161	College Algebra	3	0	0	3
and					
MAT161A	College Algebra Lab	0	2	0	1
	Humanities/Fine Arts Elective	3	0	0	3
Totals		12	13	10	12

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC113	Residential Arch Tech	1	6	0	3
ARC114	Architectural CAD	1	3	0	2
ARC114A	Architectural CAD Lab	0	3	0	1
ARC131	Building Codes	2	2	0	3
PHY121	Applied Physics I	3	2	0	4
PSY118	Interpersonal Psychology	3	0	0	3
or					
PSY150	General Psychology	3	0	0	3
Totals		10	16	0	16

Summer Semester 1

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

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC211	Light Constr Technology	1	6	0	3
ARC220	Adv Architect CAD	1	3	0	2
ARC230	Environmental Systems	3	3	0	4
ARC231	Arch Presentations	2	4	0	4
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
Totals		10	16	0	16

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ARC213	Design Project	2	6	0	4
ARC235	Architectural Portfolio	2	3	0	3
ARC264	Digital Architecture	1	3	0	2
	Major Elective	2	0	0	3
Totals		7	12	0	12

TOTAL REQUIRED CREDITS...67**Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**ARCHITECTURAL TECHNOLOGY/
ARCHITECTURAL ENGINEERING CONSTRUCTION
CAD CERTIFICATE (C40100C1)**

Effective: Fall 2009

Revised: 12/16/08

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ARC111	Intro to Arch Technology	1	6	0	3
DFT151	CAD I	2	3	0	3
Totals		3	9	0	6

Spring Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ARC240	Site Planning	2	2	0	3
DFT152	CAD II	2	3	0	3
Totals		4	5	0	6

TOTAL REQUIRED CREDITS... 12

Co-op Option: NA

Note: This certificate is not approved for financial aid.

ASSOCIATE DEGREE NURSING A45100

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients throughout the life span in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as a member of the discipline of nursing, and a member of the interdisciplinary team.

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 hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

Awards

Associate Degree: Associate Degree Nursing (A45100)

Length of Program: 5 Semesters

Prerequisite: 1 Unit of Algebra

1 Unit of Biology

1 Unit of Chemistry

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required to practice as a Registered Nurse.

Programmatic Accreditation:

Accredited by: National League for Nursing, 61 Broadway, P.O. Box 2129, New York, NY 10006, 1 (800) 669-1656

Approved by: North Carolina Board of Nursing, P.O. Box 2129, Raleigh, NC 27602, 1 (919) 782-3211

Program Information Contact:

Curriculum Chairperson: Jack R. Smith II

Telephone Number: (910) 678-8482

Office Location: Health Technology Center, Room 253-M

Email: smithjr@faytechcc.edu

Department Office: Health Technology Center, Room 253

Telephone: (910) 678-8392

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

ASSOCIATE DEGREE NURSING (INTEGRATED) (A45100)

Effective: Fall 2006

Revised: 10/03/05

Length: 5 Semesters

Prerequisites: 1 Unit of Biology, Algebra & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
NUR110	Nursing I	5	3	6	8
PSY150	General Psychology	3	0	0	3
Totals		12	6	6	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
NUR120	Nursing II	5	3	6	8
PSY241	Developmental Psych	3	0	0	3
Totals		11	6	6	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
NUR130	Nursing III	4	3	6	7
Totals		4	5	6	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO275	Microbiology	3	3	0	4
ENG111	Expository Writing	3	0	0	3
NUR210	Nursing IV	5	3	12	10
Totals		11	6	12	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*ENG115	Oral Communication	3	0	0	3
or					
*COM231	Public Speaking	3	0	0	3
NUR220	Nursing V	4	3	15	10
	Humanities/Fine Arts Elec	3	0	0	3
Totals		10	3	15	16

TOTAL REQUIRED CREDITS.... 72

NUR-189 Nursing Transition for LPN=s - Approved for Advanced Placement.

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

*It is recommended that students take COM231 instead of ENG115.

*ACA 115 is strongly recommended for students bridging into the ADN program.

Co-op Option: NA

ASSOCIATE IN ARTS

A10100

The College Transfer program is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree. Students in this program are responsible for examining the requirements of the four-year college or university to which they plan to transfer for completion of their degree. Counselors and advisors are available to assist students in planning their program.

The course work in the program includes humanities/fine arts, social/behavioral sciences, mathematics, physical education, English, communications and the sciences. The Associate in Arts program concentrates heavily on the humanities and social sciences and is recommended for those who plan to continue in a Bachelor of Arts degree program. The Associate in Science program leans more toward mathematics and the physical and life sciences and is intended for those pursuing the Bachelor of Science degree.

Upon completion of the program, the student will receive an associate in arts degree.

Awards

Associate Degree: Associate in Arts (A10100)

Length of Program: 4 Semesters

Prerequisite: High School Diploma, Algebra I, Algebra II

Diploma: Associate in Arts Diploma (D10100)

Length of Program: 4 Semesters

Prerequisite: High School Diploma, Algebra I, Algebra II

Certificate: Not Applicable

Length of Program:

Prerequisite:

Associate in Arts – Pre-Majors

Fayetteville Technical Community College has 14 pre-majors available in the area of Associate in Arts.

Pre-major in Business Administration (A1010B)

Pre-major in Business Education and Marketing Education (A1010C)

Pre-major in Criminal Justice (A1010D)

Pre-major in English (A1010E)

Pre-major in English Education (A1010F)

Pre-major in Health Education (A1010G)

Pre-major in History (A1010H)

Pre-major in Nursing (A1010I)

Pre-major in Physical Education (A1010J)

Pre-major in Political Science (A1010K)

Pre-major in Psychology (A1010L)

Pre-major in Social Science Secondary Education (A1010M)

Pre-major in Sociology (A1010N)

Pre-major in Social Work (A1010Q)

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Division Chairperson: Larry Hogan
 Telephone Number: (910) 678-8302
 Office Location: Horace Sisk, Room 616A
 Email: hoganl@faytechcc.edu
 Department Office: Horace Sisk, Room 616
 Telephone: (910) 678-8295
 FTCC Web Site: www.faytechcc.edu

Division Chairperson: Rose Kulich
 Telephone Number: (910) 678-8270
 Office Location: Cumberland Hall, Room 378A
 Email: kulichr@faytechcc.edu
 Department Office: Cumberland Hall, Room 378
 Telephone: (910) 678-8391
 FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

ASSOCIATE IN ARTS (A10100)

Effective: Fall 2009

Revised: 12/18/08

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
	History Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	0	2	0	1
Totals		14/15	4/6	0	17

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					
ENG114	Prof Research & Reporting	3	0	0	3
	Mathematics/Computer Sci/Statistics				
	Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	0	2	0	1
	Social/Behavioral Science Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
Totals		15	5	0	17

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Literature Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Major Electives	8	0	0	8
Totals		17	0	0	17

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
	Major Electives	4	0	0	4
Totals		13	3	0	14

TOTAL REQUIRED CREDITS...65

Co-op Option: NA

Pre-Major Associate in Arts Articulation Agreement:

Business Administration (A1010B)

Effective: Fall 1998-99

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Arts

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Accounting I	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
	FRE-111, GER-111 or SPA-111	3	0	0	3
	MAT-161, 171 or 175	3	0	0	3
Totals		14	6	0	17

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC121	Prin of Accounting II	3	2	0	4
ENG113	Literature-Based Research	3	0	0	3
PSY150	General Psychology	3	0	0	3
	MAT-263 or 271	3	0	0	3
	ART-111,116,117 or MUS-110	3	0	0	3
		----	----	----	----
Totals		15	2	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ECO251	Prin of Microeconomics	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	BIO111, CHM151 or PHY151	3	3	0	4
	BUS-228, MAT-151 or MAT-155	3	0	0	3
	HIS-111,112,121,122,131 or 132	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ECO252	Prin of Macroeconomics	3	0	0	3
	BIO112, CHM152 or PHY152	3	3	0	4
POL120	American Government	3	0	0	3
	Approved PHI or REL Elective	3	0	0	3
	ENG-231, 241 or 261	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

TOTAL REQUIRED CREDITS...65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives.

**Pre-Major Associate in Arts Articulation Agreement:
Business Education & Marketing Education (A1010C)**

Effective: Fall 2001

Revised: 06/01/01

Length: 4 Semesters**Prerequisite:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ACC120	Prin of Accounting I	3	2	0	4
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
		----	----	----	----
Totals		14	6	0	17

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC121	Prin of Accounting II	3	2	0	4
CSC134	C++ Programming	2	3	0	3

ENG113	Literature-Based Research	3	0	0	3
	MAT-161, MAT-171 or MAT-175	3	0	0	3
	Soc/Beh. Science History Elective	3	0	0	3
		----	----	----	----
Totals		14	5	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ECO251	Prin of Microeconomics	3	0	0	3
	BIO111C, CHM151C or PHY151C	3	3	0	1
	Hum/Fine Arts Literature Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Soc/Beh. Science Elective	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ECO252	Prin of Macroeconomics	3	0	0	3
COM231	Public Speaking	3	0	0	3
	BIO112C, CHM152C or PHY152C	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

TOTAL REQUIRED CREDITS 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives

**Pre-Major Associate in Arts Articulation Agreement:
Criminal Justice (A1010D)**

Effective: Fall 2001

Revised: 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma, Algebra I, Algebra II**Award:** Associate in Arts**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities Elective	3	0	0	3
		----	----	----	----
Totals		15	2	0	16

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC111	Intro to Criminal Justice	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
	MAT-140, 151, 155 or 165	3	0	0	3
POL120	American Government	3	0	0	3
	History Elective	3	0	0	3

Major Elective	0	2	0	2
	----	----	----	----
Totals	17	2	0	17

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC121	Law Enforcement Operations	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Natural Science Elective	3	3	0	4
	Literature Elective	3	0	0	3
	History Elective	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC141	Corrections	3	0	0	3
	Natural Science Elective	3	3	0	4
	Humanities Elective	3	0	0	3
	Major Elective	6	0	0	6
		----	----	----	----
Totals		15	3	0	16

TOTAL REQUIRED CREDITS ... 65**Co-op Option: NA**

See the Student Education Plan for the list of approved College Transfer Electives.

Pre-Major Associate in Arts Articulation Agreement:**English (A1010E)**

Effective: Fall 2001

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
	Major Elective	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
	Humanities Elective	3	0	0	3
	Humanities Elective	3	0	0	3
		----	----	----	----
Totals		15	2	0	16

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS 110	Introduction to Computers	2	2	0	3
ENG112	Argument-based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
	Major Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	CIS-115, MAT-140, 151, 155, 165, 271 or 272	3	0	0	3
	History Elective	3	0	0	3
		----	----	----	----
Totals		17	2	0	18

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM 231	Public Speaking	3	0	0	3
	English /Literature Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	2	0	0	2
	Major Elective	3	0	0	3
	ENG-231, 232, 241, 242, 261 or 262	3	0	0	3
	Natural Science Elective	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
		----	----	----	----
Totals		14	3	0	15

TOTAL REQUIRED CREDITS ... 65**Co-op Option: NA**

See the Student Education Plan for the list of approved College Transfer Electives.

Pre-Major Associate in Arts Articulation Agreement:**English Education (A1010F)**

Effective: Fall 2001

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
	Social/Behavioral Elective	3	0	0	3
		----	----	----	----
Totals		15	2	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
EDU116	Intro to Education	3	2	0	4
	Humanities Elective	3	0	0	3
	English Literature Elective	3	0	0	3
	CIS-115, MAT- 151, 155, 172 or 175	3	0	0	3
		----	----	----	----
Totals		15	2	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Other Required Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	6	0	0	6
		----	----	----	----
Totals		15	3	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Other Required Elective	7	0	0	7
	Natural Science Elective	3	3	0	4
		----	----	----	----
Totals		15	5	0	17

TOTAL REQUIRED CREDITS ... 65**Co-op Option: NA**

See the Student Education Plan for the list of approved College Transfer Electives.

**Pre-Major Associate in Arts Articulation Agreement:
Health Education (A1010G)**

Effective: Fall 2001

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
	BIO-111 or CHM-151 & Lab	3	3	0	4
	Social/Behaviorals History Elective	3	0	0	3
		----	----	----	----
Totals		15	5	0	17

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
BIO-112	General Biology II				
or					
CHM-152	General Chemistry II	3	3	0	4
HEA110	Personal Health/Wellness	3	0	0	3
MAT151	Statistics I				
or					
MAT155	Statistical Analysis	3	0	0	3
	Humanities Elective	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
BIO168	Anatomy and Physiology I & Lab	3	3	0	4
HEA120	Community Health	3	0	0	3
	English Literature Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
		----	----	----	----
Totals		15	3	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO169	Anatomy and Physiology II & Lab	3	3	0	4
CIS110	Introduction to Computers	2	2	0	3
HEA112	First Aid & CPR	1	2	0	2
	Humanities Elective	3	0	0	3
	PE Elective	1	0	0	1
	Social/Behavioral Science Elective	3	0	0	3
		----	----	----	----
Totals		13	7	0	16

TOTAL REQUIRED CREDITS ... 65**Co-op Option: NA**

See the Student Education Plan for the list of approved College Transfer Electives.

**Pre-Major Associate in Arts Articulation Agreement:
History (A1010H)**

Effective: Spring 2002

Revised 6/1/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
	English Literature Elective	3	0	0	3
	History Elective	3	0	0	3
	MAT-161, 162, 171, 175, or 263	3	0	0	3
		----	----	----	----
Totals		14	4	0	16

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
	Humanities Elective	6	0	0	6
	Social/Behavioral Science Elective	6	0	0	6
	CIS-115, MAT-140, 151, 155, or 165	3	0	0	3
		----	----	----	----
Totals		18	0	0	18

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
	Humanities Elective	3	0	0	3
	Major Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	3	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Major Elective	11	0	0	11
	Natural Science Elective	3	3	0	4
Totals		14	3	0	15

TOTAL REQUIRED CREDITS ... 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives.

Pre-Major Associate in Arts Articulation Agreement:**Nursing (A1010I)**

Effective: Fall 2001

Revised 10/26/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	English Literature Elective	3	0	0	3
	MAT-161, 162, 171, 175, or 263	3	0	0	3
Totals		15	2	0	16

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO168	Anatomy and Physiology I & Lab	3	3	0	4
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
PSY281	Abnormal Psychology	3	0	0	3
	MAT-151 or MAT-155	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	0	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO169	Anatomy and Physiology II & Lab	3	3	0	4
CHM151	General Chemistry I & Lab	3	3	0	4

COM231	Public Speaking	3	0	0	3
	Humanities Elective	6	0	0	6
Totals		15	6	0	17

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO175	General Microbiology & Lab	2	2	0	3
or					
BIO275	Microbiology & Lab	3	3	0	4
CHM152	General Chemistry II & Lab	3	3	0	4
PSY241	Developmental Psychology	3	0	0	3
SOC213	Sociology of the Family	3	0	0	3
	Humanities Elective	3	0	0	3
Totals		14/15	5/6	0	16/17

TOTAL REQUIRED CREDITS ... 65**Co-op Option:** NA

ACA-115 recommended for all programs.

See the Student Education Plan for the list of approved College Transfer Electives.

Pre-Major Associate in Arts Articulation Agreement:**Physical Education (A1010J)**

Effective: Spring 2002

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	MAT-161, 162, 171, 175 or 263	3	0	0	3
Totals		15	2	0	16

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
PED110	Fit and Well for Life	1	2	0	2
	CIS-115, MAT-140, 151, 155, 165	3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Approved PE Elective	0	2	0	1
Totals		13	4	0	15

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
	Approved PE Elective	0	2		1
Totals		15	5	0	17

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	0	2	0	1
	Major Elective	12	0	0	12
	Natural Science Elective	3	3	0	4
Totals		15	5	0	17

TOTAL REQUIRED CREDITS ... 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives Humanities Elective

Pre-Major Associate in Arts Articulation Agreement:**Political Science (A1010K)**

Effective: Spring 2002

Revised 6/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	MAT-140, 161, 162, 171, 175 or 263	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	2	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
POL120	American Government	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
Totals		14	5	0	16

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	3	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Elective	3	0	0	3
	Social/Behavioral Science Elective	14	0	0	14
Totals		17	0	0	17

TOTAL REQUIRED CREDITS ... 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives

Pre-Major Associate in Arts Articulation Agreement:**Psychology (A1010L)**

Effective: Spring 2002

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	2	0	16

Spring Semester

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
	BIO-110 or BIO-111 & Lab	3	3	0	4
	CIS-115, MAT-151, 155, 162, 172, 175	3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	3	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
	English Literature Elective	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
Totals		14	5	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
	Major Electives	14	0	0	14
Totals		17	0	0	17

TOTAL REQUIRED CREDITS ... 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives

**Pre-Major Associate in Arts Articulation Agreement:
Social Science Secondary Education (A1010M)**

Effective: Spring 2002

Revised 6/1/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
HIS131	American History I	3	0	0	3
MAT161	College Algebra	3	0	0	3
POL120	American Government	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
Totals		15	2	0	16

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ECO151	Survey of Economics	3	0	0	3
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
HIS132	American History II	3	0	0	3
	CIS-115, MAT-151, 155, 162, 172, 175	3	0	0	3
	Humanities Elective	3	0	0	3
Totals		15	0	0	15

Fall Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
GEO111	World Regional Geography	3	0	0	3
	HIS-111 or 121	3	0	0	3
	Humanities Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
Totals		15	3	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	HIS-112 or 122	3	0	0	3
	Humanities Elective	3	0	0	3
	Literature Elective	3	0	0	3
	Major Elective	5	0	0	5
	Natural Science Elective	3	3	0	4
Totals		17	3	0	18

TOTAL REQUIRED CREDITS 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives

**Pre-Major Associate in Arts Articulation Agreement:
Sociology (A1010N)**

Effective: Spring 2002

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	MAT-161, 162, 171, 175, or 263	3	0	0	3
	Humanities Elective	3	0	0	3
	History Elective	3	0	0	3
Totals		15	2	0	16

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research & Reporting	3	0	0	3
	CIS-115, MAT140, 151, 155, 165	3	0	0	3
	Natural Science Elective	3	3	0	4
	SOC-213, 220, 225 or 240	3	0	0	3
Totals		14	5	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Major Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
		-----	-----	-----	-----
Totals		15	3	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Humanities Elective	3	0	0	3
	Major Elective	11	0	0	11
	Social/Behavioral Elective	3	0	0	3
		-----	-----	-----	-----
Totals		17	0	0	17

TOTAL REQUIRED CREDITS 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives

Pre-Major Associate in Arts Articulation Agreement:**Social Work (A1010Q)**

Effective: Spring 2002

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Arts**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
COM231	Public Speaking	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
PSY150	General Psychology	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
		-----	-----	-----	-----
Totals		15	2	0	16

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO111	General Biology I	3	3	0	4
ENG113	Literature-Based Research	3	0	0	3
POL120	American Government	3	0	0	3
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
		-----	-----	-----	-----
Totals		15	3	0	16

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO112	General Biology II	3	3	0	4
CIS110	Introduction to Computers	2	2	0	3
MAT151	Statistics	3	0	0	3

English Literature Elective	3	0	0	3
Major Elective	3	0	0	3
	-----	-----	-----	-----
Totals	14	5	0	16

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Humanities Elective	6	0	0	6
	Major Elective	11	0	0	11
		-----	-----	-----	-----
Totals		17	0	0	17

TOTAL REQUIRED CREDITS... 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives.

ASSOCIATE IN ARTS DIPLOMA (D10100)

Effective: Fall 2009

Revised: 12/18/08

Length: 4 Semesters**Prerequisites:** High School Diploma, Algebra I, Algebra II**Award:** Associate in Arts Diploma**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
	History Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		-----	-----	-----	-----
Totals		12/13	0/2	0	13

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					
ENG114	Prof Research & Reporting	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
		-----	-----	-----	-----
Totals		14	5	0	16

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Literature Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
		-----	-----	-----	-----
Totals		6	0	0	6

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Science Elective	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
Totals		9	3	0	10

TOTAL REQUIRED CREDITS... 45**Co-op Option:** NA**ASSOCIATE IN FINE ARTS A10200**

The course work in the Associate in Fine Arts program includes literature, humanities, social/behavioral science, mathematics, and natural science. Graduates should have a sound basic knowledge of the fine arts. The Associate in Fine Arts program concentrates heavily on the fine arts and is recommended for those who plan to continue a Bachelor of fine Arts degree program. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement, which allows graduates of this program to transfer to one of the constituent institutions of the University of North Carolina system. Graduates completing the Associate of Fine Arts degree will have demonstrated the ability to achieve academic and other learning goals in their study area enhancing employment opportunities.

Upon completion of the program, the student will receive an Associate in Fine Arts degree.

Awards**Associate Degree:** Associate in Fine Arts (A10200)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, Algebra I, Algebra II**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:**

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: Sean McDaniel

Telephone Number: (910) 678-0042

Office Location: HOL 001

Email: mcdanies@faytechcc.edu

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

ASSOCIATE IN FINE ARTS (A10200)

Effective: Fall 2009

Revised: 12/16/08

Length: 5 Semesters**Prerequisites:** High School Diploma, Algebra I, Algebra II**Award:** Associate in Fine Arts**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
ART114	Art Survey I	3	0	0	3
ART121	Design I	0	6	0	3
ART131	Drawing I	0	6	0	3
	Mathematics Elective	3	0	0	3
Totals		9/10	12/14	0	16

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
ART115	Art Survey II	3	0	0	3
ART122	Design II	0	6	0	3
	Natural Sciences Elective	3	3	0	4
	Social/Behavioral Sciences Elective	3	0	0	3
Totals		12	9	0	16

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
	Social/Behavioral Sciences Elective	3	0	0	3
	Social/Behavioral Sciences Elective	3	0	0	3
Totals		6	0	0	6

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	9	0	0	9
Totals		15	0	0	15

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	9	0	0	9
Totals		12	0	0	12

TOTAL REQUIRED CREDITS... 65**Co-op Option:** NA**ASSOCIATE IN GENERAL EDUCATION A10300**

The General Education curriculum program consists of basic course work in English, literature, fine arts, philosophy, social science, science, and mathematics leading to an Associate Degree in General Education (ADGE). It is designed principally for students who desire two years of general education beyond the high school level.

Upon completion of the program, the student will receive an associate in general education degree.

Awards**Associate Degree:** Associate in General Education (A10300)**Length of Program:** 4 Semesters**Prerequisite:** High School Diploma, Algebra I, Algebra II**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:**

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: Chris Diorietes

Telephone Number: (910) 678-8443

Office Location: Horace Sisk, Room 618G

Email: diorietc@faytechcc.edu

Department Office: Horace Sisk, Room 618

Telephone: (910) 678-8237

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

ASSOCIATE IN GENERAL EDUCATION (A10300)

Effective: Fall 2007

Revised: 10/06/06

Length: 4 Semesters**Prerequisites:** High School Diploma, Algebra I, Algebra II**Award:** Associate Degree**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ENG111	Expository Writing	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
	Social/Behavioral Sciences	3	0	0	3
Totals		16	0	0	16

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					
ENG 114	Prof Research & Reporting	3	0	0	3
	Major Electives	10	0	0	10
	MAT-115 or higher	3	0	0	3
Totals		16	0	0	16

Fall Semester 2

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

Spring Semester 2

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

TOTAL REQUIRED CREDITS.... 65**Co-op Option:** NA**ASSOCIATE IN SCIENCE A10400**

The College Transfer program is designed for students who intend to transfer to a four-year college or university to pursue a baccalaureate degree. Students in this program are responsible for examining the requirements of the four-year college or university to which they plan to transfer for completion of their degree. Counselors and advisors are available to assist students in planning their program.

The course work in the program includes literature, humanities, mathematics, physical education, and the sciences. The Associate in Science program leans more toward mathematics and the physical and life sciences and is intended for those pursuing the Bachelor of Science degree. The Associate in Arts program concentrates heavily on the humanities and social sciences and is recommended for those who plan to continue in a Bachelor of Arts degree program.

Upon completion of the program, the student will receive an associate in science degree.

Awards**Associate Degree:** Associate in Science (A10400)**Length of Program:** 4 Semesters**Prerequisite:** High School Diploma, Algebra I, Algebra II**Diploma:** Associate in Science Diploma (D10400)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma, Algebra I, Algebra II**Certificate:** Not Applicable**Length of Program:****Prerequisite:****Associate in Science – Pre-Majors**

Fayetteville Technical Community College has 4 pre-majors available in the area of Associate in Science.

Pre-major in Biology and Biology Education (A1040A)

Pre-major in Chemistry and Chemistry Education (A1040B)

Pre-major in Mathematics (A1040E)

Pre-major in Mathematics Education (A1040F)

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: Calton Hall

Telephone Number: (910) 678-8449

Office Location: Lafayette Hall, Room 120H

Email: hallc@faytechcc.edu

Department Office: Lafayette Hall, Room 120

Telephone: (910) 678-8383

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

ASSOCIATE IN SCIENCE (A10400)

Effective: Fall 2008

Revised: 10/22/07

Length: 4 Semesters**Prerequisites:** High School Diploma, Algebra I, Algebra II**Award:** Associate in Science**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
	BIO111, CHM151,				
PHY151	or PHY251	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	14/15	5/7	0	17

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					
ENG114	Prof Research & Reporting	3	0	0	3
	BIO-112, CHM-152,				
	PHY152 or PHY252	3	3	0	4
	History Elective	3	0	0	3
	Mathematics/Computer Sci/				
	Statistics Elective	3	0	0	3
	Major Elective	0	2	0	1
	Social/Behavioral Science Elective	3	0	0	3
		-----	-----	-----	-----
Totals		15	5	0	17

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	English Literature Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	7	0	0	7
	Natural Science/				
	Mathematics Elective	3	0	0	3
		-----	-----	-----	-----
Totals		16	0	0	16

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Natural Science/				
	Mathematics Elective	3	0	0	3
	Major Elective	6	0	0	6
	Social/Behavioral Science Elective	3	0	0	3
		-----	-----	-----	-----
Totals		15	0	0	15

TOTAL REQUIRED CREDITS.... 65**Co-op Option:** NA**Pre-Major Associate in Science Articulation Agreement:
Biology & Biology Education (A1040A)**

Effective: Spring 2002

Revised: 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Science**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA115	Success & Study Skills	0	2	0	1
BIO111	General Biology I	3	3	0	4
CHM151	General Chemistry I	3	3	0	4
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
		-----	-----	-----	-----
Totals		12	8	0	15

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO112	General Biology II	3	3	0	4
CHM152	General Chemistry II	3	3	0	4
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research and Reporting	3	0	0	3
	CIS-115, MAT-151, 155, 172 or 175	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
		-----	-----	-----	-----
Totals		15	6	0	17

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	BIO 120C or BIO 130C	3	0	0	3
	BIO 120L or BIO 130L	0	3	0	1
	Humanities Elective	6	0	0	6
	Social/Behavioral Science Elective	3	0	0	3
		-----	-----	-----	-----
Totals		15	3	0	16

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Major Elective	5	0	0	5
	Social/Behavioral Science Elective	6	0	0	6
		-----	-----	-----	-----
Totals		17	0	0	17

TOTAL REQUIRED CREDITS ... 65**Co-op Option:** NA

See the Student Education Plan for the list of approved College Transfer Electives

**Pre-Major Associate in Science Articulation Agreement:
Chemistry and Chemistry Education (A1040B)**

Effective: Spring 2002

Revised 06/01/01

Length: 4 Semesters**Prerequisites:** High School Diploma**Award:** Associate in Science**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
CHM151	General Chemistry I	3	3	0	4
ENG111	Expository Writing	3	0	0	3
MAT271	Calculus I	3	2	0	4
	Social/Behavioral Science Elective	3	0	0	3
		-----	-----	-----	-----
Totals		12	5	0	14

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CHM152	General Chemistry II	3	3	0	4
ENG112	Argument-Based Research				
or					
ENG113	Literature-Based Research				
or					
ENG114	Professional Research and Reporting	3	0	0	3
MAT272	Calculus II	3	2	0	4
	Social/Behavioral Science Elective	6	0	0	6
Totals		15	5	0	17

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CHM251	Organic Chemistry I	3	3	0	4
PHY251	General Physics I	3	3	0	4
	English Literature Elective	3	0	0	3
	Humanities Electives	6	0	0	6
Totals		15	6	0	17

Spring Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CHM252	Organic Chemistry II	3	3	0	4
PHY252	General Physics II	3	3	0	4
COM231	Public Speaking	3	0	0	3
	Humanities Electives	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	6	0	17

TOTAL REQUIRED CREDITS ... 65**Co-op Option: NA**

See the Student Education Plan for the list of approved College Transfer Electives

There is no room for the ACA-115 Success and Study Skills in this Program.

Pre-Major Associate in Science Articulation Agreement:**Mathematics (A1040E)**

Effective: Spring 2002

Revised: 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT175	Precalculus	4	0	0	4
	History Elective	3	0	0	3
	Humanities Elective	3	0	0	3
	Social/Behavioral Elective	3	0	0	3
Totals		16	2	0	17

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG113	Literature-Based Research	3	0	0	3
MAT271	Calculus I	3	2	0	4
	Humanities Elective	3	0	0	3
	Major Elective	4	0	0	4
	Social/Behavioral Elective	3	0	0	3
Totals		16	2	0	17

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
MAT272	Calculus II	3	2	0	4
PHY251	General Physics I	3	3	0	4
	English Literature	3	0	0	3
	Humanities Elective	3	0	0	3
Totals		15	5	0	17

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
MAT273	Calculus III	3	2	0	4
PHY252	General Physics II	3	3	0	4
	MAT-280 or 285	3	0	0	3
	Social/Behavioral Elective	3	0	0	3
Totals		12	5	0	14

TOTAL CREDIT HOURS... 65**Co-op Option: NA****Pre-Major Associate in Science Articulation Agreement:****Mathematics Education (A1040F)**

Effective: Spring 2002

Revised 06/01/01

Length: 4 Semesters

Prerequisites: High School Diploma

Award: Associate in Science

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA115	Success & Study Skills	0	2	0	1
COM231	Public Speaking	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT175	Precalculus	4	0	0	4
PSY150	General Psychology	3	0	0	3
	History Elective	3	0	0	3
Totals		16	2	0	17

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU116	Intro to Education	3	2	0	4
ENG113	Literature-Based Research	3	0	0	3
MAT271	Calculus I	3	2	0	4
PHY251	General Physics I	3	3	0	4
Totals		12	7	0	15

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
CSC134	C++ Programming	2	3	0	3
MAT272	Calculus II	3	2	0	4
PHY252	General Physics II	3	3	0	4
	English Literature Elective	3	0	0	3
	Humanities Elective	3	0	0	3
Totals		14	8	0	17

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT273	Calculus III	3	2	0	4
MAT280	Linear Algebra	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
	Humanities Elective	3	0	0	3
	Social Behavioral Elective	3	0	0	3
Totals		15	2	0	16

TOTAL REQUIRED CREDITS ... 65**Co-op Option: NA**

See the Student Education Plan for the list of approved College Transfer Electives.

ASSOCIATE IN SCIENCE DIPLOMA (D10400)

Effective: Fall 2008

Revised: 10/22/07

Length: 3 Semesters

Prerequisites: High School Diploma, Algebra I, Algebra II

Award: Associate in Science Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
	Required Science Sequence I	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		15/16	5/7	0	18

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG112	Argument-Based Research	3	0	0	3
or					
ENG113	Literature-Based Research	3	0	0	3
or					
ENG114	Prof Research & Reporting	3	0	0	3
	Required Science Sequence II	3	3	0	4
	Social/Behavioral Science Elective	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Math/Science Elective	4	0	0	4
Totals		16	3	0	17

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
	Math/Science Elective	3	0	0	3
	Math/Science Elective	3	0	0	3
Totals		12	0	0	12

TOTAL REQUIRED CREDITS.... 47**Co-op Option: NA****AUTOBODY REPAIR D60100**

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Awards

Diploma: Autobody Repair (D60100)

Length of Program: 3 semesters

Prerequisite: High School Diploma

Certificate: Basic Autobody Repair (C60100C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Arthur Hall

Telephone Number: (910) 678-8213

Office Location: Autobody Shop, Room 101B

Email: halla@faytechcc.edu

Department Office: Autobody Shop, Room 101B

Telephone: (910) 678-8213

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:
See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

AUTOBODY REPAIR (D60100)

Effective: Fall 2008

Revised: 09/24/07

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
AUB111	Painting & Refinishing I	2	6	0	4
AUB121	Non-Structural Damage I	1	4	0	3
AUB131	Structural Damage I	2	4	0	4
AUB134	Autobody MIG Welding	1	4	0	3
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
Totals		9/10	20/22	0	19

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB112	Painting & Refinishing II	2	6	0	4
AUB122	Non-Structural Damage II	2	6	0	4
AUB132	Structural Damage II	2	6	0	4
*MAT101	Applied Mathematics I	2	2	0	3
	Major Elective	3	0	0	3
Totals		11	20	0	18

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB114	Special Finishes	1	2	0	2
AUB136	Plastics & Adhesives	1	4	0	3
AUB141	Mech & Elec Components I	2	2	0	3
AUB162	Autobody Estimating	1	2	0	2
Totals		5	10	0	10

TOTAL REQUIRED CREDITS.... 47

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

*ENG-101 and MAT-101 will not transfer to Associate Degree program.

BASIC AUTOBODY REPAIR CERTIFICATE (C60100C1)

Evening/Weekend Program

Effective: Fall 2006

Revised: 07/18/06

This evening certificate program is designed to prepare individuals for entry-level positions as helpers in the auto body repair industry. Instruction will include hands-on repairs in the areas of non-structural and structural repairs, plastics and adhesives, refinishing.

Completers will be prepared for employment as entry-level helpers in the auto body repair industry.

Courses in this program can be transferred directly into the Auto-body Repair diploma curriculum.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
AUB111	Painting & Refinishing	2	6	0	4
AUB121	Non-Structural Damage I	1	4	0	3
Totals		4	10	0	8

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUB131	Structural Damage I	2	4	0	4
AUB136	Plastics & Adhesives	1	0	0	3
CIS113	Computer Basics	0	2	0	1
Totals		3	6	0	8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

AUTOMOTIVE SYSTEMS TECHNOLOGY A60160

The Automotive Systems Technology program prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenge associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

After completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Awards

Associate Degree: Automotive Systems Technology (A60160)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Automotive Suspension, Brakes, & Heating/Air Conditioning (C60160C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Automotive Engine Performance Certificate (C60160C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Automotive Power Trains Certificate (C60160C3)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Automotive Electrical/Electronics Systems Certificate (C60160C4)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Medium/Heavy Truck Maintenance Certificate (C60160C5)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Brian Oldham

Telephone Number: (910) 678-8260

Office Location: Advanced Technology Center, Room 15A

Email: oldhamb@faytechcc.edu

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
AUT116	Engine Repair	2	3	0	3
AUT116A	Engine Repair Lab	0	3	0	1
AUT151	Brake Systems	2	3	0	3
AUT151A	Brakes Systems Lab	0	3	0	1
AUT161	Basic Auto Electricity	4	3	0	5
Totals		8/9	15/17	0	14

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
AUT181	Engine Performance 1	2	3	0	3
AUT181A	Engine Performance 1 Lab	0	3	0	1
AUT231	Man Trans/Axles/Drtrains	2	3	0	3
AUT231A	Man Trans/Ax/Drtrains Lab	0	3	0	1
PHY122	Applied Physics II	3	2	0	4

Humanities/Fine Arts Elective	3	0	0	3
Totals	10	14	0	15

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT183	Engine Performance 2	2	6	0	4
AUT281	Adv Engine Performance	2	2	0	3
CIS113	Computer Basics	0	2	0	1
Totals		4	10	0	8

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT141	Suspension & Steering Sys	2	3	0	3
AUT141A	Suspension & Steering Sys Lab	0	3	0	1
AUT163	Adv Auto Electricity	2	3	0	3
AUT163A	Adv Auto Electricity Lab	0	3	0	1
AUT211	Automotive Machining	2	6	0	4
ENG111	Expository Writing	3	0	0	3
Totals		9	18	0	15

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT113	Automotive Servicing 1	0	6	0	2
AUT171	Auto Climate Control	2	4	0	4
AUT221	Auto Transm/Transaxles	2	3	0	3
AUT221A	Auto Transm/Transax Lab	0	3	0	1
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
Totals		10	16	0	16

TOTAL REQUIRED CREDITS... 68

Co-op Option: Qualified students may elect to take up to one (1) credit hour of Cooperative Education in lieu of one (1) credit hour of Major electives provided they acquire approval from the Department Chairperson and the Co-op Director.

AUTOMOTIVE SUSPENSION, BRAKES, AND HEATING/AIR CONDITIONING CERTIFICATE (C60160C1)

Effective: Fall 2007

Revised: 04/03/07

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take ASE certification exams in three areas. The certification areas include: A4-Suspension and Steering; A5-Brakes; and A7-Heating and Air Conditioning. The courses focus on the certificate-related competencies.

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

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT141	Suspension & Steering Sys	2	3	0	3
AUT141A	Suspension & Steering Lab	0	3	0	1
AUT151	Brake Systems	2	3	0	3
AUT151A	Brakes Systems Lab	0	3	0	1
AUT161	Basic Auto Electricity	4	3	0	5
Totals		8	15	0	13

Spring Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT171	Auto Climate Control	2	4	0	4
Totals		2	4	0	4

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

AUTOMOTIVE ENGINE PERFORMANCE CERTIFICATE (C60160C2)

Effective: Fall 2007

Revised: 04/03/07

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take the ASE certification exam in Engine Performance. The courses focus on the certificate-related competencies.

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

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT161	Basic Auto Electricity	4	3	0	5
AUT183	Engine Performance 2	2	6	0	4
Totals		6	9	0	9

Spring Semester 1

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

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

AUTOMOTIVE POWER TRAINS CERTIFICATE (C60160C3)

Effective: Fall 2008

Revised: 10/22/07

This evening certificate program is designed to prepare moderately-experienced automotive mechanics to take ASE certification exams in three areas. The certification areas include: A1-Engine Repair; A2-Automatic Trans/Transaxle; and A3-Manual Drive Train/Axles. The courses focus on the certificate-related competencies.

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

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT116	Engine Repair	2	3	0	3
AUT116A	Engine Repair Lab	0	3	0	1
Totals		2	6	0	4

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT221	Auto Transm/Transaxles	2	3	0	3
AUT221A	Auto Transm/Transax Lab	0	3	0	1
AUT231	Man Trans/Axles/Drtrains	2	3	0	3
AUT231A	Man Trans/Ax/Drtrains Lab	0	3	0	1
Totals		4	12	0	8

TOTAL REQUIRED CREDITS.... 12**Co-op Option:** NA**Note:** This Certificate is not approved for financial aid.

AUTOMOTIVE ELECTRICAL/ELECTRONICS SYSTEMS CERTIFICATE (C60160C4)

Effective: Fall 2007

Revised: 04/03/07

This evening certificate program is designed to prepare moderately experienced automotive mechanics to take the ASE certification exam in Electrical/Electronic Systems. The courses focus on the certificate-related competencies.

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

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT161	Basic Auto Electricity	4	3	0	5
AUT181	Engine Performance 1	2	3	0	3
AUT181A	Engine Performance 1 Lab	0	3	0	1
Totals		6	9	0	9

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
AUT163	Adv Auto Electricity	2	3	0	3
AUT163A	Adv Auto Electricity Lab	0	3	0	1
Totals		2	6	0	4

TOTAL REQUIRED CREDITS.... 13**Co-op Option:** NA**Note:** This certificate is not approved for financial aid.

MEDIUM/HEAVY TRUCK MAINTENANCE CERTIFICATE (C60160C5)

Effective: Fall 2007

Revised: 05/30/07

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

Length: 3 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
HET231	Med/Heavy Duty Brake Systems	1	3	0	2
HET232	Med/Heavy Duty Brake Systems Lab	0	3	0	1
HET233	Suspension and Steering	2	4	0	4
Totals		3	10	0	7

Spring Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
HET125	Preventive Maintenance	1	3	0	2
HET126	Preventive Maintenance Lab	0	3	0	1
AUT161	Basic Auto Electricity	4	3	0	5
Totals		5	9	0	8

Fall Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
HET115	Electronic Engines	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

BASIC LAW ENFORCEMENT TRAINING C55120

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

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

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

Awards

Associate Degree: Not Applicable

Length of Program:

Prerequisite:

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Basic Law Enforcement Training (C55120)

Length of Program: 1 Semester

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to take the North Carolina Criminal Justice Education and Training Standards Commission exam.

Program Information Contact:

Curriculum Chairperson: John Ellinwood

Telephone Number: (910) 678-1032

Office Location: Spring Lake Center, Room 118

Email: ellinwoj@faytechcc.edu Department Office: Neill Currie, Room 5

Telephone: (910) 678-8429

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/15/09

BASIC LAW ENFORCEMENT TRAINING (C55120)

Effective: Spring 2006

Revised: 11/11/05

Length: 1 Semester

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC100	Basic Law Enforcement Trn	9	30	0	19
Totals		9	30	0	19

TOTAL REQUIRED CREDITS.... 19

*CJC-100 will not transfer to Associate Degree program.

Co-op Option: NA

BIOTECHNOLOGY A20100

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Awards

Associate Degree: Associate in Applied Science Biotechnology

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Program Coordinator : Kimberly McDaniel

Telephone Number: (910) 678-8383

Office Location: Lafayette Hall 135

Email: mcdaniek@faytechcc.edu

Department Office: Lafayette Hall 120

Telephone: (910) 678-8383

FTCC Web Site:

www.faytechcc.edu/FTCCGrants/Biotech/e-mentor/index.htm

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

BIOTECHNOLOGY

Effective: Fall 2007

Revised: 10/06/06

Length: 5 Semesters

Prerequisite: High School Graduate, Including Algebra I & II

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO111	General Biology I	3	3	0	4
BTC181	Basic Lab Techniques	3	3	0	4
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	3	0	1
Totals		14/15	11/13	0	19

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO112	General Biology II	3	3	0	4
CHM151	General Chemistry I	3	3	0	4
ENG114	Professional Research & Rpt.	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities Elective	3	0	0	3
Totals		15	6	0	17

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO275	Microbiology	3	3	0	4
or					
BIO175	General Microbiology	2	2	0	3
COM231	Public Speaking	3	0	0	3
Totals		5/6	2/3	0	6/7

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO250	Genetics	3	3	0	4
BTC281	Bioprocess Techniques	2	6	0	4
BTC285	Cell Culture	2	3	0	3
CHM132	Organic & Biochemistry	3	3	0	4
Totals		10	15	0	15

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BTC286	Immunological Techniques	3	3	0	4
BTC288	Biotech Lab Experience	0	6	0	2
MAT151	Statistics I	3	0	0	3
PHY151	College Physics I	3	2	0	4
	Major Elective	3	3	0	3
Totals		12	14	0	16

Total Credit Hours...73

Co-op Option: N/A

BUILDING CONSTRUCTION TECHNOLOGY A35140

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

Awards**Associate Degree:** Building Construction Technology (A35140)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma**Diploma:** NA**Length of Program:****Prerequisite:****Certificate:** NA**Length of Program:****Prerequisite:****Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.**License or Certification Information:** None Required**Program Information Contact:**

Curriculum Chairperson: Keith Carter

Department Office: Cumberland Hall, Room 334

Telephone Number: (910) 678-8475

Telephone: (910) 678-8357

Office Location: Cumberland Hall, Room 319

FTCC Web Site: www.faytechcc.eduEmail: carterk@faytechcc.edu**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.**Scholarship/Financial Aid Information:** None Required**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement**ATTENTION:** If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

BUILDING CONSTRUCTION TECHNOLOGY (A35140)

Effective Date: Fall 2009

Revised: 11/20/08

Length: 5 Semesters**Prerequisite:** High School Diploma**Award:** Associate in Applied Science**FALL SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BPR130	Blueprint Reading/Constr	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR111	Carpentry I	3	15	0	8
MAT120	Geometry & Trigonometry	2	2	0	3
Totals		8/9	19/21	0	16

SPRING SEMESTER I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CAR112	Carpentry II	3	15	0	8
CAR114	Residential Bldg Codes	3	0	0	3
CST241	Planning/Estimating	2	2	0	3
ENG111	Expository Writing	3	0	0	3
Totals		11	17	0	17

SUMMER SEMESTER I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CAR113	Carpentry III	3	9	0	6
PSY118	Interpersonal Psychology	3	0	0	3
Totals		6	9	0	9

FALL SEMESTER II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
CST131	OSHA/Safety/Certification	2	2	0	3
	Major Electives	7	0	0	7
Totals		12	2	0	13

SPRING SEMESTER II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CST221	Statics/Structures	3	3	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Electives	7	0	0	7
Totals		13	3	0	14

TOTAL REQUIRED CREDITS.... 69**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of six (6) hours of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

BUSINESS ADMINISTRATION A25120

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

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small businesses or industries.

Awards

Associate Degree: Business Administration (A25120)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Small Business Startup (C25120C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Small Business Management (C25120C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Entrepreneurship I (C25120C5)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Cindy Burns

Telephone Number: (910) 678-8541

Office Location: Cumberland Hall, Room 377H

Email: burns@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

BUSINESS ADMINISTRATION (A25120)

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
Totals		12/13	4/6	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS116	Business Law II	3	0	0	3
BUS121	Business Math	2	2	0	3
BUS135	Principles of Supervision	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
Totals		13	6	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS137	Principles of Management	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
BUS225	Business Finance	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Major Elective	3	0	0	3
		-----	-----	-----	-----
Totals		17	2	0	18

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS285	Business Management Issues	2	2	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	6	0	0	6
		-----	-----	-----	-----
Totals		14	2	0	15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

SMALL BUSINESS STARTUP CERTIFICATE (C25120C1)

Effective: Fall 2009

Revised: 11/20/08

The Small Business Startup certificate is designed to prepare individuals for starting a small business and planning a small business to increase the chances of success.

This certificate program covers the basics of contract law, making a business plan, managing the small business, and basics of accounting.

Upon completion of this program, students should be able to prepare a small business plan and manage a small business.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC120	Prin of Financial Accounting	3	2	0	4
BUS110	Introduction to Business	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
		-----	-----	-----	-----
Totals		7	4	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS115	Business Law I	3	0	0	3
BUS230	Small Business Management	3	0	0	3
MKT223	Customer Service	3	0	0	3
		-----	-----	-----	-----
Totals		9	0	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**SMALL BUSINESS MANAGEMENT CERTIFICATE (C25120C2)**

Effective: Fall 2009

Revised: 11/20/08

The Small Business Management certificate is designed to prepare individuals in basic business principles and management of a small business.

This certificate program covers the general field of business, supervision, basic accounting principles, business plans, and special problems associated with management of a small business.

Upon completion of this program, students should be able to prepare a business plan and manage a small business.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC120	Prin of Financial Accounting	3	2	0	4
CIS111	Basic PC Literacy	1	2	0	2
MKT120	Principles of Marketing	3	0	0	3
		-----	-----	-----	-----
Totals		7	4	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS135	Principles of Supervision	3	0	0	3
BUS225	Business Finance	2	2	0	3
BUS230	Small Business Management	3	0	0	3
		-----	-----	-----	-----
Totals		8	2	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

ENTREPRENEURSHIP I (C25120C5)

Effective: Fall 2009

Revised: 11/20/08

The Entrepreneurship I certificate is designed to prepare individuals for starting a small business and planning a small business to increase the chances of success.

This certificate program covers the basics of contract law, making a business plan, and managing the small business.

Upon completion of this program, students should be able to prepare a business plan and manage a small business.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS137	Principles of Management	3	0	0	3
BUS139	Entrepreneurship I	3	0	0	3
BUS230	Small Business Management	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**BUSINESS ADMINISTRATION/
BANKING AND FINANCE****A2512A**

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and related businesses.

Course work includes principles of banking, money and banking, lending fundamentals, teller training, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

Awards

Associate Degree: Business Administration/Banking and Finance (A2512A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Fundamentals of Banking Certificate (C2512AC1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Bank Lending Certificate (C2512AC2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator: Daisy Foxx

Telephone Number: (910) 678-8598

Office Location: Cumberland Hall, Room 377J

Email: foxxd@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

BUSINESS ADMINISTRATION/BANKING AND FINANCE (A2512A)

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters**Prerequisite:** High School Diploma**Award:** Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BAF110	Principles of Banking	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
Totals		12/13	4/6	0	15

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC120	Prin of Financial Accounting	3	2	0	4
BAF141	Law & Banking: Principles	3	0	0	3
BUS110	Introduction to Business	3	0	0	3
BUS137	Principles of Management	3	0	0	3
	Major Elective	3	0	0	3
Totals		15	2	0	16

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CTS130	Spreadsheet	2	2	0	3
	Major Elective	3	0	0	3
Totals		5	2	0	6

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BAF131	Fund of Bank Lending	3	0	0	3
BAF222	Money & Banking	3	0	0	3
BUS225	Business Finance	2	2	0	3
COM231	Public Speaking	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
Totals		17	2	0	18

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BAF232	Consumer Lending	3	0	0	3
BAF234	Residential Mort Lending	3	0	0	3
BAF235	Analyzing Fin Statements	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
	Humanities/Fine Arts Elec	3	0	0	3
Totals		15	0	0	15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

FUNDAMENTALS OF BANKING CERTIFICATE (C2512AC1)

Effective: Fall 2009

Revised: 11/20/08

The Fundamentals of Banking Certificate is designed to give the individual a basic understanding of banking principles, laws, and teller operations.

This certificate program covers the basics of accounting, teller training, law and banking, commercial lending, and customer service.

Upon completion of this program, students should be able to understand basic principles and functions in the banking industry.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC120	Prin of Financial Acct	3	2	0	4
BAF111	Teller Training	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
MKT223	Customer Service	3	0	0	3
Totals		10	4	0	12

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BAF131	Fund of Bank Lending	3	0	0	3
BAF141	Law & Banking: Principles	3	0	0	3
Totals		6	0	0	6

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

BANK LENDING CERTIFICATE (C2512AC2)

Effective: Fall 2009

Revised: 11/20/08

The Bank Lending Certificate is designed to provide the student with an understanding of the many and varied aspects of bank lending.

This certificate program covers the basics of consumer, commercial, and residential mortgage lending.

Upon completion of this program, students should be able to understand function of lending in the banking industry.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
CIS111	Basic PC Literacy	1	2	0	2
Totals		4	4	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BAF131	Fund of Bank Lending	3	0	0	3
BAF141	Law & Banking: Principles	3	0	0	3
BAF232	Consumer Lending	3	0	0	3
BAF234	Residential Mort Lending	3	0	0	3
Totals		12	0	0	12

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

BUSINESS ADMINISTRATION/ ELECTRONIC COMMERCE A2512I

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

Awards

Associate Degree: Business Administration/Electronic Commerce (A2512I)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator: Bill Kirchman

Telephone Number: (910) 678-8508

Office Location: Cumberland Hall, Room 3770

Email: kirchmab@faytechcc.edu

wkirchma@faculty.faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

BUSINESS ADMINISTRATION/ ELECTRONIC COMMERCE (A2512I)

Effective: Fall 2009

Revised: 12/16/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

CIS111	Basic PC Literacy	1	2	0	2
ECM168	Electronic Business	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
Totals		14/15	6/8	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
DBA110	Database Concepts	2	3	0	3
ECM210	Intro. To E-Commerce	2	2	0	3
MKT120	Principles of Marketing	3	0	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
Totals		12	9	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	2	0	3
CTS130	Spreadsheet	2	2	0	3
Totals		5	4	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS225	Business Finance	2	2	0	3
ECM220	E-Commerce Plan. & Implem.	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
WEB210	Web Design	2	2	0	3
	Major Elective	3	0	0	3
Totals		12	6	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Prin of Management	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ECM230	Capstone Project	1	6	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		13	6	0	15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to two (2) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

BUSINESS ADMINISTRATION/**HUMAN RESOURCES MANAGEMENT A2512C**

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Awards

Associate Degree: Business Administration/Human Resources Management (A2512C)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Equal Opportunity and Employee Relations Certificate (C2512CC1)

Length of Program: 2 Semesters

Prerequisite: Degree or High School Diploma and interest in field or work

Certificate: Payroll and Benefits Specialist Certificate (C2512CC2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and ENG-090 or Accuplacer writing score of 87 and RED-090 or Accuplacer reading score of 80 and MAT-070 or Accuplacer Elementary Algebra score of 60 or has taken the SAT with verbal and Math scores at or above 500 each or ACT composite score of 20 or higher within the last five years.

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator: Linda Sanders

Telephone Number: (910) 678-8235

Office Location: Cumberland Hall, Room 377F

Email: sandersl@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

**BUSINESS ADMINISTRATION/HUMAN RESOURCES
MANAGEMENT (A2512C)**

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
BUS115	Business Law I	3	0	0	3
BUS121	Business Math	2	2	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
Totals		12/13	4/6	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acct	3	2	0	4
BUS153	Human Resource Mgt	3	0	0	3
BUS217	Employment Law & Regs	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
MAT115	Mathematical Models	2	2	0	3
Totals		13	6	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS234	Training & Development	3	0	0	3
BUS256	Recruit, Select & Per Plan	3	0	0	3
BUS258	Compensation & Benefits	3	0	0	3
BUS260	Business Communications	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
	Major Elective	3	0	0	3
Totals		18	0	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS240	Business Ethics	3	0	0	3
BUS259	HRM Applications	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		18	0	0	18

TOTAL REQUIRED CREDITS.... 73

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS
CERTIFICATE (C2512CC1)**

Effective: Fall 2009

Revised: 11/20/08

The Equal Opportunity and Employee Relations Certificate is designed to provide individuals with the basics of employment law and regulations for both public and private sector labor relations type positions.

The certificate program covers the general field of employment law, basics of business law, and general managerial practices in both a unionized and non-unionized workplace.

Upon completion of this program, students should be able to research and analyze data in the areas of labor law, contract negotiations, and apply this analytical information in the workplace as a labor relations specialist or related type positions. Students should be able to transfer the course credits to the Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: Degree or High School Diploma and Interest in field of work

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS115	Business Law I	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
BUS255	Org Behavior in Business	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS217	Employment Law and Regulations	3	0	0	3
BUS240	Business Ethics	3	0	0	3
BUS252	Labor Relations	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**PAYROLL AND BENEFITS SPECIALIST CERTIFICATE
(C2512CC2)**

Effective: Fall 2009

Revised: 11/20/08

The Payroll and Benefits Certificate is designed to provide individuals with the basics handling payroll transactions and adjustments for both public and private sector payroll and benefits type position.

The certificate program covers the general field of financial and payroll accounting, compensation and benefits, employment law, basics of business law, and general human resources management practices.

Upon completion of this program, students should be able to research and analyze data in the areas of payroll and benefits transactions, compensation and benefits, and employment law and regulations in the workplace as a payroll and benefits specialist or related type position. Students should be able to transfer the course credits to the Human Resources Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma and ENG-090 or Accuplacer writing score of 87 and RED-090 or Accuplacer reading score of 80 and MAT-070 or Accuplacer Elementary Algebra score of 60 or has taken the SAT with verbal and Math scores at or above 500 each or ACT composite score of 20 or higher within the last five years.

Award: Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC120	Prin of Financial Acct	3	2	0	4
BUS115	Business Law I	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
Totals		9	2	0	10

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACC140	Payroll Accounting	1	2	0	2
BUS217	Employment Law and Regulations	3	0	0	3
BUS258	Compensation & Benefits	3	0	0	3
Totals		7	2	0	8

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**BUSINESS ADMINISTRATION/
MARKETING AND RETAILING A2512F**

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Awards

Associate Degree: Business Administration/Marketing and Retailing (A2512F)

Length of Program: 5 Semesters**Prerequisite:** High School Diploma**Diploma:** Not Applicable**Length of Program:****Prerequisite:**

Certificate: Marketing and Retailing Management Certificate (C2512FC1)

Length of Program: 2 Semesters**Prerequisite:** High School Diploma

Certificate: Sales and Customer Service Certificate (C2512FC2)

Length of Program: 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Coordinator: Sharon Seaford

Telephone Number: (910) 678-8208

Office Location: Cumberland Hall, Room 377C

Email: seafords@faytechcc.edu

Department Office: Cumberland Hall, Room 377
 Telephone: (910) 678-8292
 FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

**BUSINESS ADMINISTRATION/MARKETING
AND RETAILING (A2512F)**

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
MKT230	Public Relations	3	0	0	3
Totals		13/14	2/4	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
CIS162	Multimedia Presentation Software	2	2	0	3
ECO251	Prin of Microeconomics	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
MKT220	Advertising and Sales Promotion	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
Totals		16	4	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
MKT221	Consumer Behavior	3	0	0	3
MKT223	Customer Service	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		15	2	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin of Macroeconomics	3	0	0	3
MKT122	Visual Merchandising	3	0	0	3
MKT225	Marketing Research	3	0	0	3
MKT227	Marketing Applications	3	0	0	3
	Major Elective	3	0	0	3
Totals		15	0	0	15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**MARKETING AND RETAILING MANAGEMENT
CERTIFICATE (C2512FC1)**

Effective: Fall 2009

Revised: 11/20/08

The Marketing and Retailing Management Certificate is designed to prepare students to understand the fundamental skills in marketing and retailing management.

This certificate program includes course work in marketing, selling, advertising, marketing research, customer service and retail management.

Upon completion of this program, students should be prepared for entry-level, marketing positions in manufacturing, retailing, and service organizations.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
MKT120	Principles of Marketing	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
MKT223	Customer Service	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
MKT121	Retailing	3	0	0	3
MKT220	Advertising & Sales Promotion	3	0	0	3
MKT225	Marketing Research	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

**SALES AND CUSTOMER SERVICE CERTIFICATE
(C2512FC2)**

Effective: Fall 2009

Revised: 11/20/08

The Sales and Customer Service Certificate is designed to prepare individuals to understand the fundamental skills needed for sales presentations and customer service.

This certificate program covers the basics of consumer behavior, selling, electronic sales presentations, and customer service.

Upon completion of this program, students should be able to give an effective sales presentation and provide quality customer service.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
MKT221	Consumer Behavior	3	0	0	3
MKT223	Customer Service	3	0	0	3
Totals		7	2	0	8

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS162	Multimedia Presentation Software	3	0	0	3
MKT123	Fundamentals of Selling	3	0	0	3
	Required Elective	2/3	0/2	0	3
Totals		8/9	0/2	0	9

TOTAL REQUIRED CREDITS.... 17**Co-op Option:** NA

**BUSINESS ADMINISTRATION/
OPERATIONS MANAGEMENT**

A2512G

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

Awards

Associate Degree: Business Administration/Operations Management (A2512G)

Length of Program: 5 Semesters**Prerequisite:** High School Diploma**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Logistics Management Certificate (C2512GC1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma**Certificate:** Total Quality Management Certificate (C2512GC2)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Program Coordinator: Bridget Petzold

Telephone Number: (910) 678-8444

Office Location: Cumberland Hall, Room 377D

Email: petzoldb@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

**BUSINESS ADMINISTRATION/OPERATIONS
MANAGEMENT (A2512G)**

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
ISC121	Environmental Health & Safety	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OMT110	Intro to Operations Mgmt	3	0	0	3
Totals		15/16	4/6	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS135	Principles of Supervision	3	0	0	3
CTS130	Spreadsheet	2	2	0	3
OMT112	Materials Management	3	0	0	3
	Humanities/Fine Art Elective	3	0	0	3
Totals		14	4	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ECO252	Principles of Macroeconomics	3	0	0	3
ISC131	Quality Management	3	0	0	3
ISC210	Oper & Prod Planning	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
Totals		15	0	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS285	Business Management Issues	2	2	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG114	Professional Research & Reporting	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
OMT260	Issues in Operations Mgt.	3	0	0	3
	Major Elective	3	0	0	3
Totals		14	2	0	15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

LOGISTICS MANAGEMENT CERTIFICATE (C2512GC1)

Effective: Fall 2009

Revised: 11/20/08

The Logistics Management Certificate program is designed to prepare students to understand the fundamental skills in Operations and Production Management. It also is highly focused towards those skills necessary for successful job performance in the area of Logistics Management.

This certificate program includes course work in computer applications, operations and production management, material management, work measurement techniques, and problem solving skills in an industrial setting.

Upon completion of this program, students should be prepared for entry-level, Operations Management and/or Logistics Management positions in manufacturing, retailing, and service organizations.

Length: 2 Semesters/Classes Sequence

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
OMT110	Intro to Operations Mgmt	3	0	0	3

OMT112	Materials Management	3	0	0	3
LOG110	Introduction to Logistics	3	0	0	3
Totals		10	2	0	11

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ISC210	Oper & Prod Planning	3	0	0	3
	Major Elective	3	0	0	3
Totals		6	0	0	6

TOTAL REQUIRED CREDITS.... 17**Co-op Option:** NA

**TOTAL QUALITY MANAGEMENT CERTIFICATE
(C2512GC2)**

Effective: Fall 2009

Revised: 11/20/08

The Business Administration Operations Management/Total Quality Management Certificate is designed to prepare students to understand the fundamental skills necessary to manage in the 21st Century workplace effectively and efficiently. It also is highly focused towards those skills necessary for successful job performance in the area of Total Quality Management, OSHA Compliance, Management of small, medium, and large organizations, Operations Management Planning. Preparing PERT Charts and Critical Path Charts to better manage managerial projects, and Business Law Concepts all managers must know, understand and comply with in a business setting.

This certificate program includes course work in Total Quality Management concepts, including basic Six Sigma, operations and logistical management, Health and Safety measures required in a workplace, basic business law concepts, and general problem solving activities in a modern workplace setting.

Upon completion of this program, students should be prepared for entry-level, managerial (or supervisory) positions in manufacturing, retailing, and service organizations and be able to implement Total Quality Management concepts within their managerial activities.

Length: 2 Semesters/Classes Sequence**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ISC121	Envir. Health & Safety	3	0	0	3
ISC131	Quality Management	3	0	0	3
OMT110	Intro. to Operations Mgmt	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

**BUSINESS ADMINISTRATION/
PUBLIC ADMINISTRATION A2512H**

Public Administration is a concentration under the curriculum title of Business Administration. This curriculum prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions.

Course work includes study and practical application to personnel administration, decision-making, ethics, organizational theories, and budgetary, and other governmental issues. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role.

Through acquisition of knowledge and skills, individuals should be able to perform governmental activities. By developing personal competencies and qualities, graduates will be eligible for employment in the public administration profession.

Awards**Associate Degree:** Business Administration/Public Administration (A2512H)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Community Leadership Certificate (C2512HC1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Program Coordinator: Cheryl Campbell

Telephone Number: (910) 678-8595

Office Location: Cumberland Hall, Room 377G

Email: campbelc@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

**BUSINESS ADMINISTRATION/
PUBLIC ADMINISTRATION (A2512H)**

Effective: Fall 2009

Revised: 12/16/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS115	Business Law I	3	0	0	3
BUS137	Principles of Management	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
or					
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
PAD151	Intro to Public Admin	3	0	0	3
POL120	American Government	3	0	0	3
		-----	-----	-----	-----
Totals		16/17/18	2/4	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
PAD152	Ethics in Government	3	0	0	3
POL130	State & Local Government	3	0	0	3
		-----	-----	-----	-----
Totals		14	4	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS260	Business Communication	3	0	0	3
	Major Elective	3	0	0	3
		-----	-----	-----	-----
Totals		6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS153	Human Resource Management	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
PAD251	Public Finance & Budgeting	3	0	0	3
PAD252	Public Policy Analysis	3	0	0	3
	Major Elective	3	0	0	3
		-----	-----	-----	-----
Totals		15	0	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO251	Prin of Microeconomics	3	0	0	3
MKT120	Principles of Marketing	3	0	0	3
PAD253	Intro to Urban Planning	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		-----	-----	-----	-----
Totals		15	0	0	15

TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**BUSINESS ADMINISTRATION/
PUBLIC ADMINISTRATION/
COMMUNITY LEADERSHIP CERTIFICATE (C2512HC1)**

Effective: Fall 2009

Revised: 12/16/08

The Community Leadership certificate is designed to prepare individuals to understand the fundamental skills needed to actively participate in local governmental leadership activities.

This certificate program covers coursework in oral communication, urban planning, public finance and budgeting, organizational behavior, and ethics.

Upon completion of this program, students should be prepared to work with and hold leadership positions in local government to include, but not limited to, community committees, task forces, commissions, and elected public office.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS255	Org Behavior in Business	3	0	0	3
PAD251	Public Finance & Budgeting	3	0	0	3
POL130	State & Local Government	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PAD152	Ethics in Government	3	0	0	3
PAD253	Intro to Urban Planning	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**CARPENTRY D35180**

The Carpentry program is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skill through hands-on participation. Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

Awards**Diploma:** Carpentry (D35180)**Length of Programs:** 3 Semesters**Prerequisite:** High School Diploma**Certificate:** General Contractor's License Preparation (C35180C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: Keith Carter

Telephone Number: (910) 678-8475

Office Location: Cumberland Hall Room 319

Email: carterk@faytechcc.edu

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall or spring semester. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

CARPENTRY (D35180)

Effective: Fall 2007

Revised: 10/06/06

Length: 3 Semesters**Prerequisite:** High School Diploma**Award:** Diploma**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BPR130	Blueprint Reading/Construction	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR111	Carpentry I	3	15	0	8
CAR114	Residential Bldg Codes	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
Totals		12/13	17/19	0	19

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CAR112	Carpentry II	3	15	0	8
CAR115	Res Planning/Estimating	3	0	0	3
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
ISC115	Construction Safety	2	0	0	2
Totals		11	17	0	17

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CAR113	Carpentry III	3	9	0	6
	Major Elective	3	0	0	3
Totals		6	9	0	9

TOTAL REQUIRED CREDITS.... 45

*ENG-101 will not transfer to Associate Degree program.
Accuplacer testing is required to take ENG-111.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they acquire approval from the Co-op Director and the Department Chairperson.

**GENERAL CONTRACTORS LICENSE PREPARATION
CERTIFICATE (C35180C1)**

Effective: Fall 2007

Revised: 10/06/06

This evening certificate program is designed to prepare individuals to take the state general contracting license exam. Courses include basic carpentry, construction blueprint reading, business management, building codes, and basic math.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
BPR130	Blueprint Reading/Const	1	2	0	2
CAR110	Intro to Carpentry	2	0	0	2
CAR114	Residential Bldg Codes	3	0	0	3
Totals		7	2	0	8

Spring Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CAR115	Res Planning/Estimating	3	0	0	3
ISC115	Construction Safety	2	0	0	2
PSY118	Interpersonal Psychology	3	0	0	3
Totals		8	0	0	8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

CENTRAL STERILE PROCESSING C45180

The Central Sterile Processing curriculum is designed to prepare individuals for the field of Sterile Processing and Central Service Supply.

Students will develop skills necessary to properly disinfect, prepare process, store, and issue both sterile and nonsterile supplies and equipment for patient care. Also, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

Graduates will receive a certificate and may be eligible to apply to take the National Institute for Certification of Healthcare Sterile Processing and Distribution Personnel Examination (CBSPD). Employment opportunities include surgery centers, dialysis facilities, and central processing units in hospitals.

Awards

Associate Degree: N/A

Length of Program:

Prerequisite:

Diploma: N/A

Length of Program:

Prerequisite:

Certificate: Central Sterile Processing (C45180)

Length of Program: 1 Semester

Prerequisite: High School Diploma or GED

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

Certification Information: Graduates will be eligible to sit for the SPD Technician certification examination of the Certification Board for Sterile Processing and Distribution (CBSPD).

CBSPD, Inc.

2 Industrial Park Road

Suite 3

Alpha, NJ 08865

(908) 454-9555

Program Information Contact:

Program Coordinator: Cheryl Wilson

Telephone Number: (910) 678-0054

Office Location: Health Technologies Center, Room 105

Email: wilsonch@faytechcc.edu

Department Office: Health Technologies Center, Room 105

Telephone: (910) 678-8358

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program only admits students in the fall semester.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

Revised: 03/23/09

CENTRAL STERILE PROCESSING (C45180)

Effective: Fall 2008

Revised: 09/24/07

Length: 1 Semester

Prerequisite: High School Graduate or GED

Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO106	Intro to Anat/Phys/Micro	2	2	0	3
CIS113	Computer Basics	0	2	0	1
ENG101	Applied Communications I	3	0	0	3
STP101	Intro to Sterile Processing	5	2	0	6
STP102	STP Clinical Practice	0	0	9	3
STP103	Prof Success Prep	1	0	0	1
Totals		11	6	9	17

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

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

CIVIL ENGINEERING TECHNOLOGY A40140

The Civil Engineering Technology curriculum program provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional course work will cover the operation of computers and application software including computer-aided drafting.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

Awards

Associate Degree: Civil Engineering Technology (A40140)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Tony Hayes

Telephone Number: (910) 678-8249

Office Location: Advanced Technology Center, Room 244C

Email: hayest@faytechcc.edu

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

CIVIL ENGINEERING TECHNOLOGY (A40140)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
CIV125	Civil/Surveying CAD	1	6	0	3
EGR115	Intro to Technology	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
PSY150	General Psychology	3	0	0	3
Totals		12/13	13/15	0	18

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIV110	Statics/Strength of Materials	2	6	0	4
CIV210	Engineering Materials	1	3	0	2
GIS112	Introduction to GPS	2	2	0	3
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
SRV110	Surveying I	2	6	0	4
Totals		10	19	0	17

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIV222	Reinforced Concrete	2	3	0	3
SRV111	Surveying II	2	6	0	4
Totals		4	9	0	7

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIV111	Soils and Foundations	2	3	0	3
CIV211	Hydraulics and Hydrology	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
MAT271	Calculus I	3	2	0	4
or					
MAT263	Brief Calculus	3	0	0	3
and					
MAT263A	Brief Calculus Lab	0	2	0	1
PHY151	College Physics	3	2	0	4
Totals		13	13	0	17

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIV212	Environmental Planning	2	3	0	3
CIV240	Project Management	2	3	0	3
COM231	Public Speaking	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		13	6	0	15

TOTAL REQUIRED CREDITS.... 74

***Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

COMMUNITY SPANISH INTERPRETER

A55370

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Awards

Associate Degree: Associate in Applied Science Community Spanish Interpreter (A55370)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Community Spanish Interpreter/Facilitator Certificate (C55370C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma. Students must demonstrate language proficiency to the satisfaction of the Department Chair either through appropriate course work or the appropriate level CLEP test. Students are expected to have computer and Internet skills.

Certificate: Community Spanish Interpreter/Spanish Language Certificate (C55370C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma. Students must demonstrate language proficiency to the satisfaction of the Department Chair either through appropriate course work or the appropriate level CLEP test. Students are expected to have computer and Internet skills.

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Jose Cruz
 Telephone Number: (910) 678-8456
 Office Location: Horace Sisk Building Room 611
 Email: cruzj@faytechcc.edu
 Department Office: Horace Sisk Building, Room 616
 Telephone: (910) 678-8295
 FTCC Web Site: www.faytechcc.edu
 Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

COMMUNITY SPANISH INTERPRETER (A55370)

Effective: Fall 2007

Revised: 10/06/06

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
SPA111	Elementary Spanish I	3	0	0	3
SPA141	Culture and Civilization	3	0	0	3
Totals		12/13	4/6	0	15

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ENG114	Professional Research & Rpt	3	0	0	3
PSY150	General Psychology	3	0	0	3
SPA112	Elementary Spanish II	3	0	0	3
SPA161	Cultural Immersion	2	3	0	3
SPA181	Spanish Lab I	0	2	0	1
SOC210	Introduction to Sociology	3	0	0	3
Totals		14	5	0	16

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
SPA120	Spanish for the Workplace	3	0	0	3
SPA182	Spanish Lab II	0	2	0	1
SPA211	Intermediate Spanish I	3	0	0	3
Totals		9	2	0	10

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
SPA212	Intermediate Spanish II	3	0	0	3
SPA215	Spanish Phonetics/Structure	3	0	0	3
SPA281	Spanish Lab III	0	2	0	1
SPI113	Introduction to Spanish Interp.	3	0	0	3
SPI213	Review of Grammar	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		15	2	0	16

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COE111	Co-Op Work Experience I	0	0	10	1
COE115	Work Experience Seminar I	1	0	0	1
SPA221	Spanish Conversation	3	0	0	3
SPA231	Reading and Composition	3	0	0	3
SPA282	Spanish Lab IV	0	2	0	1
SPI114	Analy. Skills for Spanish Interp.	3	0	0	3
SPI214	Introduction to Translation	3	0	0	3
Totals		13	2	10	15

Total Credit Hours... 72

Co-Op Option: Students are required to take two (2) credit hours of co-op.

FACILITATOR CERTIFICATE (C55370C1)

Effective: Fall 2007

Revised: 10/06/06

The Community Spanish Interpreter/Facilitator Certificate program prepares students to work as paraprofessional Spanish interpreters who will facilitate oral communication between individuals who do not speak one another's languages in various community settings such as hospitals, community agencies, and others.

Course work includes grammar, structure, and sociolinguistic properties, cognitive processes associated with translation and interpretation between Spanish and English; and acquisition of oral and written communication skills.

Graduates should qualify for entry-level jobs as paraprofessional bilingual employees in human service, medical, or education-al systems, among other community settings. Individuals may

choose from part-time, full-time, or self-employment/free-lance positions, or apply their interpretation and translation skills to other human service-related areas.

Length: 2 Semesters

Prerequisite: High School Diploma. Students must demonstrate language proficiency to the satisfaction of the Department Chair either through appropriate course work or the appropriate level CLEP test. Students are expected to have computer and Internet skills. Students are expected to have computer and Internet skills.

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SPA215	Spanish Phonetics/Structure	3	0	0	3
SPI113	Introduction to Spanish Interp.	3	0	0	3
SPI213	Review of Grammar	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SPA231	Reading and Composition	3	0	0	3
SPI114	Analy. Skills for Spanish Interp.	3	0	0	3
SPI214	Introduction to Translation	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

SPANISH LANGUAGE CERTIFICATE (C55370C2)

Effective: Fall 2007

Revised: 10/06/06

The Community Spanish Interpreter/Spanish Language Certificate program prepares students to work as bilingual paraprofessionals in human service, medical, or educational systems, among other community settings.

Course work includes grammar, structure, and sociolinguistic properties, cognitive processes associated with language acquisition; as well as the development of oral and written communication skills.

Graduates should qualify for entry-level jobs as paraprofessional bilingual employees in human service, medical, or educational systems, among other community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service-related areas.

Length: 2 Semesters

Prerequisite: High School Diploma. Students must demonstrate language proficiency to the satisfaction of the Department Chair

either through appropriate course work or the appropriate level CLEP test. Students are expected to have computer and Internet skills. Students are expected to have computer and Internet skills.

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SPA141	Culture and Civilization	3	0	0	3
SPA212	Intermediate Spanish II	3	0	0	3
SPA215	Spanish Phonetics/Structure	3	0	0	3
SPA281	Spanish Lab 3	0	2	0	1
Totals		9	2	0	10

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SPA221	Spanish Conversation	3	0	0	3
SPA231	Reading and Composition	3	0	0	3
SPA282	Spanish Lab 4	0	2	0	1
Totals		6	2	0	7

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

COMPUTER INFORMATION TECHNOLOGY **A25260**

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

Course work 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.

Awards

Associate Degree: Computer Information Technology (A25260)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Computer Technologies (C25260C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Linux (C25260C2)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

Certificate: Hardware and Software (C25260C3)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: Co-op Option: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Roseann A. Thomas

Telephone Number: (910) 678-8323

Office Location: Advanced Technology Center, Room 113D

Email: thomasr@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

COMPUTER INFORMATION TECHNOLOGY (A25260)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC111	Financial Accounting	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
Totals		13/14	7/9	0	17

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
CTS115	Info. Sys. Business Concepts	3	0	0	3
DBA110	Database Concepts	2	3	0	3
NOS110	Operating System Concepts	2	3	0	3
SEC110	Security Concepts	3	0	0	3
	Humanities Fine Arts Elective	3	0	0	3
Totals		16	6	0	18

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BUS228	Business Statistics	2	2	0	3
CTS120	Hardware/Software Support	2	3	0	3
Totals		4	5	0	6

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CTS130	Spreadsheet	2	2	0	3
CTS285	Systems Analysis & Design	3	0	0	3
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS130	Windows Single User	2	2	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
	Major Elective	3	0	0	3
Totals		13/14	8/10	0	18

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CTS289	System Support Project	1	4	0	3
ECO251	Prin. of Microeconomics	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
NOS120	Linux/Unix Single User	2	2	0	3
or					
NOS240	Novell Admin I	2	2	0	3
NOS230	Windows Admin I	2	2	0	3
	Major Elective	2	0	0	2
Totals		13	8	0	17

TOTAL REQUIRED CREDITS...76

Co-op Option: Qualified students may elect to take up to five (5) credit hours of Cooperative Education provided they acquire ap-

proval from the Co-op Director and the Department Chairperson.

COMPUTER TECHNOLOGIES CERTIFICATE (C25260C1)

Effective: Fall 2006

Revised: 07/18/06

The Computer Technologies Certificate will expose the student to a general overview of the computer area. Students will study computers, networks, operating systems and programming. Graduates from this are prepared to work as a Computer Technician, or to apply these classes to any other degree in the computer division.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
SEC110	Security Concepts	3	0	0	3
Totals		7	5	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DBA110	Database Concepts	2	3	0	3
NET110	Networking Concepts	2	2	0	3
NOS110	Operating System Concepts	2	3	0	3
Totals		6	8	0	9

TOTAL REQUIRED CREDITS... 18

Co-op Option: NA

LINUX CERTIFICATE (C25260C2)

Effective: Fall 2006

Revised: 10/03/05

The Linux Certificate will expose the student to the fundamentals of Linux operating system and will give them the tools to deploy, operate, and troubleshoot a Linux-based network. This program will also cover the core exam objectives of the Linux + Certification exam. Students are prepared to work in the field as operators and network technicians supporting Linux products.

Courses in this program can be transferred directly into the Computer Technologies Applied Science degrees.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
NET110	Networking Concepts	2	2	0	3
Totals		4	4	0	6

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NOS120	Linux/UNIX Single User	2	2	0	3
Totals		2	2	0	3

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NOS220	Linux/UNIX Admin I	2	2	0	3
Totals		2	2	0	3

TOTAL REQUIRED CREDITS.... 12

Co-op Option: NA

HARDWARE AND SOFTWARE CERTIFICATE (C25260C3)

Effective: Fall 2006

Revised: 07/18/06

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
NET110	Networking Concepts	2	2	0	3
SEC110	Security Concepts	3	0	0	3
Totals		7	4	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CTS120	Hardware/Software Support	2	3	0	3
NOS110	Operating System Concepts	2	3	0	3
Totals		4	6	0	6

SUMMER SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CTS220	Adv Hard/Software Support	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS.... 18

This certificate should prepare you for A+ Certification.

Co-op Option: NA

COMPUTER PROGRAMMING A25130

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, 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, software developers, computer operators, systems technicians, database specialist, computer specialist, software specialist, or information systems managers.

Awards

Associate Degree: Computer Programming (A25130)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: COBOL Programming (C25130C1)

Length of Program: 3 Semesters

Prerequisite: High School Diploma
1 Unit of Algebra

Certificate: Visual Basic Programming (C25130C4)

Length of Program: 3 Semesters

Prerequisite: High School Diploma
1 Unit of Algebra

Certificate: JAVA Programming (C25130C5)

Length of Program: 3 Semesters

Prerequisite: High School Diploma
1 Unit of Algebra

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Jenneth Honeycutt

Telephone Number: (910) 678-9792

Office Location: Advanced Technology Center, Room 113G

Email: honeycuj@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

COMPUTER PROGRAMMING (A25130)

Effective: Fall 2009

Revised: 12/16/08

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ACC111	Financial Accounting	3	0	0	3
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
Totals		13/14	6/8	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
CSC135	COBOL Programming	2	3	0	3
CSC139	Visual BASIC Prog	2	3	0	3
DBA110	Database Concepts	2	3	0	3
NOS110	Operating System Concepts	2	3	0	3
SEC110	Security Concepts	3	0	0	3
Totals		14	12	0	18

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concept	3	0	0	3
CSC239	Adv Visual BASIC Prog	2	3	0	3
Totals		5	3	0	6

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC151	JAVA Programming	2	3	0	3
CSC235	Advanced COBOL	2	3	0	3
CTS285	Systems analysis & Design	3	0	0	3
NET110	Networking Concepts	2	2	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		12	8	0	15

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC289	Programming Capstone Project	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	4	5	0	5
Totals		10	11	0	14

TOTAL REQUIRED CREDITS...70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

COBOL PROGRAMMING (Certificate) (C25130C1)

Effective: Fall 2009

Revised: 02/17/09

The COBOL programming certificate is designed to prepare individuals for employment as programmers in COBOL through study and applications in computer concepts, logic, and programming procedures using the COBOL programming language.

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

Upon completion of this program, a student will have the necessary COBOL skills for an entry level COBOL programming position in business, industry, and government organizations.

Length: 3 Semesters**Prerequisite:** High School Diploma and 1 Unit of Algebra**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS115	Introduction to Prog & Logic	2	2	0	3
Totals		4	4	0	6

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC135	COBOL Programming	2	3	0	3
Totals		2	3	0	3

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC235	Advanced COBOL	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS 12**Co-op Option:** NA**Note:** Not approved for VA or Financial Aid**VISUAL BASIC PROGRAMMING (Certificate)****(C25130C4)**

Effective: Fall 2009

Revised: 02/17/09

The Visual BASIC programming certificate is designed to prepare individuals for employment as programmers in Visual BASIC through study and applications in computer concepts, logic, and programming procedures using the Visual BASIC programming language.

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

Upon completion of this program, a student will have the necessary Visual BASIC skills for an entry level Visual BASIC programming position in business, industry, and government organizations.

Length: 3 Semesters**Prerequisite:** High School Diploma and 1 Unit of Algebra**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3
Totals		4	4	0	6

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC139	Visual BASIC Programming	2	3	0	3
Totals		2	3	0	3

SUMMER SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC239	Advanced Visual BASIC	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS.... 12**Co-op Option:** NA**Note:** Not approved for VA or Financial Aid

JAVA PROGRAMMING (Certificate) (C25130C5)

Effective: Fall 2009

Revised: 12/16/08

The Visual BASIC programming certificate is designed to prepare individuals for employment as programmers in Visual BASIC through study and applications in computer concepts, logic, and programming procedures using the Visual BASIC programming language.

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

Upon completion of this program, a student will have the necessary Visual BASIC skills for an entry level Visual BASIC programming position in business, industry, and government organizations.

Length: 3 Semesters**Prerequisite:** High School Diploma and 1 Unit of Algebra**Award:** Certificate**SPRING SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	2	0	3

Totals	4	4	0	6
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FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC151	JAVA Programming	2	3	0	3

Totals	2	3	0	3
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SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC258	JAVA Enterprise Programs	2	3	0	3

Totals	2	3	0	3
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TOTAL REQUIRED CREDITS.... 12**Co-op Option:** NA**Note:** Not approved for VA or Financial Aid**COSMETOLOGY D55140**

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowl-

edge and other selected topics.

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

Awards**Associate Degree:** Not Applicable**Length of Program:****Prerequisite:****Diploma:** Cosmetology (D55140)**Length of Program:** 4 Semesters (day program)

6 Semesters (night program)

Prerequisite: High School Diploma**Certificate:** Not Applicable**Length of Program:****Prerequisite:**

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to take the North Carolina State Board of Cosmetic Arts exam

Program Information Contact:

Curriculum Chairperson: Veronica Guions

Telephone Number: (910) 678-0159

Office Location: Salon & Spa Services Education Center, Room 2A

Email: guionsv@faytechcc.edu

Department Office: Salon & Spa Services Education Center, Room 2A

Telephone: (910) 678-0159

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/28/09

COSMETOLOGY (D55140)

Effective: Fall 2009

Revised: 04/28/09

Length: 4 Semesters**Prerequisite:** High School Diploma**Award:** Diploma**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COS111	Cosmetology Concepts I	4	0	0	4
COS112	Salon I	0	24	0	8
*ENG101	Applied Communication I	3	0	0	3
Totals		7	24	0	15

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
COS113	Cosmetology Concepts II	4	0	0	4
COS114	Salon II	0	24	0	8
Totals		5	24	0	13

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COS115	Cosmetology Concepts III	4	0	0	4
COS116	Salon III	0	12	0	4
*PSY101	Applied Psychology	3	0	0	3
Totals		7	12	0	11

Fall Semester II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COS117	Cosmetology Concepts IV	2	0	0	2
	Major Elective	0	21	0	7
Totals		2	21	0	9

TOTAL REQUIRED CREDITS.... 48**Co-op Option:** NA

*ENG-101 and PSY-101 will not transfer to Associate Degree programs.

CRIMINAL JUSTICE TECHNOLOGY A55180

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial process, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Awards

Associate Degree: Associate in Applied Science
Criminal Justice Technology (A55180)

Criminal Justice Technology (A55180A)
Dual Enrollment Agreement with
Fayetteville State University

Length of Program: 5 Semesters**Prerequisite:** High School Diploma**Diploma:** Not Applicable**Length of Program:****Prerequisite:**

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Department Chairperson: Aaron Cox
Telephone Number: (910) 678-0046
Office Location: Horace Sisk, Room 633D
Email: Hcoxaa@faytechcc.edu
Department Office: Criminal Justice Center, Room 27A
Telephone: (910) 678-8452
FTCC Web Site: www.faytechcc.edu

Dual Enrollment Program Advisor: Larry Vick
Telephone Number: (910) 678-0044
Office Location: Horace Sisk, Room 624
Email: vickl@faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
POL130	State & Local Government	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		15/16	0/2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC141	Corrections	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
Totals		15	0	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	2	0	0	2
Totals		10	2	0	11

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
CJC151	Intro to Loss Prevention	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
MAT115	Mathematical Models	2	2	0	3
or					
MAT140	Survey of Mathematics	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
Totals		14/15	2/4	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3

Major Elective	3	0	0	3
Major Elective	3	0	0	3
Major Elective	3	0	0	3
Totals	18	0	0	18

TOTAL REQUIRED CREDITS.... 76

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

CRIMINAL JUSTICE TECHNOLOGY (A55180A)

Dual Enrollment Agreement with Fayetteville State University

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
POL130	State & Local Government	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		15/16	0/2	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC141	Corrections	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
Totals		15	0	0	15

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Intro to Computers	2	2	0	3
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	2	0	0	2
Totals		10	2	0	11

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC132	Court Procedure & Evidence	3	0	0	3
CJC151	Intro to Loss Prevention	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
MAT115	Mathematical Models	2	2	0	3
or					
MAT140	Survey of Mathematics	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
		-----	-----	-----	-----
Totals		14/15	2/4	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
	Major Elective	3	0	0	3
		-----	-----	-----	-----
Totals		18	0	0	18

TOTAL REQUIRED CREDITS.... 76

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to six (6) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson. FSU will not transfer co-op credits.

*See Student Educational Plan for Fayetteville State University required courses.

CRIMINAL JUSTICE TECHNOLOGY/ FINANCIAL CRIME/ COMPUTER FRAUD A5518B

Financial Crime/Computer Fraud is a concentration under the curriculum of Criminal Justice Technology. The curriculum is designed to prepare students for positions in the public or private sector in financial crime or computer fraud investigation.

Students will study financial criminal activity and computer investigative security procedures from a law enforcement perspective through forensic accounting and investigative computer courses.

Graduates should qualify for positions in either the public or private sector investigating fraud within financial institutions and/or computer crimes, including fraud, hacking, and identity theft.

Awards

Associate Degree: Associate in Applied Science
Criminal Justice Technology (A5518B)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Advisor: Larry Vick

Telephone Number: (910) 678-0044

Office Location: Horace Sisk, Room 624

Email: vickl@faytechcc.edu

Department Office: Horace Sisk, Room 633

Telephone: (910) 678-8452

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

CRIMINAL JUSTICE TECHNOLOGY/ FINANCIAL CRIME/COMPUTER FRAUD CONCENTRATION (A5518B)

Effective: Fall 2009

Revised: 12/15/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

ACC120	Principles of Financial Acct	3	2	0	4
CIS110	Introduction to Computers	2	2	0	3
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
Totals		14/15	4/6	0	17

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC116	Intro to Information Security	3	0	0	3
ENG113	Literature-Based Research	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3
NET110	Data Comm/Networking	2	2	0	3
Totals		17	2	0	18

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		9	0	0	9

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC216	Computer Sys Security Invest	3	0	0	3
CJC221	Investigative Principles	3	2	0	4
PSY150	General Psychology	3	0	0	3
	Major Elective	3	0	0	3
Totals		12	2	0	13

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CJC131	Criminal Law	3	0	0	3
CJC212	Ethics & Comm Relations	3	0	0	3
CJC217	Net Security Troubleshooting	3	0	0	3
CJC249	Forensic Accounting	2	2	0	3
Totals		11	2	0	12

TOTAL REQUIRED CREDITS.... 69

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

CRIMINAL JUSTICE TECHNOLOGY/ LATENT EVIDENCE

CONCENTRATION **A5518A**

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide

knowledge of latent evidence systems and operations. Study will focus on local, state and federal law enforcement, evidence processing and procedures.

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

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

Awards

Associate Degree: Associate in Applied Science
Criminal Justice Technology/Latent Evidence
Concentration (A5518A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Latent Evidence Certificate (C5518AC1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Department Chairperson: Aaron Cox

Telephone Number: (910) 678-0046

Office Location: Horace Sisk, Room 633D

Email: Hcoxaa@faytechcc.edu

Department Office: Horace Sisk, Room 633

Telephone: (910) 678-8452

FTCC Web Site: Hwww.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

**CRIMINAL JUSTICE TECHNOLOGY/
LATENT EVIDENCE (A5518A)**

Effective: Fall 2009

Revised: 12/15/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
CJC111	Intro to Criminal Justice	3	0	0	3
CJC231	Constitutional Law	3	0	0	3
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		14/15	2/4	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC112	Criminology	3	0	0	3
CJC113	Juvenile Justice	3	0	0	3
CJC131	Criminal Law	3	0	0	3
CJC144	Crime Scene Processing	2	3	0	3
MAT140	Survey of Mathematics	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		17	3	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Major Elective	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC146	Trace Evidence	2	3	0	3
CJC221	Investigative Principles	3	2	0	4
CJC245	Friction Ridge Analysis	2	3	0	3
	Major Elective	6	0	0	6
Totals		13	8	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC212	Ethics & Comm Relations	3	0	0	3
CJC246	Advanced Friction Ridge Analysis	2	3	0	3
ENG113	Literature-Based Research	3	0	0	3
	Major Elective	3	0	0	3
Totals		11	3	0	12

TOTAL REQUIRED CREDITS.... 68

Students with a felony conviction may have limited Criminal Justice employment opportunities.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

LATENT EVIDENCE CERTIFICATE (C5518AC1)

Effective: Fall 2009

Revised: 12/15/08

The Latent Evidence Certificate Program provides an in-depth study of current crime scene processing techniques and procedures.

Topics include fingerprint classification, identification, and chemical development.

This program prepares the student in the basic skills required for entry-level employment as a crime scene investigator.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC114	Investigative Photography	1	2	0	2
CJC146	Trace Evidence	2	3	0	3
CJC245	Friction Ridge Analysis	2	3	0	3
Totals		5	8	0	8

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC144	Crime Scene Processing	2	3	0	3
CJC244	Footwear and Tire Imprints	2	3	0	3
CJC246	Advanced Friction Ridge Analysis	2	3	0	3
Totals		6	9	0	9

TOTAL REQUIRED CREDITS.... 17

Co-op Option: NA

Students with a felony conviction may have limited Criminal Justice employment opportunities.

CULINARY TECHNOLOGY A55200

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

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provide the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, grade manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

Awards

Associate Degree: Culinary Technology (A55200)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Pantry Chef (C55200C1)

Length of Program: 2 Semester

Prerequisite: High School Diploma

Certificate: Baking (C55200C2)

Length of Program: 2 Semester

Prerequisite: High School Diploma

Certificate: Demi-Chef (C55200C3)

Length of Program: 2 Semester

Prerequisite: High School Diploma or College Connections Approved Student

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Kay Gilbert

Telephone Number: (910) 678-8207

Office Location: Horace Sisk, Room 616D

Email: gilbertk@faytechcc.edu

Department Office: Horace Sisk, Room 616

Telephone: (910) 678-8295

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/21/09

CULINARY TECHNOLOGY (A55200)

Effective: Fall 2007

Revised: 04/19/07

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
CUL110	Sanitation and Safety	2	0	0	2
CUL135	Food & Beverage Service	2	0	0	2
CUL135A	Food & Beverage Serv Lab	0	2	0	1
CUL140	Basic Culinary Skills	2	6	0	5
CUL150	Food Science	1	2	0	2
ENG111	Expository Writing	3	0	0	3
Totals		11/12	12/14	0	18

Spring Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL160	Baking I	1	4	0	3
CUL170	Garde-Manger I	1	4	0	3
CUL240	Adv Culinary Skills	1	8	0	5
MAT115	Mathematical Models	2	2	0	3
NUT110	Nutrition	3	0	0	3
Totals		8	18	0	17

Summer Semester 1

Prefix No.	Title	Class	Lab	Work Exp.	Credit
PSY 118	Interpersonal Psychology	3	0	0	3
	Major Elective	5	0	0	5
Totals		8	0	0	8

Fall Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL120	Purchasing	2	0	0	2
CUL130	Menu Design	2	0	0	2
CUL250	Classical Cuisine	1	8	0	5
CUL250A	Classical Cuisine Lab	0	3	0	1
CUL260	Baking II	1	4	0	3
CUL260A	Baking II Lab	0	3	0	1
ENG114	Prof Research & Reporting	3	0	0	3
Totals		9	18	0	17

Spring Semester 2

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COE112	Co-op Work Experience I	0	0	20	2
COE115	Work Exp Seminar I	1	0	0	1
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	4	0	0	4
Totals		14	0	20	16

TOTAL REQUIRED CREDITS.....76

Co-op Option: Students are required to take three (3) credit hours of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this degree.

PANTRY CHEF CERTIFICATE (GARDE MANGER)
(C55200C1)

Effective: Fall 2007

Revised: 04/19/07

The Pantry Chef Certificate (Garde Manger) is designed to prepare students who would like to be employed in the banquet, catering, cold foods and display professions or for those with some culinary experience who want to further their knowledge in this specialized area.

Students will learn to prepare salads, dressings, cold sauces, garnishes, pâtés, terrines, ice carvings, canapes, hor d'oeuvres and other related topics.

The program will enhance the student's cold food preparation, presentation and display skills.

Length: 2 Semesters/Day Classes Sequence

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CIS111	Basic PC Literacy	1	2	0	2
CUL110	Sanitation and Safety	2	0	0	2
CUL140	Basic Culinary Skills	2	6	0	5
Totals		5	8	0	9

Spring Semester

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COE111	Co-op Work Experience I	0	0	10	1
or					
COE121	Co-op Work Experience II	0	0	10	1
or					
COE131	Co-op Work Experience III	0	0	10	1
CUL170	Garde Manger I (1st 8 weeks)	1	4	0	3
CUL270	Garde Manager II (2nd 8 weeks)	1	4	0	3
CUL270A	Garde Manager II Lab (2nd 8 weeks)	0	3	0	1
Totals		2	11	10	8

TOTAL REQUIRED CREDITS.... 17

Co-op Option: Students are required to take one (1) credit hour of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this certificate.

BAKING CERTIFICATE (C55200C2)

Effective: Fall 2007

Revised: 04/19/07

The Baking Certificate is designed to prepare students who would like to be employed as a baking professional.

Students will learn fundamentals of bakeshop operations and will prepare various bread products, pastries, cakes, cookies, classical desserts, sugar works, and confections.

The program will enhance the students' cake decorating and dessert preparation skills.

Length: 2 Semesters/Day Classes Sequence

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL110	Sanitation and Safety	2	0	0	2
CUL160	Baking I (1st 8 weeks)	1	4	0	3
CUL260	Baking II (2nd 8 weeks)	1	4	0	3
CUL260A	Baking II Lab (2nd 8 weeks)	0	3	0	1
Totals		4	11	0	9

Spring Semester

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CIS111	Basic PC Literacy	1	2	0	2
COE111	Co-op Work Experience I	0	0	10	1
or					
COE121	Co-op Work Experience II	0	0	10	1
or					
COE131	Co-op Work Experience III	0	0	10	1
CUL280	Pastry & Confections	1	4	0	3
CUL280A	Pastry & Confections Lab	0	3	0	1
Totals		2	9	10	7

TOTAL REQUIRED CREDITS.... 16

***Co-op Option:** Students are required to take one (1) credit hour of Cooperative Education. Students must acquire approval from the Department Chairperson to determine which co-op to take in order to receive credit for this certificate.

DEMI-CHEF CERTIFICATE (C55200C3)

Effective: Fall 2009

Revised: 04/21/09

The Demi-Chef Certificate is designed to prepare students for an entry-level position in the culinary field. The program will give the students the basic culinary skills necessary to be an assistant to a chef otherwise known in the Classical Brigade as a Demi-Chef. Students will learn to prepare both hot and cold foods including but not limited to salads, dressings, canapés, hor d'oeuvres, cold and hot sauces, garnishes, vegetables, meats and other food items using a variety of cooking methods. Students will learn to operate commercial kitchen equipment, use correct sanitation and safety procedures in the kitchen, and correct purchasing procedures.

The program will enhance the student's food preparation, presentation and display skills.

Length: 2 Semesters**Other Requirements:** 2 Chef Uniforms, Textbook**Prerequisite:** High School Diploma or College Connections Approved Student**Award:** Certificate**Fall Semester**

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL110	Sanitation and Safety	2	0	0	2
CUL140	Basic Culinary Skills	2	6	0	5
Totals		4	6	0	7

Spring Semester

Prefix No.	Title	Class	Lab	Work Exp.	Credit
CUL120	Purchasing	2	0	0	2
CUL170	Garde-Manger I	1	4	0	3
Totals		3	4	0	5

TOTAL REQUIRED CREDITS.... 12**Co-op Option:** NA**Note:** Not approved for VA or Financial Aid.**DENTAL ASSISTING****D45240**

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provides students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

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 Law of North Carolina, graduates work in dental offices and other related areas.

Awards**Associate Degree:** Not Applicable**Length of Program:****Prerequisite:****Diploma:** Dental Assisting (D45240)**Length of Program:** 3 Semesters**Prerequisite:** 1 unit Biology**Certificate:** Not Applicable**Length of Program:****Prerequisite:**

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to take the Dental Assisting National Board examination.

Program Information Contact:

Department Chair: Angela Simmons

Telephone Number: (910) 678-9858

Office Location: Health Technology Center, Room 101-H

Email: simmonsangela@faytechcc.edu

Department Office: Health Technology Center, Room 101

Telephone: (910) 678-9859

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

DENTAL ASSISTING (D45240)

Effective: Fall 2008

Revised: 09/24/07

Length: 3 Semesters

Prerequisite: 1 Unit Biology

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
*BIO106	Intro to Anat/Phys/Micro	2	2	0	3
*DEN100	Basic Orofacial Anatomy	2	0	0	2
*DEN101	Preclinical Procedures	4	6	0	7
*DEN102	Dental Materials	3	4	0	5
DEN111	Infection/Hazard Control	2	0	0	2
Totals		13/14	12/14	0	20

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*DEN103	Dental Sciences	2	0	0	2
*DEN104	Dental Health Education	2	2	0	3
*DEN105	Practice Management	2	0	0	2
*DEN106	Clinical Practice I	1	0	12	5
DEN112	Dental Radiography	2	3	0	3
ENG111	Expository Writing	3	0	0	3
Totals		12	7	12	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
*DEN107	Clinical Practice II	1	0	12	5
PSY150	General Psychology	3	0	0	3
Totals		4	0	12	8

TOTAL REQUIRED CREDITS.... 47

Co-op Option: NA

*BIO-106, DEN-100, DEN-101, DEN-102, DEN-103, DEN-104, DEN-105, DEN-106, and DEN-107 will not transfer to Associate Degree program.

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

DENTAL HYGIENE**A45260**

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

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

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

Awards

Associate Degree: Dental Hygiene (A45260)

Length of Program: 5 Semesters

Prerequisite: 1 Unit of Biology

1 Unit of Algebra

1 Unit of Chemistry

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Students are eligible to sit for both the National Dental Hygiene Board and the NC State Dental Hygiene Board or applicable state or regional boards.

Programmatic Accreditation: Commission on Dental Accreditation
American Dental Association
211 East Chicago Avenue
Chicago, IL 60611

Program Information Contact:

Department Chair: Susan S. Ellis

Telephone Number: (910) 678-8575

Office Location: Health Technology Center, Room 101D

Email: elliss@faytechcc.edu

Department Office: Health Technology Center, Room 101

Telephone: (910) 678-9859

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

DENTAL HYGIENE (A45260)

Effective: Fall 2007

Revised: 10/06/06

Length: 5 Semesters

Prerequisites: 1 Unit Biology, Algebra & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
DEN110	Orofacial Anatomy	2	2	0	3
DEN111	Infection/Hazard Control	2	0	0	2
DEN120	Dental Hyg Preclinic Lec	2	0	0	2
DEN121	Dental Hygiene Preclinic Lab	0	6	0	2
ENG111	Expository Writing	3	0	0	3
Totals		13/14	10/12	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
DEN112	Dental Radiography	2	3	0	3
DEN124	Periodontology	2	0	0	2
DEN130	Dental Hygiene Theory I	2	0	0	2
DEN131	Dental Hygiene Clinic I	0	0	9	3
DEN222	General & Oral Pathology	2	0	0	2
PSY150	General Psychology	3	0	0	3
Totals		13	5	9	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
DEN125	Dental Office Emergencies	0	2	0	1
DEN140	Dental Hygiene Theory II	1	0	0	1
DEN141	Dental Hygiene Clinic II	0	0	6	2
SOC210	Introduction to Sociology	3	0	0	3
Totals		7	2	6	10

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
BIO180	Biological Chemistry	2	2	0	3
DEN123	Nutrition/Dental Health	2	0	0	2
DEN220	Dental Hygiene Theory III	2	0	0	2
DEN221	Dental Hygiene Clinic III	0	0	12	4
DEN223	Dental Pharmacology	2	0	0	2
DEN232	Community Dental Health	2	0	3	3
Totals		10	4	15	17

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
DEN224	Materials and Procedures	1	3	0	2
DEN230	Dental Hygiene Theory IV	1	0	0	1
DEN231	Dental Hygiene Clinic IV	0	0	12	4
DEN233	Professional Development	2	0	0	2
	Humanities/Fine Arts Elec	3	0	0	3
Totals		7	3	12	12

TOTAL REQUIRED CREDITS.... 75

Co-op Option: NA

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

EARLY CHILDHOOD ASSOCIATE A55220

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

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

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

Awards

Associate Degree: Associate in Applied Science Early Childhood Associate (A55220)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Associate Degree: Associate in Applied Science Early Childhood Associate/Dual Enrollment with FSU (A55220A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Certificate in Child Care Administration (C55220C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Certificate in Child Care Development (C55220C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Certificate in Child Care Professional (C55220C3)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Infant/Toddler Care Certificate (C55220C5)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Lateral Entry Teacher Certificate (C55220C6)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Patricia Weaver

Telephone Number: (910) 678-8425

Office Location: Early Childhood Center, Room 203

Email: wilkinsj@faytechcc.edu

Department Office: Early Childhood Center, Room 202

Telephone: (910) 678-8566

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

EARLY CHILDHOOD ASSOCIATE (A55220)

Effective: Fall 2008

Revised: 09/24/07

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
PSY150	General Psychology	3	0	0	3
Totals		18/19	4/6	0	21

Spring Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
Totals		15	0	0	15

Summer Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
HEA112	First Aid & CPR	1	2	0	2
	Major Elective	5	0	0	5
Totals		6	2	0	7

Fall Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU151	Creative Activities	3	0	0	3
EDU157	Active Play	2	2	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
or					
EDU261	Early Childhood Admin I	3	0	0	3

COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavior Science Elective	3	0	0	3
Totals		17	2	0	18

Spring Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
COE111	Co-op Work Experience I	0	0	10	1
EDU221	Children With Exceptional	3	0	0	3
EDU235	School-Age Dev & Program	2	0	0	2
or					
EDU262	Early Childhood Admin II	3	0	0	3
EDU271	Educational Technology	2	2	0	3
EDU280	Language & Literacy Exp	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
Totals		13/14	2	10	15/16

TOTAL REQUIRED CREDITS.... 76

Co-op Option: Students are required to take 1 credit hour of co-op

**EARLY CHILDHOOD ASSOCIATE/
DUAL ENROLLMENT WITH FSU (A55220A)**

Effective: Fall 2008

Revised: 09/24/07

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics (note: 2)	0	2	0	1
EDU131	Child, Family, & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
PSY150	General Psychology	3	0	0	3
Totals		14/15	4/6	0	17

Spring Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
ENG114	Prof Research & Reporting	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
Totals		19	0	0	19

Summer Semester I

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU216	Foundations in Education	3	2	0	4
EDU250	PRAXIS I Preparation	1	0	0	1
HEA112	First Aid & CPR	1	2	0	2
Totals		5	4	0	7

Fall Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU151	Creative Activities	3	0	0	3
EDU157	Active Play	2	2	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
COM231	Public Speaking	3	0	0	3
HUM211	Humanities I	3	0	0	3
or					
HUM212	Humanities II	3	0	0	3
SOC213	Sociology of the Family	3	0	0	3
Totals		17	2	0	18

Spring Semester II

Prefix No.	Title	Class	Lab	Work Exp.	Credit
EDU221	Children With Sp Needs	3	0	0	3
EDU235	School-Age Dev & Program	2	0	0	2
EDU271	Educational Technology	2	2	0	3
EDU280	Language & Literacy Exp	3	0	0	3
EDU298	Seminar in Early Childhood (note: 1)	3	0	0	3
and					
COE111	Co-op Work Experience I - (note: 1)	0	0	10	1
Totals		13	2	10	15

TOTAL REQUIRED CREDITS.... 76

Co-op Option: Students are required to take 1 credit hour of co-op

**CERTIFICATE IN CHILD CARE ADMINISTRATION
(C55220C1)**

Effective: Fall 2008

Revised: 09/24/07

This certificate will provide courses needed by the child care professional to obtain the North Carolina Early Childhood Administration Certificate (NCECA). The courses offered in this program prepare the childcare professional to be successful as an administrator in a childcare setting. Students will learn skills such as program development, rules and regulations for the state of North Carolina, staff and organizational management, public relations and community outreach, financial management, and leadership. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU144	Child Development I	3	0	0	3
EDU261	Early Childhood Admin I	3	0	0	3
Totals		10	0	0	10

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU145	Child Development II	3	0	0	3
EDU188	Issues in Early Child Ed	2	0	0	2
EDU262	Early Childhood Admin II	3	0	0	3
Totals		8	0	0	8

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

**CERTIFICATE IN CHILD CARE DEVELOPMENT
(C55220C2)**

Effective: Fall 2008

Revised: 09/24/07

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU144	Child Development I	3	0	0	3
Totals		10	0	0	10

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU235	School-Age Dev & Prog	2			2
Totals		8	0	0	8

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

**CERTIFICATE IN CHILD CARE PROFESSIONAL
(C55220C3)**

Effective: Fall 2008

Revised: 09/24/07

This certificate will provide individuals interested in working in childcare programs or with children ranging in age from birth to eight years with a strong foundation of knowledge. Emphasis will be placed on: program development for children birth to eight years; positive guidance techniques; health, safety and nutrition; and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU119	Intro to Early Child Educ.	4	0	0	4
EDU131	Child, Family, & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
Totals		10	0	0	10

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety, & Nutrit	3	0	0	3
EDU235	School-Age Dev & Prog	2	0	0	2
Totals		8	0	0	8

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

INFANT/TODDLER CARE CERTIFICATE (C55220C5)

Effective: Fall 2006

Revised: 09/13/06

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate

Fall Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU119	Intro to Early Childhood Educ.	4	0	0	4
EDU131	Child, Family & Commun	3	0	0	3
EDU234	Infants, Toddlers & Twos	3	0	0	3
Totals		10	0	0	10

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU144	Child Development I	3	0	0	3
EDU153	Health, Safety & Nutrition	3	0	0	3
Totals		6	0	0	6

TOTAL REQUIRED CREDITS.... 16**Co-op Option:** NA**LATERAL ENTRY TEACHER CERTIFICATE****(C55220C6)**

Effective: Fall 2006

Revised: 10/03/06

This certificate will provide a background in developmentally appropriate practices for children ages birth through eight years. Emphasis will be placed on age and individual appropriate program planning. Courses in this certificate will also focus on positive guidance techniques and effective communication with parents, children, and the community.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU 131	Child, Family & Commun	3	0	0	3
EDU163	Classroom Mgt & Instruct	3	0	0	3
EDU243	Learning Theory	3	0	0	3
Totals		9	0	0	9

Spring Semester I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU245	Policies and Procedures	3	0	0	3
EDU271	Educational Technology	2	2	0	3
PSY241	Developmental Psych	3	0	0	3
Totals		8	2	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**EARLY CHILDHOOD ASSOCIATE/****SPECIAL EDUCATION****A5522A**

Special Education is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

Awards

Associate Degree: Associate in Applied Science Early Childhood Associate/Special Education (A5522A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: TBA

Telephone Number: (910) 678-8425

Office Location: Early Childhood Center, Room 203

Email: wilkinsj@faytechcc.edu

Department Office: Early Childhood Center, Room 202

Telephone: (910) 678-8566

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

**EARLY CHILDHOOD ASSOCIATE/
SPECIAL EDUCATION (A5522A)**

Effective: Fall 2008

Revised: 09/24/07

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Intro to Early Childhood Educ	4	0	0	4
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
PSY150	General Psychology	3	0	0	3
Totals		15/16	4/6	0	18

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU151	Creative Activities	3	0	0	3
SOC210	Intro to Sociology	3	0	0	3
Totals		18	0	0	18

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA112	First Aid & CPR	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
Totals		4	2	0	5

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU147	Behavior Disorders		3	0	3
EDU148	Learning Disabilities	4	2	0	5
EDU153	Health, Safety & Nutrition	3	0	0	3
EDU221	Children with Exceptional	3	0	0	3
EDU259	Curriculum Planning	3	0	0	3
Totals		16	2	0	17

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Co-op Work Experience I	0	0	10	1
EDU247	Physical Disabilities	3	0	0	3
EDU248	Mental Retardation	2	2	0	3
EDU271	Educational Technology	2	2	0	3
EDU280	Language & Literacy Exp	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
Totals		13	4	10	16

TOTAL CREDIT HOURS.... 74 SHC

Co-op Option: Students are required to take one (1) credit hour of Cooperative Education.

**EARLY CHILDHOOD ASSOCIATE/
TEACHER ASSOCIATE A5522B**

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

Awards

Associate Degree: Associate in Applied Science Early Childhood Associate/Teacher Associate (A5522B)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Early Childhood Associate/Teacher Associate (D5522B)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: TBA

Telephone Number: (910) 678-8425

Office Location: Early Childhood Center, Room 203

Email: wilkinsj@faytechcc.edu

Department Office: Early Childhood Center, Room 202

Telephone: (910) 678-8566

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

**EARLY CHILDHOOD ASSOCIATE/
TEACHER ASSOCIATE (A5522B)**

Effective: Fall 2008

Revised: 09/24/07

Length: 5 Semesters

Prerequisite: High School Graduate

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Early Childhood Education	4	0	0	4
EDU144	Child Development I	3	0	0	3
EDU151	Creative Activities	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
Totals		15/16	4/6	0	18

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
EDU153	Health, Safety & Nutrit	3	0	0	3
EDU216	Foundations of Education	3	2	0	4
SOC210	Intro to Sociology	3	0	0	3
Totals		18	2	0	19

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
HEA112	First Aid & CPR	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
Totals		4	2	0	5

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Co-op Work Experience I	0	0	10	1
COM231	Public Speaking	3	0	0	3
EDU118	Teacher Assoc. Princ. & Pract.	3	0	0	3
EDU221	Children with Sp Needs	3	0	0	3
EDU235	School Age Dev. & Programs	2	0	0	2
EDU259	Curriculum Planning	3	0	0	3
EDU298	Seminar in Early Childhood	3	0	0	3
Totals		17	0	10	18

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
COE121	Co-op Work Experience	0	0	10	1
EDU186	Reading & Writing Methods	3	0	0	3
EDU271	Educational Technology	2	2	0	3
EDU275	Effective Teacher Training	2	0	0	2
EDU280	Language & Literacy Exp.	3	0	0	3
EDU285	Internship Exper.-School-Age	1	0	0	1
SOC220	Social Problems	3	0	0	3
Totals		14	2	10	16

TOTAL CREDIT HOURS.... 76

Co-op Option: Students are required to take 2 credit hours of co-op.

Early Childhood Associate/Teacher Associate Diploma

Effective: Fall 2008

Revised Date: 09/24/07

Teacher Associate Diploma is a field of study under the curriculum title of Early Childhood Associate/Teacher Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child development, care and guidance of children, curriculum planning and communication skills.

Graduates are prepared to work with classroom teachers to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs. This diploma was designed to meet the requirements of 48 semester hours required to be a Teacher Associate in the public school systems.

Length: 5 Semesters**Prerequisite:** High School Graduate**Award:** Diploma**FALL SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
EDU119	Intro to Early Childhood Educ.	4	0	0	4
Totals		4/5	2/4	0	6

SPRING SEMESTER I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU144	Child Development I	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematic Models	2	2	0	3
Totals		8	2	0	9

SUMMER SEMESTER I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU118	Teacher Assoc Princ. & Prac.	3	0	0	3
EDU131	Child, Family & Community	3	0	0	3
EDU145	Child Development II	3	0	0	3
EDU146	Child Guidance	3	0	0	3
Totals		12	0	0	12

FALL SEMESTER II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE111	Co-op Work Experience I	0	0	10	1
EDU298	Seminar in Early Childhood	3	0	0	3
HEA112	First Aid & CPR	1	2	0	2
Totals		4	2	10	6

SPRING SEMESTER II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE121	Co-op Work Experience II	0	0	10	1
EDU285	Internship Exper. -School-Age1	0	0	0	1
EDU221	Children with Sp Needs	3	0	0	3
EDU235	School Age Dev. & Programs	2	0	0	2
Totals		6	0	10	7

SUMMER SEMSTER II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EDU259	Curriculum Planning	3	0	0	3
EDU186	Reading & Writing Methods	3	0	0	3
EDU275	Effective Teacher Training	2	0	0	2
Totals		8	0	0	8

TOTAL CREDIT HOURS.... 48 SHC**Co-op Option:** Students are required to take 2 credit hours of co-op.**ELECTRICAL/ELECTRONICS TECHNOLOGY****A35220**

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

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

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

Awards**Associate Degree:** Electrical/Electronics Technology (A35220)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma**Diploma:** Electrical/Electronics Technology (D35220)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma**Certificate:** Basic Electricity, Motors and Controls, and PLC (C35220C1)**Length of Program:** 2 Semesters**Prerequisite:** None

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: John Philligin

Telephone Number: (910) 678-8326

Office Location: Cumberland Hall Room 334

Email: philligi@faytechcc.edu

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall or spring semesters. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

ELECTRICAL/ELECTRONICS TECHNOLOGY (A35220)

Effective: Spring 2009

Revised: 09/22/08

Length: 5 Semesters

Prerequisite: 1 Unit of Algebra

Award: Associate in Applied Science

FALL SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Basic Wiring I	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
Totals		11/12	16/18	0	18

SPRING SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS135	Principles of Supervision	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ELC114	Basic Wiring II	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
Totals		12	15	0	17

SUMMER SEMESTER I

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
ELC115	Industrial Wiring	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
Totals		5	10	0	9

FALL SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	1	2	0	2
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analy. Lab	0	3	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		11	8	0	14

SPRING SEMESTER II

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS115	Business Law I	3	0	0	3
ELN131	Semiconductor Applications	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ISC112	Industrial Safety	2	0	0	2
	Major Elective	3	0	0	3
Totals		14	6	0	16

TOTAL REQUIRED CREDITS.... 74

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they obtain approval from the Co-op Director and the Department Chairperson.

ELECTRICAL/ELECTRONICS TECHNOLOGY (D35220)

Effective: Spring 2009

Revised: 09/22/08

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

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

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

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ELC112	DC/AC Electricity	3	6	0	5
ELC113	Basic Wiring I	2	6	0	4
ELC118	National Electrical Code	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
Totals		11/12	16/18	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC114	Basic Wiring II	2	6	0	4
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3

*ENG101	Applied Communications I	3	0	0	3
or					
ENG111	Expository Writing	3	0	0	3
ISC112	Industrial Safety	2	0	0	2
Totals		11	15	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC115	Industrial Wiring	2	6	0	4
ELC121	Electrical Estimating	1	2	0	2
	Major Elective	3	0	0	3
Totals		6	8	0	9

TOTAL REQUIRED CREDITS.... 43

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of 3 credit hours of electives provided they obtain approval from the Co-op Director and the Department Chairperson.

*ENG-101 will not transfer to Associate Degree program.
Accuplacer testing is required to take ENG-111.

**BASIC ELECTRICITY,
MOTORS AND CONTROLS, and
PLC CERTIFICATE (C35220C1)**

Effective: Spring 2009

Revised: 09/22/08

This certificate curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential and industrial facilities. Course work, most of which is hands on, will include such topics as DC/AC theory, basic wiring practices, industrial motor controls, and programmable logic controllers. Graduates of this certificate should qualify for a variety of jobs in the electrical/electronics field as an on the job trainee or apprentice. Courses in this certificate can be transferred directly into the Electrical/Electronics Technology degree or diploma.

Length: 2 Semesters

Prerequisite: None

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
BPR130	Blueprint Reading/Const	1	2	0	2
ELC112	DC/AC Electricity	3	6	0	5
ELC229	Applications Project	1	3	0	2
Totals		5	11	0	9

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
ELC117	Motors and Controls	2	6	0	4
ELC128	Intro to PLC	2	3	0	3
Totals		4	9	0	7

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

ELECTRONICS ENGINEERING**TECHNOLOGY****A40200**

The Electronics Engineering Technology curriculum prepares individuals 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.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Awards

Associate Degree: Electronics Engineering Technology (A40200)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Electronics Engineering Technology (D40200)

Length of Program: 3 Semesters

Prerequisite: 2 Units of Algebra

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Beymer Beville, Jr.
 Telephone Number: (910) 678-8216
 Office Location: Advanced Technology Center, Room 220D
 Email: bevillb@faytechcc.edu
 Department Office: Advanced Technology Center, Room 244
 Telephone: (910) 678-8458
 FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed two (2) consecutive semesters, you must see a counselor to be readmitted into your program.

Revised: 04/21/09

ELECTRONICS ENGINEERING TECHNOLOGY

(A40200)

Effective: Fall 2009

Revised: 04/21/09

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
CSC133	C Programming	2	3	0	3
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analysis Lab	0	3	0	1
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
SGD114	3D Modeling	2	3	0	3
Totals		11/12	16/18	0	18

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC141	Visual C++ Programming	2	3	0	3
or					
CSC153	C# Programming	2	3	0	3
ELN131	Semiconductor Applications	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ENG111	Expository Writing	3	0	0	3
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
Totals		14	11	0	18

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ELN232	Intro to Microprocessors	3	3	0	4
ELN234	Communication Systems	3	3	0	4
Totals		6	6	0	8

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
ELN233	Microprocessor Systems	3	3	0	4
MAT263	Brief Calculus	3	0	0	3
and					
MAT263A	Brief Calculus Lab	0	2	0	1
or					
MAT271	Calculus I	3	2	0	4
PHY151	College Physics I	3	2	0	4
	Major Elective	2	3	0	3
Totals		14	10	0	18

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ATR211	Robot Programming	2	3	0	3
ELN231	Industrial Controls	2	3	0	3
ELN247	Electronic App Project	1	3	0	2
PSY150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		11	09	0	14

TOTAL REQUIRED CREDITS.... 76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

ELECTRONICS ENGINEERING TECHNOLOGY

(D40200)

Effective: Fall 2009

Revised: 04/21/09

Length: 3 Semesters

Prerequisite: 2 Units of Algebra

Award: Diploma

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
CSC133	C Programming	2	3	0	3
ELC131	DC/AC Circuit Analysis	4	3	0	5
ELC131A	DC/AC Circuit Analysis Lab	0	3	0	1
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
SGD114	3D Modeling	2	3	0	3
		----	----	----	----
Totals		11/12	16/18	0	18

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ELN131	Electronic Devices	3	3	0	4
ELN133	Digital Electronics	3	3	0	4
ENG111	Expository Writing	3	0	0	3
CSC141	Visual C++ Programming	2	3	0	3
or					
CSC153	C# Programming	2	3	0	3
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
		----	----	----	----
Totals		14	11	0	18

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ELN232	Intro to Microprocessors	3	3	0	4
ELN234	Communication Systems	3	3	0	4
		----	----	----	----
Totals		6	6	0	8

TOTAL REQUIRED CREDITS.... 44**Co-op Option: NA****EMERGENCY MEDICAL SCIENCE****A45340**

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Student progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and governmental agencies.

Awards**Associate Degree:** Emergency Medical Science (A45340)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma or GED

1 Unit of Algebra

1 Unit of Biology

Diploma: Emergency Medical Science (D45340)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma or GED

1 Unit of Biology

Certificate: Emergency Medical Science (C45340)**Length of Program:** 1 Semester**Prerequisite:** High School Diploma or GED**EMS Bridge:** Emergency Medical Science (A45340B)**Length of Program:** 3 Semesters

Prerequisite: 1 Unit of Algebra & Biology; Current North Carolina or National Registry EMT-Paramedic; Current Healthcare Provider Level CPR; Current Advanced Cardiac Life Support Provider; Current Pediatric Advanced Life Support; Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support; Two Thousand (2000) documented hours of Paramedic Level Work Experience; Two Letters of Recommendation: One from the Medical Director; One from the Training Officer or Supervisor.

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Student completing the first semester of the Associate Degree Program or entering the Diploma Program must pass the North Carolina State or National Registry EMT-Basic Examination.

Program Information Contact:

Curriculum Chairperson: Rick Criste

Telephone Number: (910) 678-8515

Office Location: Health Technology Center, Room 253-I

Email: crister@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

EMERGENCY MEDICAL SCIENCE (A45340)

Effective: Fall 2006

Revised: 10/03/05

Length: 5 Semesters

Prerequisites: 1 Unit Biology & Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS110	EMT Basic	5	6	0	7
EMS140	Rescue Scene Management	1	3	0	2
EMS150	Emerg Vehicles & EMS Comm	1	3	0	2
ENG111	Expository Writing	3	0	0	3
Totals		15	14	0	20

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
EMS120	Intermediate Interventions	2	3	0	3
EMS121	EMS Clinical Practicum I	0	0	6	2
EMS130	Pharmacology I for EMS	1	3	0	2
EMS131	Adv Airway Management	1	2	0	2
Totals		6	10	6	12

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS210	Adv Patient Assessment	1	3	0	2
EMS260	Advanced Trauma Emergencies	1	3	0	2
EMS221	EMS Clinical Practicum II	0	0	9	3
Totals		2	6	9	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS220	Cardiology	2	6	0	4
EMS235	EMS Management	2	0	0	2
or					
EMS115	Defense Tactics for EMS	1	3	0	2
or					
EMS125	EMS Instructor Methodology	1	2	0	2
EMS230	Pharmacology II for EMS	1	3	0	2
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS250	Advanced Medical Emergencies	2	3	0	3

ENG115	Oral Communication	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		12/13	12/14/15	9	20

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EMS240	Special Needs Patients	1	2	0	2
EMS241	EMS Clinical Practicum IV	0	0	9	3
EMS270	Life Span Emergencies	2	2	0	3
EMS285	EMS Capstone	1	3	0	2
	Humanities/Fine Arts Elec	3	0	0	3
Totals		7	7	9	13

TOTAL REQUIRED CREDITS.... 72

Co-op Option: NA

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

EMERGENCY MEDICAL SCIENCE (Diploma) (D45340)

Effective: Fall 2008

Revised: 10/22/07

The Emergency Medical Science diploma program is designed to prepare students with the entry-level skills as a Paramedic.

The course of study allows students the flexibility and opportunity to acquire basic and advanced life support knowledge and skills through classroom instruction, practical laboratory sessions, hospital clinical experience and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Length: 3 Semesters

Prerequisites: 1 Unit Biology

Award: Diploma

FALL I

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS120	Intermediate Interventions	2	3	0	3
EMS121	EMS Clinical Practicum I	0	0	6	2
EMS130	Pharmacology I for EMS	1	3	0	2
EMS140	Rescue Scene Management	1	3	0	2
ENG111	Expository Writing	3	0	0	3
Totals		12	11	6	18

FALL II

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
EMS131	Adv Airway Management	1	2	0	2
EMS210	Adv Patient Assessment	1	3	0	2
EMS220	Cardiology	2	6	0	4
EMS221	EMS Clinical Practicum II	0	0	9	3
EMS230	Pharmacology II for EMS	1	3	0	2
Totals		8	14	9	16

SPRING I

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS231	EMS Clinical Practicum III	0	0	9	3
EMS240	Special Needs Patients	1	3	0	2
EMS250	Advanced Medical Emergencies	2	3	0	3
EMS260	Advanced Trauma Emergencies	1	3	0	2
EMS270	Life Span Emergencies	2	2	0	3
Totals		6	11	9	13

TOTAL REQUIRED CREDITS.... 47**Co-op Option: NA**

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

EMERGENCY MEDICAL SCIENCE (Certificate) (C45340)

Effective: Fall 2008

Revised: 10/22/07

The Emergency Medical Science certificate program is designed to prepare students with the entry-level skills of an Emergency Medical Technician-Basic (EMT-Basic).

Students processing through this program may be eligible to apply for both the state and national certification exams as an EMT-Basic. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Length: 1 Semester

Prerequisites: None

Award: Certificate

SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS110	EMT Basic	5	6	0	7
EMS140	Rescue Scene Management	1	3	0	2
EMS150	Emerg Vehicles & EMS Comm	1	3	0	2
EMS235	EMS Management	2	0	0	2
Totals		9	12	0	13

TOTAL REQUIRED CREDITS.... 13**Co-op Option: NA**

Note: This certificate is not approved for financial aid.

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

EMERGENCY MEDICAL SCIENCE (A45340B)

Effective: Fall 2006

Revised: 10/03/05

Length: 3 Semesters

Prerequisites: 1 Unit of Algebra & Biology

National Registry Certification

Current North Carolina or National Registry EMT-Paramedic

Current Healthcare Provider Level CPR Card

Current Advanced Cardiac Life Support

Current Pediatric Advanced Life Support

Current Basic Trauma Life Support or Pre-Hospital Trauma Life Support

Two Thousand (2000) documented hours of Paramedic Level Work Experience

Two Letters of Recommendation: One from the Medical Director, One from the Training Officer or Supervisor

Award: Associate in Applied Science

Passing the National Registry Certification will give you credit for the following courses:

EMS-110 EMT Basic	7
EMS-210 Adv Patient Assess	2
EMS-240 Special Needs Pts	2
EMS-120 Intermediate Interventions	3
EMS-220 Cardiology	4
EMS-241 Clinical Practicum IV	3
EMS-121 EMS Clinical Practicum I	2
EMS-221 Clinical Practicum II	3
EMS-250 Adv Medical Emerg	3
EMS-130 Pharmacology I for EMS	2
EMS-230 Pharm II for EMS	2
EMS-260 Adv Trauma Emerg	2
EMS-131 Adv Airway Management	2
EMS-231 Clinical Practicum III	3
EMS-270 Life Span Emerg	3
EMS-150 Emerg Veh & EMS Comm	2
Total Transfer Hours:	45

In addition the following courses are required:

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
EMS140	Rescue Scene Management	1	3	0	2
ENG111	Expository Writing	3	0	0	3
Totals		9	5	0	11

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Intro to Computers	2	2	0	3
EMS280	EMS Bridging Course	2	2	0	3
	Humanities/Fine Arts Elec	3	0	0	3
Totals		7	4	0	9

SUMMER SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EMS235	EMS Management	2	0	0	2
ENG115	Oral Communication	3	0	0	3
or					
COM231	Public Speaking	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		8	0	0	8

TOTAL REQUIRED CREDITS.... 73**Co-op Option:** NA

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

EMERGENCY PREPAREDNESS**TECHNOLOGY A55420**

The Emergency preparedness Technology Curriculum is designed to provide students with the foundation of technical and professional knowledge needed for emergency services delivery.

Students will study various aspects of emergency preparedness protection and enforcement to include hazardous materials, emergency agency operations and public relations.

Graduates should qualify for employment in either the public or private sector and have opportunities for skilled or supervisory-level positions.

Awards

Associate Degree: Emergency Preparedness Technology (A55420)

Length of Program: 5 Semesters

Prerequisite: High School Diploma & Algebra I

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Jeffrey Zack

Telephone Number: (910) 678-0043

Office Location: Horace Sisk, Room 633F

Email: zackj@faytechcc.edu

Department Office: Horace Sisk, Room 633

Telephone: (910) 678-8452

FTCC Web Site: www.faytechcc.edu

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

EMERGENCY PREPAREDNESS TECHNOLOGY (A55420)

Effective: Fall 2009

Revised Date: 03/02/09

Length: 5 Semesters

Prerequisite: High School Diploma & Algebra I

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	3	2	0	3
ENG111	Expository Writing	3	0	0	3
EPT120	Sociology of Disaster	3	0	0	3
FIP230	Chemistry of Haz Mat I	5	0	0	5
FIP236	Emergency Management	3	0	0	3
Totals		17/18	2/4	0	18

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
EPT124	EM Services Law & Ethics	3	0	0	3
or					
FIP152	Fire Protection Law	3	0	0	3
EPT130	Mitigation & Preparedness	3	0	0	3
EPT210	Disaster Resp Ops Mgmt	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

SOC210	Intro to Sociology	3	0	0	3
	Major elective	3	0	0	3
Totals		18	0	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		9	0	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CJC170	Crit Inc Mgt for Pub Saf	3	0	0	3
or					
EPT150	EMS Incident Management	2	2	0	3
FIP228	Local Govt Finance	3	0	0	3
FIP256	Municipal Public Relations	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		11/12	0/2	0	12

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
EPT220	Terrorism and Emergency Mgmt	3	0	0	3
EPT275	Emergency Ops Center Mgmt	3	0	0	3
	Major Elective	6	0	0	6
Totals		12	0	0	12

TOTAL REQUIRED CREDITS.... 69

Students with a felony conviction may have limited Emergency Preparedness employment opportunities.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op director and the Department Chairperson.

FIRE PROTECTION TECHNOLOGY A55240

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments.

Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

Awards

Associate Degree: Fire Protection Technology (A55240)

Length of Program: 5 Semesters

Prerequisite: None

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Jeffrey Zack

Telephone Number: (910) 678-0043

Office Location: Horace Sisk, Room 633F

Email: zackj@faytechcc.edu

Department Office: Horace Sisk, Room 633

Telephone: (910) 678-8452

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

FIRE PROTECTION TECHNOLOGY (A55240)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters**Award:** Associate in Applied Science**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Intro to Computers	3	2	0	3
ENG111	Expository Writing	3	0	0	3
FIP120	Introduction to Fire Protection	3	0	0	3
FIP124	Fire Prevention & Public Education	3	0	0	3
FIP128	Detection and Investigation	3	0	0	3
FIP136	Inspections and Codes	3	0	0	3
Totals		18/19	2/4	0	19

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG113	Literature-Based Research	3	0	0	3
FIP132	Building Construction	3	0	0	3
FIP220	Fire Fighting Strategies	3	0	0	3
MAT115	Mathematic Models	3	0	0	3
or					
MAT161	College Algebra	3	0	0	3
SOC210	Introduction to Sociology	3	0	0	3
	Major Elective	3	0	0	3
Totals		18	0	0	18

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
HUM115	Critical Thinking	3	0	0	3
	Major Elective	3	0	0	3
Totals		9	0	0	9

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
FIP224	Instructional Methodology	4	0	0	4
FIP229	Fire Dynamics and Combust	3	0	0	3
FIP230	Chemistry of Haz Mat	5	0	0	5
FIP232	Hydraulics and Water Dist	2	2	0	3
FIP236	Emergency Management	3	0	0	3
Totals		17	2	0	18

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
FIP240	Fire Service Supervision	3	0	0	3
FIP256	Municipal Public Relations	3	0	0	3
FIP277	Fire and Social Behavior	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		12	0	0	12

TOTAL REQUIRED CREDITS.... 76

***Co-op Option:** Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from Co-op Director and the Department Chairperson.

Students with felony convictions may have limited employment opportunities in fire services careers.

FUNERAL SERVICE EDUCATION A55260

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught.

Graduates of the curriculum, upon passing the state or national exam and completing an internship in a funeral home, will be qualified for employment as embalmers and/or funeral directors.

The specific aims and purposes of the Department of Funeral Service Education are:

1. To give students the knowledge, principles, techniques and skills which are the basis of the funeral service profession.
2. To provide for education and professional advancement of student whether they choose to follow the funeral service profession or whether they decide to use their specialized education in other general or technical fields.
3. To educate and prepare individuals to contribute to the service and welfare of the community.
4. To become a major provider of continuing education programs meeting mandatory re-licensure requirements for the licensed funeral service personnel in the state, and to encourage research in the field of funeral service.

Awards

Associate Degree: Associate in Applied Science
Funeral Service Education (A55260)

Length of Program: 6 Semesters

Prerequisite: High School Diploma, 1 unit of Biology & CHM-081

Diploma: N. C. Funeral Director (D55260)

Length of Program: 3 Semesters

Prerequisite: High School Diploma

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information for Associate Degree:

Graduates are required to take the National Board Exam for Funeral Service as a condition for graduation.

Programmatic Accreditation:

Accredited By: American Board of Funeral Service Education
3414 Ashland Avenue, Suite G
St. Joseph, MO 64506
Telephone (816) 223-3747

License or Certification Information for N.C. Funeral Director Diploma: Graduates are eligible to take the North Carolina State Board Exam for Funeral Directing.

Program Information Contact:

Curriculum Chairperson: M. David Hall
Telephone Number: (910) 678-8301
Office Location: Cumberland Hall, Room 311B
Email: halld@faytechcc.edu
Department Office: Cumberland Hall, Room 311
Telephone: (910) 678-8357
FTCC Web Site: www.faytechcc.edu/courses/fseweb

Application Deadlines: None

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

FUNERAL SERVICE EDUCATION (A55260)

Effective: Fall 2009

Revised: 03/02/09

Length: 6 Semesters

Prerequisite: High School Diploma, 1 unit of Biology & CHM-081

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp.	Credit
ACA111	College Student Success	1	0	0	0	1
or						
ACA115	Success & Study Skills	0	2	0	0	1
BUS110	Introduction to Business	3	0	0	0	3
CIS113	Computer Basics	0	2	0	0	1

ENG111	Expository Writing	3	0	0	0	3
FSE112	Princ of Funeral Service	3	0	0	0	3
MAT115	Mathematic Models	2	2	0	0	3
SOC210	Introduction to Sociology	3	0	0	0	3
Totals		14/15	4/6	0	0	17

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp.	Credit
ACC111	Financial Accounting	3	0	0	0	3
BUS115	Business Law I	3	0	0	0	3
BUS230	Small Business Management	3	0	0	0	3
ENG115	Oral Communications	3	0	0	0	3
FSE118	Embalming Anatomy	4	0	0	0	4
PSY150	General Psychology	3	0	0	0	3
Totals		19	0	0	0	19

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Work Exp.	Credit
	Humanities/Fine Arts Elective	3	0	0	0	3
Totals		3	0	0	0	3

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp.	Credit
FSE114	Embalming Chemistry	4	0	0	0	4
FSE210	Embalming Theory I	3	0	0	0	3
FSE211	Embalming Lab I	0	4	0	0	2
or						
COE112	Co-op Work Experience I	0	0	0	20	2
FSE214	Pathology	3	0	0	0	3
FSE216	Restorative Arts	2	4	0	0	4
PSY141	Psych of Death and Dying	3	0	0	0	3
Totals		15	4/8	0	0/20	19

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp.	Credit
FSE116	Funeral Law and Ethics	3	0	0	0	3
FSE120	Embalming Microbiology	3	0	0	0	3
FSE212	Embalming Theory II	3	0	0	0	3
FSE213	Embalming Lab II	0	4	0	0	2
or						
COE122	Co-op Work Experience II	0	0	0	20	2
FSE215	Funeral Home Operations	4	0	0	0	4
Totals		13	0/4	0	0/20	15

Summer Semester 2

Prefix No.	Title	Class	Lab	Clinical	Work Exp.	Credit
FSE217	Funeral Service Projects	1	2	0	0	2
Totals		1	2	0	0	2

TOTAL REQUIRED CREDITS.... 75

Co-op Option: Qualified students may elect to take up to four (4) credit hours of Cooperative Education in lieu of FSE-211 and FSE-213 provided approval is obtained from the Department Chairperson.

**After January 1, 2004, each accredited program in funeral service education must require that each funeral service education student take the National Board Examination (NBE) as a requirement for graduation.

“The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org)”

Information regarding the FTCC Funeral Service National Board Exam for the year	# of First Time Takers	# Who Passed	Passing Percentage
2004	35	30	86%
2005	44	31	70%
2006	38	25	66%
2007	36	24	67%
2008	30	24	80%

The Funeral Service Associate Degree Program (A55260) is accredited by: American Board of Funeral Service Education, 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506; Telephone: (816) 233-3747

FUNERAL SERVICE EDUCATION/ N.C. FUNERAL DIRECTOR (D55260)

Effective: Fall 2009

Revised: 03/02/09

The Funeral Service Education curriculum provides students with the opportunity to acquire the funeral service education necessary to become proficient in basic funeral directing skills.

Students completing the diploma are eligible to sit for the NC Board of Funeral Service Funeral Director state exam.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Diploma

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
ENG111	Expository Writing	3	0	0	3
FSE112	Princ of Funeral Service	3	0	0	3
PSY150	General Psychology	3	0	0	3
Totals		12/13	0/2	0	13

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC111	Financial Accounting	3	0	0	3
BUS115	Business Law I	3	0	0	3

BUS230	Small Business Management	3	0	0	3
CIS113	Computer Basics	0	2	0	1
SOC210	Introduction to Sociology	3	0	0	3
Totals		12	2	0	13

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
FSE116	Funeral Law and Ethics	3	0	0	3
FSE214	Pathology	3	0	0	3
FSE215	Funeral Home Operations	4	0	0	4
PSY141	Psych of Death and Dying	3	0	0	3
Totals		13	0	0	13

TOTAL CREDITS HOURS.... 39

Co-op Option: NA

This academic program is designed to meet specific state or professional needs. It is not accredited by the American Board of Funeral Service Education owing to the fact that it does not include instruction in the following areas: Anatomy, Chemistry, Embalming, Microbiology, and Restorative Arts. Students graduating from this program are not eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

GENERAL OCCUPATIONAL TECHNOLOGY

A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from the associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Awards

Associate Degree: General Occupational Technology (A55280)

Length of Program: 4 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: TBA

Telephone Number: TBA

Office Location: TBA

Email: TBA

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910)-678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

GENERAL OCCUPATIONAL TECHNOLOGY (A55280)

Effective: Spring 2009

Revised: 11/19/08

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
	Humanities/Fine Arts	3	0	0	3
	Social/Behavioral Sciences	3	0	0	3
	Natural Sciences/Mathematics	3	0	0	3
Totals		13/14	2/4	0	15

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG114	Prof Research & Reporting	3	0	0	3
	Major Electives	14	0	0	14
Totals		17	0	0	17

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
	Major Electives	18	0	0	18
Totals		18	0	0	18

Spring Semester 2

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

TOTAL REQUIRED CREDITS... 67

Co-op Option: Qualified students may elect to take up to eight (8) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

HEALTHCARE MANAGEMENT

TECHNOLOGY A25200

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles in the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Awards

Associate Degree: Healthcare Management Technology (A25200)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License of Certification Information: None Required

Program Information Contact:

Department Chairperson: Myra L. Allen
 Office: Cumberland Hall, Room 377
 Telephone Number: (910) 678-8594
 Telephone: (910) 678-8292
 Office Location: Cumberland Hall, Room 377K
 FTCC Web Site: www.faytechcc.edu
 Email: allenm@faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

**HEALTHCARE MANAGEMENT TECHNOLOGY
(A25200)**

Effective: Fall 2007

Revised: 10/06/06

Length: 5 Semesters

Prerequisites: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
HMT110	Intro to Healthcare Mgmt	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST141	Medical Term I – Med Ofc	3	0	0	3
		-----	-----	-----	-----
Totals		15/16	4/6	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Acctg	3	2	0	4
BUS137	Prin of Mgmt	3	0	0	3
ENG114	Prof Research & Reptg	3	0	0	3
MKT120	Prin of Marketing	3	0	0	3
OST142	Medical Term II – Med Ofc	3	0	0	3
		-----	-----	-----	-----
Totals		15	2	0	16

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC121	Prin of Managerial Acctg	3	2	0	4
CTS130	Spreadsheet	2	2	0	3
		-----	-----	-----	-----
Totals		5	4	0	7

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SPA111	Elementary Spanish I	3	0	0	3
BUS153	Human Resource Mgmt	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
HMT210	Medical Insurance	3	0	0	3
HMT211	Long-Term Care Admin	3	0	0	3
	Humanities Elective	3	0	0	3
		-----	-----	-----	-----
Totals		18	0	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COE111	Co-op Work Experience I	0	0	10	1
COM231	Public Speaking	3	0	0	3
HMT212	Mgmt of Healthcare Org	3	0	0	3
HMT220	Healthcare Fin Mgmt	4	0	0	4
SPA112	Elementary Spanish II	3	0	0	3
	Social/Behavioral Science Elective	3	0	0	3
		-----	-----	-----	-----
Totals		16	0	10	17

TOTAL REQUIRED CREDITS.... 76

Co-op Option: One (1) hour of Co-op is mandatory. Co-op can be taken during any semester.

**HORTICULTURE TECHNOLOGY/
MANAGEMENT (A1524A)**

Management is a concentration under the curriculum title of Horticulture Technology. This curriculum is designed to prepare individuals for careers in various horticultural management positions.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Students will also take courses in principles of supervision, horticulture production management, horticulture sales and services, and horticulture business entrepreneurship.

Graduates should qualify for employment opportunities in the management of nurseries, greenhouses, garden centers, landscape operations, and gardens.

Awards

Associate Degree: Horticulture Technology/Management (A1524A)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Certificate: Basic Landscape Maintenance (C1524A)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Certificate: Horticulture Science Certificate (C1524AC2)

Length of Program: 4 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Terry Gause

Telephone Number: (910) 678-8447

Office Location: HEC 101B

Email: gause@faytechcc.edu

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

HORTICULTURE TECHNOLOGY/MANAGEMENT (A1524A)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
HOR160	Plant Materials I	2	2	0	3
HOR162	Applied Plant Science	2	2	0	3
HOR170	Hort Computer Apps	1	3	0	2
Totals		10/11	9/11	0	15

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
PSY118	Interpersonal Psychology	3	0	0	3
HOR134	Greenhouse Operations	2	2	0	3
HOR152	Horticultural Practices	0	3	0	1
HOR166	Soils & Fertilizers	2	2	0	3
HOR260	Plant Materials II	2	2	0	3
Totals		12	9	0	16

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR164	Hort Pest Management	2	2	0	3
HOR275	Hort Production Mgmt	3	2	0	4
Totals		5	4	0	7

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG115	Oral Communication	3	0	0	3
HOR112	Landscape Design I	2	3	0	3
HOR168	Plant Propagation	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
HOR278	Hort Bus Entrepreneurship	3	0	0	3
	Major Elective	2	0	0	2
Totals		14	7	0	17

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR118	Equipment Opt & Maint	1	3	0	2
HOR253	Horticulture Turfgrass	2	2	0	3
HOR277	Hort Sales & Services	3	0	0	3
	Humanities/Fine Art Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		12	5	0	14

TOTAL REQUIRED CREDITS.....69

Co-op Option: Qualified students may elect to take up to five (5) credit hours of Cooperative Education in lieu of 5 credit hours of other major courses provided they acquire approval from the Co-op Director and the Department Chairperson.

BASIC LANDSCAPE MAINTENANCE (C1524A)

Effective: Fall 2004

Revised: 05/04/04

This certificate program is designed to prepare individuals for entry-level positions in the installation and maintenance of landscapes. Instruction in plant identification, plant installation, care and pruning, and pest identification and control is emphasized in the course work.

Completers will be prepared for employment as entry-level maintenance staff.

Courses in this program can be transferred directly into the Horticulture Technology/Management associate degree curriculum.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR150	Intro to Horticulture	2	0	0	2
HOR251	Insect and Disease	2	2	0	3
Totals		4	2	0	5

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR118	Equip Ops & Maint	1	3	0	2
TRF110	Intro Turfgrass Cult & Id	3	2	0	4
Totals		4	5	0	6

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR116	Landscape Management I	2	2	0	3
Totals		2	2	0	3

TOTAL REQUIRED CREDITS.... 14

Co-op Option: NA

Note: This certificate is not approved for financial aid.

HORTICULTURE SCIENCE CERTIFICATE (C1524AC2)

Effective: Fall 2006

Revised: 11/22/05

The Horticulture Science certificate program is designed to prepare individuals for entry-level positions in the installation, garden cen-

ters and nursery operations. Instruction in plant science, soil science and nursery operations. Instruction in plant science, soil science, greenhouse operations, plant identification and maintenance are emphasized in the course work. Upon completion individuals will be prepared to take the North Carolina Certified Plant Professional exam. Employment opportunities in entry level positions in garden centers, nurseries and landscape installation businesses would be possible. Courses in this certificate program can be transferred directly into the Horticulture Technology Associate degree program.

Length: 4 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR162	Applied Plant Science	2	2	0	3
HOR170	Horticulture Computer Apps	1	3	0	2
Totals		3	5	0	5

Spring Semester I

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR134	Greenhouse Operations	2	2	0	3
HOR166	Soils & Fertilizers	2	2	0	3
Totals		4	4	0	6

Fall Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR160	Plant Materials I	2	2	0	3
HOR215	Landscape Irrigation	2	2	0	3
Totals		4	4	0	6

Spring Semester II

Prefix No.	Title	Class	Lab	Clinical	Credit
HOR152	Horticultural Practices	0	3	0	1
Totals		0	3	0	1

TOTAL REQUIRED CREDITS.... 18

Co-op Option: NA

HOTEL AND RESTAURANT MANAGEMENT

A25240

The Hotel and Restaurant Management curriculum prepares students to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes front office management, food preparation, great services, sanitation, menu writing, quality management, purchasing, and other areas critical to the success of hospitality professionals.

Upon completion, graduates should qualify for supervisory or entry-level management positions in food and lodging including front office, reservations, housekeeping, purchasing, dining room and marketing. Opportunities are also available in the support areas of food and equipment sales.

Awards

Associate Degree: Hotel and Restaurant Management (A25240)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Hotel and Restaurant Management (C25240C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Brent Michaels

Telephone Number: (910) 678-8507

Office Location: Cumberland Hall, Room 377B

Email: michaelb@faytechcc.edu

Department Office: Cumberland Hall, Room 377B

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

HOTEL AND RESTAURANT MANAGEMENT (A25240)

Effective: Fall 2008

Revised: 07/23/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BUS110	Introduction to Business	3	0	0	3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	2	0	3
HRM110	Intro to Hospitality	2	2	0	2
HRM125	Hospitality Etiquette	1	0	0	1
MAT115	Mathematical Models	2	2	0	3
Totals		12/13	8/10	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	0	0	4
BUS153	Human Resource Mgt	3	0	0	3
COE111	Co-op Work Experience I	0	0	10	1
CUL135	Food & Beverage Service	2	0	0	2
ENG114	Prof Research & Reporting	3	0	0	3
HRM140	Hospitality Tourism Law	3	0	0	3
HRM145	Hospitality Supervision	3	0	0	3
Totals		17	0	10	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COE121	Co-op Work Experience II	0	0	10	1
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
Totals		3	0	10	4

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
COE131	Co-op Work Experience III	0	0	10	1
CUL110	Sanitation & Safety	2	0	0	2
ECO251	Prin. of Microeconomics	3	0	0	3
HRM120	Front Office Procedures	3	0	0	3
HRM215	Restaurant Management	3	0	0	3
HRM240	Hospitality Marketing	3	0	0	3
Totals		17	0	10	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ECO252	Prin. of Macroeconomics	3	0	0	3
HRM210	Meetings & Conventions	3	0	0	3
HRM220	Food & Beverage Controls	3	0	0	3
HRM220A	Food & Beverage Controls Lab		0	2	0 1
HRM280	Hospitality Mgmt Problems	3	0	0	3

Humanities/Fine Arts Elective	3	0	0	3
Major Elective	3	0	0	3
	-----	-----	-----	-----
Totals	18	2	0	19

TOTAL REQUIRED CREDITS.... 75

Co-op: Students are required to take three (3) credit hours of Cooperative Education.

HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE (C25240C1)

Effective: Fall 2008

Revised: 11/30/07

The Hotel and Restaurant Management certificate is designed to prepare students to understand the daily management concept of supervising hotels and restaurants.

This certificate program covers basic management supervision, hotel front office procedures, restaurant management procedures, tourism law, and food and beverage controls.

Upon completion of this program, students should be prepared for entry-level management positions in hotels and restaurants or transfer the course credits to the Hotel and Restaurant Management program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CUL110	Sanitation & Safety	2	0	0	2
HRM120	Front Office Procedures	3	0	0	3
HRM145	Hospitality Supervision	3	0	0	3
HRM240	Hospitality Marketing	3	0	0	3
		-----	-----	-----	-----
Totals		9	0	0	11

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
HRM140	Hospitality Tourism Law	3	0	0	3
HRM210	Meetings & Conventions	3	0	0	3
		-----	-----	-----	-----
Totals		6	0	0	6

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

INFORMATION SYSTEMS**SECURITY A25270**

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the

skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, attack methodology, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

Awards

Associate Degree: Information Systems Security (A25270)

Length of Program: 5 Semesters

Prerequisite: 2 Units of Algebra

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Point of Contact: J. Tenette Prevatte

Telephone Number: (910) 678-7354

Office Location: Advanced Technology Center, Room 113H

Email: prevattt@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

INFORMATION SYSTEMS SECURITY - (A25270)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS110	Operating System Concepts	2	3	0	3
SEC110	Security Concepts	3	0	0	3
Totals		9/10	13/15	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Into to PROG & Logic	2	3	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
*NET225	Routing & Switching I	1	4	0	3
**NET226	Routing & Switching II	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
SEC150	Secure Communications	2	2	0	3
Totals		11	17	0	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/UNIX Admin I	2	2	0	3
SEC160	Secure Admin I	2	2	0	3
Totals		4	4	0	6

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
NOS130	Windows Single User	2	2	0	3
SEC210	Intrusion Detection	2	2	0	3
SEC220	Defense In-Depth	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		15	6	0	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS115	Info Sys Business Concept	3	0	0	3
COM231	Public Speaking	3	0	0	3
DBA110	Database Concepts	2	3	0	3

SEC289	Security Capstone Project	1	4	0	3
	Major Elective	2	0	0	2
	Social/Behavioral Science Elective	3	0	0	3
Totals		14	7	0	17

TOTAL REQUIRED CREDITS...76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a major elective upon approval of the Department Chairperson and the Co-op Director.

* First 8 weeks ** Second 8 weeks

MACHINING TECHNOLOGY **A50300**

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operation, and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

Awards

Associate Degree: Machining Technology (A50300)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Basic Machining Technology Certificate (C50300C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: TBA

Telephone Number: (910) 678-8427

Office Location: Lafayette Hall, Room 137A

Email: canadyr@faytechcc.edu

Department Office: Lafayette Hall, Room 120

Telephone: (910) 678-8383
 FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:
 See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

MACHINING TECHNOLOGY (A50300)

Effective: Spring 2009

Revised: 12/18/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS111	Basic PC Literacy	1	2	0	2
MAC111	Machining Technology I	2	12	0	6
MAC114	Intro to Metrology	2	0	0	2
MAC131	Blueprint Reading/Mach I	1	2	0	2
MAC151	Machining Calculations	1	2	0	2
	Humanities/Fine Arts Elective	3	0	0	3
Totals		10/11	18/20	0	18

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ENG111	Expository Writing	3	0	0	3
MAC112	Machining Technology II	2	12	0	6
MAC132	Blueprint Reading/Mach II	1	2	0	2
MAC152	Advanced Machining Calculations	1	2	0	2
MEC142	Physical Metallurgy	1	2	0	2
Totals		8	18	0	15

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
MAC121	Intro to CNC	2	0	0	2
MAC241	Jigs & Fixtures I	2	6	0	4
Totals		4	6	0	6

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
MAC113	Machining Technology III	2	12	0	6
MAC124	CNC Milling	1	3	0	2
MAC226	CNC EDM Machining	1	3	0	2
PHY121	Applied Physics I	3	2	0	4
PSY118	Interpersonal Psychology	3	0	0	3
Totals		10	20	0	17

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
MAC122	CNC Turning	1	3	0	2
MAC233	Appl in CNC Machining	2	12	0	6
MAC243	Die Making I	2	6	0	4
WLD112	Basic Welding Processes	1	3	0	2
Totals		9	24	0	17

TOTAL REQUIRED CREDITS... 73

Co-op Option: NA

BASIC MACHINING TECHNOLOGY CERTIFICATE (C50300C1) Evening/Weekend Program

Effective: Spring 2009

Revised: 12/18/08

This evening certificate program is designed to develop fundamental skills in the operation of machine tools including drilling, turning, milling, and grinding. Training in basic measuring, layout, and blueprint reading is also provided.

Completers will be prepared for employment as entry-level machine operators or machinist apprentices in area manufacturing firms.

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

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
MAC111AA	Machining Technology I	1	6	0	3
MAC114	Intro to Metrology	2	0	0	2
MAC131	Blueprint Reading/Mach I	1	2	0	2
MAC151	Machining Calculations	1	2	0	2
Totals		5	10	0	9

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
MAC111BB	Machining Technology I	1	6	0	3
MAC132	Blueprint Reading/Mach II	1	2	0	2
MAC152	ADV Machining Calc	1	2	0	2
Totals		3	10	0	7

TOTAL REQUIRED CREDITS.... 16**Co-op Option:** NA**MEDICAL OFFICE ADMINISTRATION A25310**

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology, information systems, office management, medical coding, billing and insurance, legal and ethical issues, and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Awards**Associate Degree:** Medical Office Administration (A25310)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma and 1 unit of Algebra**Diploma:** Not Applicable**Length of Program:****Prerequisite:**

Certificate: Medical Office Administration Certificate (C25310C1)

Length of Program: 2 Semesters**Prerequisite:** High School Diploma

Certificate: Medical Coding Specialist Certificate (C25310C2)

Length of Program: 3 Semesters**Prerequisite:** High School Diploma

Certificate: Dental Office Specialist Certificate (C25310C3)

Length of Program: 3 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: Denise DeDeaux

Telephone Number: (910) 678-8343

Office Location: Advanced Technology Center, Room 154A

Email: dedeauxd@faytechcc.edu

Department Office: Advanced Technology Center, Room 154

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

*Revised: 03/20/09***MEDICAL OFFICE ADMINISTRATION (A25310)**

Effective Date: Fall 2009

Revised: 02/20/09

Length: 5 Semesters**Prerequisite:** High School Diploma and 1 unit of Algebra**Award:** Associate in Applied Science**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
OST141	Med Terms I – Med Office	3	0	0	3
OST149	Medial Legal Issues	3	0	0	3
Totals		13/14	4/6	0	16

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	2	2	0	3
OST137	Office Software Applications	2	2	0	3
OST142	Med Terms II – Med Office	3	0	0	3
OST148	Med Coding, Billing & Ins	3	0	0	3
OST164	Text Editing Applications	3	0	0	3
Totals		14	6	0	17

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
	Major Elective	3	0	0	3
	Social Behavioral Science Elective	3	0	0	3
Totals		6	0	0	6

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
MED116	Introduction to A & P	3	2	0	4
OST236	Adv Word/Information Proc	2	2	0	3
OST281	Emerg Issue in Med Ofc	3	0	0	3
	Major Elective	3	0	0	3
Totals		14	4	0	16

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE111	Work Experience I	0	0	10	1
OST243	Med Office Simulation	2	2	0	3
OST285	Adv Emerg Issu in Med Ofc	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	3	0	0	3
Totals		11	2	10	13

TOTAL REQUIRED CREDITS.... 68

Co-op Option: One (1) credit hour is required. Qualified students may elect to take one (1) additional credit hour of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

MEDICAL OFFICE ADMINISTRATION (C25310C1)

Effective Date: Fall 2009

Revised: 02/20/09

Day and Evening

The Medical Office Administration certificate is designed to prepare individuals for employment in a medical office or other health-care related business.

The certificate program covers medical terminology; legal and ethical issues; medical coding, billing, and insurance; as well as, basic keyboarding and word processing.

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

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST130	Comprehensive Keyboarding	2	2	0	3
OST141	Med Terms I – Med Office	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
Totals		8	2	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST136	Word Processing	2	2	0	3
OST142	Med Terms II – Med Office	3	0	0	3
OST148	Med Coding, Billing & Insu	3	0	0	3
Totals		8	2	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**MEDICAL OFFICE ADMINISTRATION/
MEDICAL CODING SPECIALIST (C25310C2)**

Effective Date: Fall 2009

Revised: 02/20/09

Day and Evening

The Medical Coding Specialist certificate is designed to prepare individuals for employment in a medical office or other health-care related business.

The certificate program covers medical terminology; medical coding, billing and insurance; procedure and diagnostic coding and CPC coding certification. Students will learn accurate coding processes and develop skills applicable in the medical coding and billing field.

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

Length: 3 Semesters**Prerequisite:** High School Diploma**Award:** Certificate

FALL SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*OST141	Med Terms I – Med Office	3	0	0	3
**OST142	Med Terms II – Med Office	3	0	0	3
**OST148	Med Coding, Billing & Insu	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST247	Procedure Coding	1	2	0	2
OST248	Diagnostic Coding	1	2	0	2
Totals		2	4	0	4

SUMMER SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST249	CPC Certification	3	2	0	4
Totals		3	2	0	4

TOTAL REQUIRED CREDITS.... 17**Co-op Option:** NA

*1'st eight weeks

**2'nd eight weeks

**MEDICAL OFFICE ADMINISTRATION/
DENTAL OFFICE SPECIALIST CERTIFICATE
(C25310C3)**

Effective Date: Fall 2009

Revised: 02/20/09

Day and Evening

The Dental Office Specialist certificate is designed to prepare individuals for employment in a dental office or other dental-care related business.

The certificate program covers dental terminology; dental billing and coding; legal and ethical issues; and dental office management and simulation. Students will learn administrative and support functions and develop skills applicable in dental environments.

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

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST130	Comprehensive Keyboarding	2	2	0	3
OST143	Dental Office Terminology	3	0	0	3
Totals		5	2	0	6

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST147	Dental Billing and Coding	3	0	0	3
OST149	Med Legal Issues	3	0	0	3
Totals		6	0	0	6

SUMMER SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST245	Dental Office Management	2	2	0	3
OST246	Dental Office Simulation	2	2	0	3
Totals		4	4	0	6

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**NETWORKING TECHNOLOGY A25340**

The Networking Technology curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as: LAN/PC administrator, microcomputer support specialist, networks control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams, which can result in industry-recognized credentials.

Awards**Associate Degree:** Networking Technology (A25340)**Length of Program:** 5 Semesters**Prerequisite:** 2 Units of Algebra**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Microsoft Networking (C25340C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma**Certificate:** Novell Networking (C25340C2)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma**Certificate:** Cisco Networking (C25340C3)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Coordinator: Doug Jarboe
 Telephone Number: (910) 678-7353
 Office Location: Advanced Technology Center, Room 113B
 Email: jarboed@faytechcc.edu
 Department Office: Advanced Technology Center, Room 113
 Telephone: (910) 678-8347
 FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

NETWORKING TECHNOLOGY - (A25340)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: 2 Units of Algebra

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
MAT161	College Algebra	3	0	0	3
MAT161A	College Algebra Lab	0	2	0	1
NET110	Networking Concepts	2	2	0	3
NOS110	Operating system Concepts	2	3	0	3
Totals		12/13	9/11	0	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS115	Intro to Prog & Logic	2	3	0	3
COM231	Public Speaking	3	0	0	3
CTS115	Info Sys Business Concept	3	0	0	3
DBA110	Database Concepts	2	3	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
	Social/Behavioral Science Elective	3	0	0	3
Totals		15	8	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS120	Hardware/Software Support	2	3	0	3
NOS240	Novell Admin I	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		7	5	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CTS220	Adv Hard/Software Support	2	3	0	3
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
NOS130	Windows Single User	2	2	0	3
SEC110	Security Concepts	3	0	0	3
Totals		9	13	0	15

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Routing & Switching I	1	4	0	3
**NET226	Routing & Switching II	1	4	0	3
NET289	Networking Project	1	4	0	3
NOS230	Windows Admin I	2	2	0	3
	Major Elective	4	0	0	5
Totals		9	14	0	17

TOTAL REQUIRED CREDITS...76

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of other major courses upon approval of the Department Chairperson and the Co-op Director.

* First 8 weeks ** Second 8 weeks

**MICROSOFT NETWORKING CERTIFICATE
(C25340C1)**

Effective: Fall 2008

Revised: 10/22/07

The Microsoft Networking Certificate will expose the student fundamentals of networking using Microsoft operating systems. This program will also cover the core exam objectives of the Microsoft Certified Professional (MCP) exam. Students are prepared to work in the field as network technicians supporting Microsoft products.

Courses in this program can be transferred directly into Networking Technology for an Associate in Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS110	Operating System concepts	2	3	0	3
Totals		2	3	0	3

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS130	Windows Single User	2	2	0	3
Totals		3/4	4/6	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS230	Windows Admin I	2	2	0	3
Totals		2	2	0	3

TOTAL REQUIRED CREDIT.... 12

Co-op Option: NA

NOVELL NETWORKING CERTIFICATE (C25340C2)

Effective: Fall 2006

Revised: 11/04/05

The Novell Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Novell products and solutions. This program will also cover the core exam objectives of the Novell Certified Network Administrator (CNA) exam. Students are prepared to work in the field as network technicians supporting Novell products.

Courses in this program can be transferred directly into Networking Technology for an Associate in Applied Science degree.

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS110	Introduction to Computers	2	2	0	3
NOS110	Operating Systems Concepts	2	3	0	3
Totals		4	5	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
Totals		3/4	4/6	0	6

SUMMER SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
NOS220	Linux/UNIX Admin I	2	2	0	3
NOS240	Novel Admin I	2	2	0	3
Totals		4	4	0	6

Total Required Credits.... 18

Co-op Option: NA

CISCO NETWORKING CERTIFICATE (C25340C3)

Effective: Fall 2006

Revised: 11/04/05

The Cisco Networking Certificate will expose the student to fundamentals of networking and will give them the tools to deploy, operate, and troubleshoot Cisco products and solutions. This program will also cover the core exam objectives of the Cisco Certified Network Administrator (CCNA) exam. Students are prepared to work in the field as network technicians supporting Cisco products.

Courses in this program can be transferred directly into Networking Technology for an Associate in Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET125	Networking Basics	1	4	0	3
**NET126	Routing Basics	1	4	0	3
Totals		2	8	0	6

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
*NET225	Routing and Switching I	1	4	0	3
**NET226	Routing and Switching II	1	4	0	3
Totals		2	8	0	6

TOTAL REQUIRED CREDITS.... 12

Co-op Option: NA

This certificate should prepare you for the Cisco Certified Network Associate (CCNA) Examination.

*First 8 weeks **Second 8 weeks

NUCLEAR MEDICINE TECHNOLOGY A45460

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

Awards

Associate Degree: Nuclear Medicine Technology (A45460)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

1 Unit of Algebra

1 Unit of Biology

1 Unit of Chemistry

Diploma: Nuclear Medicine Technology (D45460)

Length of Program: 4 Semesters

Prerequisite: Applicants must: (1) be currently enrolled as a second level Radiography student in the FTCC Radiography program. Radiography students must graduate spring semester and obtain AART certification by the end of the fall semester of the Nuclear Medicine Program or (2) have graduated from an accredited Radiography program with a minimum of a 2.5 GPA and be currently AART certified. Or (3) Currently certified Allied Health professionals* with an Associate or Bachelor Degree are not required to complete an Associate Degree in Nuclear Medicine Technology. Allied Health professionals* must be currently certified by their certifying agency prior to registration in the Nuclear Medicine Technology Program. Associate or Bachelor Degree patient care-related Allied Health professions accepted include: Nursing, Radiography, Respiratory Therapy, Physical Therapy, Medical or Cardiac Vascular Sonography Medical Assisting and Emergency Medicine (Paramedic). The following courses will be used to determine eligibility in the competitive process and must be completed in order to enter into the Nuclear Medicine Program: BIO 168 and 169, PSY-150, and a Humanities or Fine Arts elective.

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to take the Nuclear Medicine Technology Certification Exam.

Program Information Contact:

Curriculum Chairperson: Tony Harris

Telephone Number: (919) 209-2185, (910) 678-8264

Office Location: Health Technology Center, Room 169

Email: ajharris@johnstoncc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

NUCLEAR MEDICINE TECHNOLOGY (A45460)

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: 1 Unit of Algebra, 1 Unit Biology & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
CHM135	Survey of Chemistry I	3	2	0	4
CIS110	Intro to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
NMT110	Intro to Nuclear Medicine	2	0	0	2

Totals	13/14	7/9	0	17
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SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
MAT140	Survey of Mathematics	3	0	0	3
NMT126	Nuclear Physics	2	0	0	2
NMT132	Overview-Clinical Nuc Medicine	2	0	6	4
NMT134	Nuclear Pharmacy	2	0	0	2

Totals	12	3	6	15
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SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
NMT211	NMT Clinical Practice	0	0	21	7
NMT212	Procedures for Nuc Med I	2	0	0	2
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Totals		5	0	21	12

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NMT215	Non-Imaging Instrumentation I	1	3	0	2
NMT221	NMT Clinical Practice II	0	0	21	7
NMT222	Procedures for Nuc Med II	2	0	0	2
NMT289	Nuc Med Tech Topics	2	3	0	3
		----	----	----	----
Totals		5	6	21	14

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NMT217	Radiobiology and Protection	2	0	0	2
PET110	Introduction to PET	2	0	0	2
PET112	PET Procedures	3	0	0	3
PSY150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
		----	----	----	----
Totals		13	0	0	13

TOTAL REQUIRED CREDITS.... 71**Co-op Option:** NA

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

NUCLEAR MEDICINE TECHNOLOGY (D45460)

Effective: Fall 2009

Revised: 11/20/08

Length: 4 Semesters

Prerequisite: Applicants must: (1) be currently enrolled as a second level Radiography student in the FTCC Radiography program. Radiography students must graduate spring semester and obtain AART certification by the end of the fall semester of the Nuclear Medicine Program or (2) have graduated from an accredited Radiography program with a minimum of a 2.5 GPA and be currently AART certified. Or (3) Currently certified Allied Health professionals* with an Associate or Bachelor Degree are not required to complete an Associate Degree in Nuclear Medicine Technology. Allied Health professionals* must be currently certified by their certifying agency prior to registration in the Nuclear Medicine Technology Program. Associate or Bachelor Degree patient care-related Allied Health professions accepted include: Nursing, Radiography, Respiratory Therapy, Physical Therapy, Medical or Cardiac Vascular Sonography Medical Assisting and Emergency Medicine (Paramedic). The following courses will be used to determine eligibility in the competitive process and must be completed in order to enter into the Nuclear Medicine Program: BIO 168 and 169, PSY-150, and a Humanities or Fine Arts elective.

pleted in order to enter into the Nuclear Medicine Program: BIO 168 and 169, PSY-150, and a Humanities or Fine Arts elective.

Award: Diploma**FALL SEMESTER I**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
ENG111	Expository Writing	3	0	0	3
NMT110	Intro to Nuclear Medicine	2	0	0	2
		----	----	----	----
Totals		8/9	3/5	0	10

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO169	Anatomy and Physiology II	3	3	0	4
NMT126	Nuclear Physics	2	0	0	2
NMT132	Overview-Clinical Nuc Medicine	2	0	6	4
NMT134	Nuclear Pharmacy	2	0	0	2
		----	----	----	----
Totals		9	3	6	12

SUMMER SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
NMT211	NMT Clinical Practice	0	0	21	7
NMT212	Procedures for Nuc Med I	2	0	0	2
		----	----	----	----
Totals		5	0	21	12

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NMT215	Non-Imaging Instrumentation	1	3	0	2
NMT221	NMT Clinical Practice II	0	0	21	7
NMT222	Procedures for Nuc Med II	2	0	0	2
		----	----	----	----
Totals		3	3	21	11

TOTAL REQUIRED CREDITS.... 45**Co-op Option:** NA

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

OFFICE ADMINISTRATION**A25370**

The Office Systems Technology 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 communications, 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 supervisory to middle management positions.

Awards

Associate Degree: Office Administration (A25370)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Basic Office Administration (C25370C1)

Length of Program: 2 Semesters

Prerequisite: High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Lisa Bailey

Telephone Number: (910) 678-8361

Office Location: Advanced Technology Center, Room 154D

Email: baileyl@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

E Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

OFFICE ADMINISTRATION (A25370)

Effective Date: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: High School Diploma

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
ECO151	Survey of Economics	3	0	0	3
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
OST130	Comprehensive Keyboarding	2	2	0	3
OST162	Executive Terminology	3	0	0	3
Totals		13/14	4/6	0	16

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST122	Office Computations	1	2	0	2
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	2	2	0	3
OST137	Office Software Applications	2	2	0	3
OST164	Text Editing Applications	3	0	0	3
OST184	Records Management	2	2	0	3
Totals		11	10	0	16

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST134	Text Entry & Formatting	2	2	0	3
OST138	Advanced Software Appl	2	2	0	3
Totals		4	4	0	6

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
OST133	Adv Keyboard Skill Bldg	1	2	0	2
OST223	Admin Office Transcript I	2	2	0	3
OST233	Office Publications Design	2	2	0	3
OST236	Adv Word/Information Proc	2	2	0	3
OST286	Professional Development	3	0	0	3
Totals		13	8	0	17

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE111	Co-op Work Experience I	0	0	10	1
OST135	Adv Text Entry & Format	3	2	0	4
OST165	Adv Text Editing Apps	2	2	0	3
OST284	Emerging Technologies	1	2	0	2
OST289	Administrative Office Mgt	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		11	8	10	16

Revised: 03/20/09

TOTAL REQUIRED CREDITS.... 71

Co-op Option: One (1) credit hour is required.

**BASIC OFFICE ADMINISTRATION CERTIFICATE
(C25370C1)**

Effective: Fall 2008

Revised: 11/20/08

The Basic Office Administration certificate is designed to give individuals the opportunity to acquire basic skills necessary for entry-level employment in today's modern office.

This certificate program covers keyboarding, office computations, records management, word processing, and office software applications.

Upon completion of this program, students should be able to use these basic skills for entry-level employment or transfer the course credits to the Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma

Award: Certificate

Fall Semester

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST122	Office Computations	1	2	0	2
OST130	Comprehensive Keyboarding	2	2	0	3
OST184	Records Management	2	2	0	3
Totals		5	6	0	8

SPRING SEMESTER

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
OST132	Keyboard Skill Building	1	2	0	2
OST136	Word Processing	2	2	0	3
OST137	Office Software Apps	2	2	0	3
Totals		5	6	0	8

TOTAL REQUIRED CREDITS.... 16

Co-op Option: NA

PARALEGAL TECHNOLOGY A25380

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law.

Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Awards

Associate Degree: Paralegal Technology (A25380)

Length of Program: 5 Semesters

Prerequisite: High School Diploma

Diploma: Paralegal Technology (D25380)

Length of Program: 3 semesters

Prerequisite: Bachelor's Degree

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Ann Taylor

Telephone Number: (910) 678-7379

Office Location: Cumberland Hall, Room 346B

Email: taylora@faytechcc.edu

Department Office: Cumberland Hall, Room 346A

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

PARALEGAL TECHNOLOGY (A25380)

Effective: Fall 2009

Revised: 03/17/09

Length: 5 Semesters**Prerequisite:** High School Diploma**Award:** Associate in Applied Science**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Work Exp.</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
LEX110	Intro to Paralegal Study	2	0	0	2
LEX140	Civil Litigation I	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
POL120	American Government	3	0	0	3
Totals		15/16	4/6	0	18

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Work Exp.</i>	<i>Credit</i>
ENG113	Literature Based Research	3	0	0	3
LEX120	Legal Research/Writing I	2	2	0	3
LEX130	Civil Injuries	3	0	0	3
LEX141	Civil Litigation II	2	2	0	3
LEX180	Case Analysis	1	2	0	2
LEX 210	Real Property I	3	0	0	3
OST136	Word Processing	2	2	0	3
Totals		16	8	0	20

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Work Exp.</i>	<i>Credit</i>
LEX211	Real Property II	1	4	0	3
LEX250	Wills & Estates	2	2	0	3
PHI230	Introduction to Logic	3	0	0	3
Totals		6	6	0	9

Fall Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Work Exp.</i>	<i>Credit</i>
LEX121	Legal Research/Writing II	2	2	0	3
LEX150	Commercial Law	2	2	0	3
LEX160	Criminal Law & Practice	2	2	0	3
LEX240	Family Law	3	0	0	3
LEX260	Bankruptcy & Collections	3	0	0	3
LEX283	Investigations	1	2	0	2
Totals		13	8	0	17

Spring Semester 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Work Exp.</i>	<i>Credit</i>
COE112	Co-op Work Experience I	0	0	20	2
COM231	Public Speaking	3	0	0	3
LEX270	Law Office Mgt/Technology	1	2	0	2
LEX285	Workers' Comp Law	2	0	0	2
SOC213	Sociology of the Family	3	0	0	3
Totals		9	2	20	12

TOTAL CREDITS HOURS... 76

* The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

Co-op Option: Students are required to take 2 credit hours of co-op.

PARALEGAL (D25380)

Effective: Fall 2009

Revised Date: 03/17/09

The Paralegal Diploma is a one-year program of study for those who already have a Bachelor's degree. The diploma program provides intensive practical training in a variety of areas of law. Students who desire to refine the skills acquired through a Bachelor's degree into marketable job competencies in the legal field will find this to be an excellent opportunity. A Paralegal/Legal Assistant may not practice law, give legal advice, or represent clients in a court of law.

Length: 3 Semesters**Prerequisite:** BA Degree**Award:** Diploma**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
ENG111	Expository Writing	3	0	0	3
LEX110	Introduction to Paralegal	2	0	0	2
LEX120	Legal Research/Writing I	2	2	0	3
LEX130	Civil Injuries	3	0	0	3
LEX140	Civil Litigation I	3	0	0	3
LEX180	Case Analysis & Reasoning	1	2	0	2
LEX210	Real Property I	3	0	0	3
Totals		19	6	0	22

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
LEX121	Legal Research/Writing II	2	2	0	3
LEX141	Civil Litigation II	2	2	0	3
LEX211	Real Property II	1	4	0	3
LEX250	Wills, Estates, & Trust	2	2	0	3
LEX260	Bankruptcy & Collections	3	0	0	3
OST136	Word Processing	2	2	0	3
PHI230	Introduction to Logic	3	0	0	3
Totals		15	12	0	21

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COE112	Co-op Work Experience I	0	0	20	2
LEX270	Law Office Mgt/Technology	1	2	0	2
Totals		1	2	20	4

TOTAL REQUIRED CREDITS ... 47

Co-op Option: Students are required to take 2 credit hours of co-op.

*The Paralegal Department Chairperson is responsible for awarding transfer credit for legal specialty courses.

PHARMACY TECHNOLOGY D45580

The Pharmacy Technology curriculum prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Graduates will maintain patient's records; fill prescriptions; maintain inventories, setup, package, and label medication doses; prepare solutions and intravenous additives; perform clerical duties, including insurance forms and forms required by third-party payers.

Graduates may be employed in hospitals, nursing homes, private and chain drug stores, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates will qualify to take the National Certification Examination developed by the Pharmacy Technician Certification Board.

Awards

Associate Degree: Not Applicable

Length of Program:

Prerequisite:

Diploma: Pharmacy Technology (D45580)

Length of Program: 3 Semesters

Prerequisite: High School Diploma
1 Unit of Biology
1 Unit of Algebra

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Dina Adams

Telephone Number: (910) 678-8229

Office Location: Health Technology Center, Room 253-F

Email: adamsd@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

PHARMACY TECHNOLOGY (D45580)

Effective: Fall 2009

Revised: 12/16/08

Length: 3 Semesters

Prerequisites: 1Unit Biology, 1Unit Algebra

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
*BIO106	Intro to Anat/Phys/Micro	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PHM110	Introduction to Pharmacy	3	0	0	3
PHM111	Pharmacy Practice I	3	3	0	4
PHM115	Pharmacy Calculations	3	0	0	3
PHM115A	Pharmacy Calculations Lab	0	2	0	1
Totals		11/12	9/11	0	16

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
PHM118	Sterile Products	3	3	0	4
PHM120	Pharmacology I	3	0	0	3
PHM136	Pharmacy Clinical	0	0	18	6
PHM155	Community Pharmacy	2	2	0	3
Totals		11	5	18	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
PHM125	Pharmacology II	3	0	0	3
PHM140	Trends in Pharmacy	2	0	0	2
PHM165	Pharmacy Prof Practice	2	0	0	2
PSY150	General Psychology	3	0	0	3
Totals		10	0	0	10

TOTAL REQUIRED CREDITS.... 45

Co-op Option: NA

*BIO-106 will not transfer to Associate Degree program.

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

PHLEBOTOMY C45600

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for National certification as phlebotomy technicians.

Awards

Associate Degree: Not Applicable

Length of Program:

Prerequisite:

Diploma: Not Applicable

Length of Program:

Prerequisite:

Certificate: Phlebotomy (C45600)

Length of Program: 1 Semester

Prerequisite: High School Diploma or GED

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Programmatic Accreditation:

Accredited by: National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, IL 60018-5119, (773) 714-8880

Program Information Contact:

Curriculum Chairperson: Linda Starling

Telephone Number: (910) 678-8538

Office Location: Health Technology Center, Room 201-G

Email: starlinl@faytechcc.edu

Department Office: Health Technology Center, Room 101

Telephone: (910) 678-9859

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program admits students in the fall, spring and summer semesters.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

PHLEBOTOMY (C45600)

Effective: Fall 2007

Revised: 10/06/06

Length: 1 Semester

Prerequisite: High School Graduate

Award: Certificate

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS113	Computer Basics	0	2	0	1
*PBT100	Phlebotomy Technology	5	2	0	6
*PBT101	Phlebotomy Practicum	0	0	9	3
PSY118	Interpersonal Psychology	3	0	0	3
Totals		8	4	9	13

TOTAL CREDIT HOURS.... 13

Co-op Option: NA

Note: This certificate is not approved for financial aid.

*PBT-100 and PBT-101 will not transfer to Associate Degree program.

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

PHYSICAL THERAPIST ASSISTANT (A45620)

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

Awards

Associate Degree: Physical Therapist Assistant (A45620)

Length of Program: 5 Semesters

Prerequisite: High School Diploma: satisfactory completion of 2 units of algebra, 1 unit of biology and chemistry

Diploma: None

Length of Programs:

Prerequisite:

Certificate: None

Length of Program

Prerequisite

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

N C License or Certification Information: Licensure required. Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. [A student with a felony conviction may not be eligible for licensure or employment.]

Programmatic Accreditation: Accredited by Commission on Accreditation, American Physical Therapy Association.

Program Information Contact:

Curriculum Chairperson: Elaine M. Eckel, PT, MA

Telephone Number: 678-8259

Office Location: Health Technology Center, 169F

Email: eckele@faytechcc.edu

Department Office: Health Technology Center, 169F

Telephone: 678-8264

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed only for fall admission. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: 678-8448

Child Care Financial Assistance: If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

Revised 03/27/09

PHYSICAL THERAPIST ASSISTANT (A45620)

Effective: Fall 2009

Revised: 03/27/09

Length: 5 Semesters

Prerequisites: 2 Units of Algebra, 1 Unit Biology & Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO168	Anatomy & Physiology I	3	3	0	4
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PHY125	Health Sciences Physics	3	2	0	4
PTA110	Intro to Physical Therapy	2	3	0	3
PTA130	Physical Therapy Proc I	1	6	0	3
Totals		12/13	16/18	0	19

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BIO169	Anatomy & Physiology II	3	3	0	4
BIO175	General Microbiology	2	2	0	3
PSY150	General Psychology	3	0	0	3
PTA120	Functional Anatomy	1	6	0	3
PTA140	Therapeutic Exercise	2	6	0	4
PTA150	Physical Therapy Proc II	1	6	0	3
Totals		12	23	0	20

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PTA160	Physical Therapy Proc III	2	3	0	3
PTA170	Pathophysiology	3	0	0	3
PTA180AA	PTA Clinical Ed Intro	0	0	3	1
Totals		5	3	3	7

FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY241	Developmental Psych	3	0	0	3
PTA180BB	PTA Clinical Ed Intro	0	0	6	2
PTA222	Professional Interactions	2	0	0	2
PTA240	Physical Therapy Proc IV	3	6	0	5
	Humanities/Fine Arts Elec	3	0	0	3
Totals		14	6	6	18

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PTA212	Health Care/Resources	2	0	0	2
PTA260	Adv PTA Clinical Ed	0	0	30	10
Totals		2	0	30	12

TOTAL REQUIRED CREDITS.... 76**Co-op Option:** NA

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

PLUMBING D35300

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

Awards**Diploma:** Plumbing (D35300)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma**Certificate:** Basic Plumbing Certificate (C35300C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: Stewart T. Ditch

Telephone Number: (910) 678-8522

Office Location: Cumberland Hall Room 334

Email: ditches@faytechcc.edu

Department Office: Cumberland Hall Room 334

Telephone: (910) 678-8357

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A Student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information: If in need of assistance. See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03//26/09

PLUMBING (D35300)

Effective: Fall 2007

Revised: 10/06/06

Length: 3 Semesters**Prerequisite:** High School Diploma**Award:** Diploma**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BPR130	Blueprint Reading/Const	1	2	0	2
PLU110	Modern Plumbing	4	15	0	9
PLU140	Intro to Plumbing Codes	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
Totals		9/10	19/21	0	17

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS113	Computer Basics	0	2	0	1
*ENG101	Applied Communications I	3	0	0	3
PLU120	Plumbing Applications	4	15	0	9
PLU150	Plumbing Diagrams	1	2	0	2
WLD112	Basic Welding Processes	1	3	0	2
Totals		9	22	0	17

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PLU130	Plumbing Systems	3	9	0	6
	Major Elective	3	0	0	3
Totals		6	9	0	9

TOTAL REQUIRED CREDITS.... 43

*ENG-101 will not transfer to Associate Degree program.

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education provided they acquire approval from the Co-op Director and the Department Chairperson.

BASIC PLUMBING CERTIFICATE (C35300C1)**Evening/Weekend Program**

Effective: Fall 2006

Revised: 07/18/06

This evening certificate program is designed to prepare individuals for entry-level positions in plumbing. Course work includes fundamental practices in plumbing assembly and repair and in basic plumbing codes.

Opportunities for employment as plumbing assistants and as parts supply clerks exist throughout the area.

Courses in this program can be transferred directly into the Plumbing diploma curriculum.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
BPR130	Blueprint Reading/Const	1	2	0	2
PSY118	Interpersonal Psychology	3	0	0	3
PLU110AA	Modern Plumbing	3	6	0	5

Totals	7	8	0	10
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Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
PLU110BB	Modern Plumbing	1	9	0	4
PLU140	Intro to Plumbing Codes	1	2	0	2

Totals	2	11	0	6
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TOTAL REQUIRED CREDITS.... 16**Co-op Option:** NA**POSTAL SERVICE TECHNOLOGY A55340**

The Postal Service Technology curriculum is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

Students will study postal organization, mail processing, operations, employee and customer services, mail delivery and collection, problem analysis, related business and management subjects, and general education courses.

Graduates of the program will be prepared to work in a variety of positions.

Awards**Associate Degree:** Postal Service Technology (A55340)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Postal Service Technology (C55340C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Coordinator: Dennis Sheridan

Telephone Number: (910) 678-8292

Office Location: Cumberland Hall, Room 377Q

Email: sheridad@faytechcc.edu

Department Office: Cumberland Hall, Room 377

Telephone: (910) 678-8292

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/20/09

POSTAL SERVICE TECHNOLOGY (A55340)

Effective: Fall 2007

Revised: 10/06/06

Length: 5 Semesters**Prerequisite:** High School Diploma**Award:** Associate in Applied Science**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

BUS110	Introduction to Business	3	0		3
CIS111	Basic PC Literacy	1	2	0	2
ENG111	Expository Writing	3	0	0	3
MAT115	Mathematical Models	2	2	0	3
POS110	POS History & Organization	3	0	0	3
Totals		12/13	4/6	0	15

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS121	Business Math	2	2	0	3
BUS135	Principles of Supervision	3	0	0	3
POS115	Processing and Distribution	3	0	0	3
POS120	Postal Operations Support	3	0	0	3
	Humanities/Fine Art Elec	3	0	0	3
	Major Elective	3	0	0	3
Totals		17	2	0	18

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS162	MM Presentation Software	2	2	0	3
	Major Elective	6	0	0	6
Totals		8	2	0	9

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ACC120	Prin of Financial Accounting	3	2	0	4
BUS115	Business Law I	3	0	0	3
ECO251	Prin of Microeconomics	3	0	0	3
POS125	Postal Delivery/Collection	3	0	0	3
POS130	Postal Support & Finance	3	0	0	3
Totals		15	2	0	16

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS116	Business Law II	3	0	0	3
BUS137	Principles of Management	3	0	0	3
BUS153	Human Resource Management	3	0	0	3
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
ECO252	Prin of Macroeconomics	3	0	0	3
POS135	Officer-in-Charge Training	3	0	0	3
Totals		18	0	0	18

TOTAL REQUIRED CREDITS.... 76**Co-op Option: NA****POSTAL SERVICE TECHNOLOGY CERTIFICATE**

(C55340C1)

Effective: Fall 2008

Revised: 10/22/07

The Postal Service Technology certificate is designed to provide opportunities for advancement for present and future employees of the US Postal Service.

This certificate program covers basic postal organization; mail processing, operations, employee and customer services, mail delivery and collection.

Upon completion of this program, students should be prepared to work in a variety of positions or transfer the course credits to the Postal Service Technology program for an Associate of Applied Science degree.

Length: 2 Semesters/Night Classes Sequence**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER**

Prefix No.	Title	Class	Lab	Clinical	Credit
POS110	POS History & Organization	3	0	0	3
POS125	Postal Delivery/Collection	3	0	0	3
POS130	Postal Support & Finance	3	0	0	3
Totals		9	0	0	9

SPRING SEMESTER

Prefix No.	Title	Class	Lab	Clinical	Credit
POS115	Processing and Distribution	3	0	0	3
POS120	Postal Operations Support	3	0	0	3
POS135	Officer-in-Charge Training	3	0	0	3
Totals		9	0	0	9

TOTAL REQUIRED CREDITS...18**Co-op Option: NA****PRACTICAL NURSING****D45660**

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

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

Awards**Associate Degree:** Not Applicable**Length of Program:****Prerequisite:****Diploma:** Practical Nursing (D45660)**Length of Program:** 3 semesters**Prerequisite:** 1 Unit of Biology, 1 Unit of Algebra, 1 Unit of Chemistry

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: Graduates are eligible to take the National Council Licensure Examination. (NCLEX – PN)

Programmatic Accreditation:

Approved by: National League for Nursing North Carolina Board of Nursing, 61 Broadway, P.O. Box 2129, New York, NY 10006 or Raleigh, NC 27602, 1 (800) 669-1656, 1 (919) 782-3211.

Program Information Contact:

Program Coordinator: Sandra Monroe

Department Office: Health Technology Center, Room 169

Telephone Number: (910) 678-8355

Telephone: (910) 678-8392

Office Location: HTC, Room 169H

FTCC Web Site: www.faytechcc.edu

Email: monroes@faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

89% pass rate on 2008 State Board Licensure Exam with a three-year average of 94%.

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

*Graduates available to work as LPN upon successful completion of licensure examination.

Revised: 03/23/09

PRACTICAL NURSING (DIPLOMA) (D45660)

Effective: Fall 2006

Revised: 10/03/05

Length: 3 Semesters

Prerequisites: 1 Unit Biology, Algebra & Chemistry

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO163	Basic Anat & Physiology	4	2	0	5
*NUR101	Practical Nursing I	7	6	6	11
*NUR102AA	Practical Nursing II	2	0	0	2
Totals		14	8	6	19

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIS113	Computer Basics	0	2	0	1
*NUR102BB	Practical Nursing II	6	0	12	10
*NUR103AA	Practical Nursing II	2	0	3	3
PSY110	Life Span Development	3	0	0	3
Totals		11	2	15	17

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing	3	0	0	3
*NUR103BB	Practical Nursing III	4	0	9	7
Totals		7	0	9	10

TOTAL REQUIRED CREDITS.... 46

Co-op Option: NA

*NUR-101, NUR-102 and NUR-103 will not transfer to Associate Degree program.

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

*ACA 115 is recommended in addition to ACA 111 for students interested in bridging into the ADN program.

RADIOGRAPHY

A45700

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body. Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Awards**Associate Degree:** Radiography (A45700)**Length of Program:** 5 Semesters**Prerequisite:** High School Diploma, 2 Units of Algebra, 1 Unit of Biology, 1 Unit of Chemistry**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:****Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.**License or Certification Information:** 100% pass rate of graduates for the American Registry of Radiologic Technologists. Students with a felony conviction may have limited certification and employment opportunities.**Programmatic Accreditation:** Joint Review Committee on Education in Radiologic Technology**Program Information Contact:**

Curriculum Chairperson: Anita McKnight

Telephone Number: (910) 678-8303

Office Location: Health Technology Center, Room 201-D

Email: mcknighta@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-8264

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.**RADIOGRAPHY (A45700)**

Effective: Fall 2006

Revised: 10/03/05

Length: 5 Semesters**Prerequisites:** 2 Units Algebra, 1 Unit Biology, and Chemistry**Award:** Associate in Applied Science**FALL SEMESTER 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
BIO168	Anatomy and Physiology I	3	3	0	4
ENG111	Expository Writing	3	0	0	3
RAD110	RAD Intro & Patient Care	2	3	0	3
RAD111	RAD Procedures I	3	3	0	4
RAD151	RAD Clinical Ed I	0	0	6	2
Totals		12	9	6	17

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO169	Anatomy and Physiology II	3	3	0	4
CIS113	Computer Basics	0	2	0	1
ENG115	Oral Communication	3	0	0	3
or					
COM231	Public speaking	3	0	0	3
RAD112	RAD Procedures II	3	3	0	4
RAD121	Radiographic Imaging I	2	3	0	3
RAD161	RAD Clinical Ed II	0	0	15	5
Totals		11	11	15	20

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
RAD122	Radiographic Imaging II	1	3	0	2
RAD131	Radiographic Physics I	1	3	0	2
RAD171	RAD Clinical Ed III	0	0	12	4
Totals		2	6	12	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY150	General Psychology	3	0	0	3
RAD211	RAD Procedures III	2	3	0	3
RAD231	Radiographic Physics II	1	3	0	2
RAD241	Radiobiology/Protection	2	0	0	2
RAD251	RAD Clinical Ed IV	0	0	21	7
RAD281	RAD Clinical Elective	0	0	3	1
Totals		8	6	24	18

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
RAD245	RAD Quality Management	1	3	0	2
RAD261	RAD Clinical Ed V	0	0	21	7
RAD271	Radiography Capstone	0	3	0	1
	Humanities/Fine Arts Elective	3	0	0	3
Totals		4	6	21	13

TOTAL REQUIRED CREDITS.... 76**Co-op Option:** NA

Revised: 03/23/09

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

RESPIRATORY THERAPY A45720

The Respiratory Therapy curriculum prepares individuals to function as Respiratory Care Technicians and/or Respiratory Care Therapists. In these roles, individuals perform diagnostic testing, treatment, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner Examination.

Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

Awards

Associate Degree: Respiratory Therapy (A45720)

Length of Program: 5 Semesters

Prerequisites: 1 Unit of Algebra, 1 Unit of Biology, 1 Unit of Chemistry

Diploma: None

Length of Program:

Prerequisite:

Certificate: None

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information Contact:

NBRC Executive Office	or	NC Respiratory Care Board
8310 Nieman Road		1100 Navaho Drive
Lenexa, KS 66214-1579		Suite 242
NBRC-info@nbrc.org		Raleigh, NC 27609

Program Information Contact:

Curriculum Chairperson: John Holloman
 Department Office: Health Technology Center Room 169-F
 Telephone Number: (910) 678-8316
 Telephone: (910) 678-8264
 Office Location: Health Technologies Center, Room 201-H
 FTCC Web Site: www.faytechcc.edu
 Email: hollomaj@faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

RESPIRATORY THERAPY (A45720)

Effective: Fall 2009

Revised: 02/20/09

Length: 5 Semesters

Prerequisites: 1 Unit Algebra, 1 Unit Biology, and Chemistry

Award: Associate in Applied Science

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy and Physiology	4	2	0	5
ENG111	Expository Writing	3	0	0	3
RCP110	Intro to Respiratory Care	3	3	0	4
RCP113	RCP Pharmacology	2	0	0	2
RCP132	RCP Clinical Practice I	0	0	6	2
Totals		12/13	5/7	6	17

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS111	Basic PC Literacy	1	2	0	2
RCP111	Therapeutics/Diagnostics	4	3	0	5
RCP114	C-P Anatomy and Physiology	3	0	0	3
RCP143	RCP Clinical Practice II	0	0	9	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		11	5	9	16

SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
RCP115	C-P Pathophysiology	2	0	0	2

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

RCP152	RCP Clinical Practice III	0	0	6	2
RCP223	Special Practice Lab	0	3	0	1
Totals		5	3	6	8

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
RCP210	Critical Care Concepts	3	3	0	4
RCP214	Neonatal/Ped's RC	1	3	0	2
RCP236	RCP Clinical Practice IV	0	0	18	6
Totals		4	6	18	12

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
PSY150	General Psychology	3	0	0	3
RCP211	Adv. Monitoring/Procedures	3	3	0	4
RCP215	Career Prep – ADV Level	0	3	0	1
RCP248	RCP Clinical Practice V	0	0	24	8
Totals		6	6	24	16

TOTAL REQUIRED CREDITS.... 69**Co-op Option: NA**

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

SPEECH-LANGUAGE**PATHOLOGY ASSISTANT A45730**

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed Speech-Language Pathologist, who evaluates, diagnosis, and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language, and hearing disorders and in following written protocols designed to remediate individual communication problems. Supervised field experience includes working with patients of various ages and various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologist and Audiologist and must be supervised by a licensed Speech-Language Pathologist. They may be employed in healthcare or education settings.

Awards

Associate Degree: Associate in Applied Science (A45730)

Length of Program: 5 Semesters

Prerequisite: Algebra I & 1 Unit of Biology

Diplomas: Not Applicable

Length of Program:

Prerequisite:

Certificate: Not Applicable

Length of Program:

Prerequisite:

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Michelle Holmes

Telephone Number: (910) 678-8492

Office Location: Health Technology Center, Room 169-L

Email: holmesm@faytechcc.edu

Department Office: Health Technology Center, Room 169

Telephone: (910) 678-9859

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

SPEECH LANGUAGE PATHOLOGY ASSISTANT

(A45730)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisites: Algebra I & Biology

Award: Associate in Applied Science

Fall Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
PSY150	General Psychology	3	0	0	3
SLP111	Ethics and Standards for SLPAs	3	0	0	3
SLP140	Normal Communication	3	0	0	3
Totals		16/17	4/6	0	19

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
COM120	Interpersonal Communication	3	0	0	3
ENG114	Profess. Research & Reporting	3	0	0	3
or					
ENG115	Oral Communication	3	0	0	3
PSY241	Developmental Psychology	3	0	0	3
SLP112	SLPA Anatomy and Physiology	3	0	0	3
SLP130	Phonetics & Speech Patterns	2	2	0	3
Totals		14	2	0	15

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
MAT115	Mathematical Models	2	2	0	3
PSY265	Behavior Modification	3	0	0	3
SLP120	SLPA Admin. Proced. & Mgt.	2	0	0	2
Totals		7	2	0	8

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ASL111	Elementary ASL I	3	0	0	3
SLP211	Developmental Disorders	3	2	0	4
SLP212	Acquired Disorders	3	2	3	5
Totals		9	4	3	12

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
SLP220	Assistive Technology	1	2	0	2
SLP230	SLPA Fieldwork	0	0	12	4
SLP231	SLPA Fieldwork Seminar	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
Totals		7	2	12	12

TOTAL REQUIRED CREDITS.... 66**Co-op Option:** NA

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

SURGICAL TECHNOLOGY A45740

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare sup-

plies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units. Completion of the degree is recommended since it prepares the graduate for advanced placement in the Surgical Environment.

Awards**Associate Degree:** Associate in Applied Science (A45740)**Length of Program:** 5 Semesters**Prerequisite:** 1 Unit of Biology and 1 Unit Algebra**Diploma:** Surgical Technology (D45740)**Length of Program:** 3 Semesters**Prerequisite:** 1 Unit of Biology and 1 Unit Algebra**Diploma:** Surgical Technology (D45740B)**Length of Program:** 2 Semesters

Prerequisite: 1 Unit of Biology and 1 Unit Algebra, Current Surgical Technologist, Documented 1000 hrs. or more working experience, Documentation of having independently scrubbed on 125 cases, 2 letters of recommendation from former and/or current supervisors.

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

Programmatic Accreditation:

Accredited by: Accreditation Review Committee on Education in Surgical Technology, 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, (303) 694-9262, www.arcst.org

Program Information Contact:

Curriculum Chairperson: Terry Herring

Telephone Number: (910) 678-8358

Office Location: Health Technologies Center, Room 201E

Email: herringt@faytechcc.edu

Department Office: Health Technologies Center, Room 101

Telephone: (910) 678-9859

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson. Students should apply by January 30th. Specific health program admission requirements must be met before a student is eligible for admission.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/23/09

SURGICAL TECHNOLOGY (A45740)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters

Prerequisite: 1 Unit of Biology and 1 Unit of Algebra

Award: Associate Degree in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
ACA115	Success & Study Skills	0	2	0	1
BIO163	Basic Anatomy & Physiology	4	2	0	5
CIS113	Computer Basics	0	2	0	1
ENG111	Expository Writing	3	0	0	3
SUR110	Intro to Surg Tech	3	0	0	3
SUR111	Periop Patient Care	5	6	0	7
Totals		15/16	10/12	0	20

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
PSY150	General Psychology	3	0	0	3
SUR122	Surgical Procedures I	5	3	0	6
SUR123	SUR Clinical Practice I	0	0	21	7
Totals		10	5	21	19

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SUR134	Surgical Procedures II	5	0	0	5
SUR135	SUR Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
Totals		6	0	12	10

FALL SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG114	Prof Research & Reporting	3	0	0	3
COM231	Public Speaking	3	0	0	3
	Humanities/Elective	3	0	0	3
	Math/Science/Elective	3	0	0	3
Totals		12	0	0	12

SPRING SEMESTER 2

Prefix No.	Title	Class	Lab	Clinical	Credit
BUS137	Principles of Management	3	0	0	3
ECO151	Survey of Economics	3	0	0	3
SUR210	Advanced SUR Clinical Practice	0	0	6	2
SUR211	Advanced Theoretical Concepts	2	0	0	2
Totals		8	0	6	10

TOTAL REQUIRED CREDITS... 71

Co-op Options: NA

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

SURGICAL TECHNOLOGY (D45740)

Effective: Fall 2008

Revised: 10/22/07

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.

Graduates of this program will be eligible to apply to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Length: 3 Semesters

Prerequisite: 1 Unit Biology and 1 Unit Algebra

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
ENG111	Expository Writing	3	0	0	3
SUR110	Intro to Surg Tech	3	0	0	3
SUR111	Periop Patient Care	5	6	0	7
Totals		15	8	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	Surgical Procedures I	5	3	0	6
SUR123	SUR Clinical Practice I	0	0	21	7
Totals		10	7	21	20

SUMMER SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SUR134	Surgical Procedures II	5	0	0	5
SUR135	SUR Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
Totals		6	0	12	10

TOTAL REQUIRED CREDITS.... 48**Co-op Option:** NA

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

It is strongly recommended that students take the ACA 111 College Student Success course either before starting the program or as an excess elective course. ACA 111 is required for the AAS in Surgical Technology.

SURGICAL TECHNOLOGY (D45740B)

Effective: Fall 2008

Revised: 10/22/07

The Accelerated Alternate Delivery (AAD) Program was developed to assist non-certified currently practicing Surgical Technologists obtain the educational background required to sit for the Certification Examination with the NBSTSA (National Board of Surgical Technology and Surgical Assisting).

Surgical Technologists interested in this program must fit into one of the following categories:

1. On the job trained Surgical Technologists who completed training before March 1, 2000.
2. Military trained.
3. Formerly trained Surgical Technologists who completed their education from a non-Commission on Accreditation of the Allied Health Programs (CAAHEP) accredited program in Surgical Technology.

Graduates of this program will be eligible to apply to take the NBSTSA (National Board of Surgical Technology and Surgical Assisting) Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Length: 2 Semesters

Prerequisite: 1 Unit of Biology and 1 Unit of Algebra, Current Surgical Technologist, Documented 1000 hours working experience as a Surgical Technologist, Documentation of having independently scrubbed on 125 surgical cases, 2 Letters of Recommendation from former and/or current supervisors

Award: Diploma

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO163	Basic Anat & Physiology	4	2	0	5
ENG111	Expository Writing	3	0	0	3
SUR110	**Intro to Surg 1st 8 wks	3	0	0	3
SUR111	**Periop Patient Care 2nd 8 wks	5	6	0	7
Totals		15	8	0	18

SPRING SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
BIO175	General Microbiology	2	2	0	3
CIS113	Computer Basics	0	2	0	1
PSY150	General Psychology	3	0	0	3
SUR122	**Surgical Procedures 1st 8 wks	5	3	0	6
SUR134	**Surgical Procedures II 2nd 8 wks	5	0	0	5
Totals		15	7	0	18

EXPERIENTIAL CREDIT

Prefix No.	Title	Class	Lab	Clinical	Credit
ENG111	Expository Writing (Recommended if student wishes AAS degree or higher)				

SUR123	Clinical Practice I	0	0	21	7
SUR135	Clinical Practice II	0	0	12	4
SUR137	Prof Success Prep	1	0	0	1
Totals		1	0	33	12

TOTAL REQUIRED CREDITS.... 48**Co-op Option:** NA

**All surgical courses (SUR) are taught online.

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

SURVEYING TECHNOLOGY A40380

The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

Awards**Associate Degree:** Surveying Technology (A40380)**Length of Program:** 5 Semesters**Prerequisite:** 2 Units of Algebra**Diploma:** Not Applicable**Length of Program:****Prerequisite:****Certificate:** Not Applicable**Length of Program:****Prerequisite:****Cooperative Education Requirements/Opportunities:** For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.**License or Certification Information:** None Required**Program Information Contact:**

Program Coordinator: Tony P. Hayes

Telephone Number: (910) 678-8458

Office Location: Advanced Technology Center, Room 244C

Email: hayest@faytechcc.edu

Department Office: Advanced Technology Center, Room 244

Telephone: (910) 678-8458

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.**Scholarship/Financial Aid Information:** Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448**Child Care Financial Assistance Information:**

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

Revised: 03/26/09

SURVEYING TECHNOLOGY (A40380)

Effective: Fall 2008

Revised: 10/22/07

Length: 5 Semesters**Prerequisite:** 2 Units of Algebra**Award:** Associate in Applied Science**Fall Semester 1**

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
CIV125	Civil/Surveying CAD	1	6	0	3
EGR115	Intro to Technology	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT171	Precalculus Algebra	3	0	0	3
MAT171A	Precalculus Algebra Lab	0	2	0	1
PSY150	General Psychology	3	0	0	3
Totals		12/13	13/15	0	18

Spring Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV110	Statics/Strength of Materials	2	6	0	4
GIS161	Intro to Comp/BASIC & C++	1	4	0	3
MAT172	Precalculus Trigonometry	3	0	0	3
MAT172A	Precalculus Trig Lab	0	2	0	1
SRV110	Surveying I	2	6	0	4
	Major Elective	2	2/3	0	3
Totals		10	20/21	0	18

Summer Semester 1

Prefix No.	Title	Class	Lab	Clinical	Credit
SRV111	Surveying II	2	6	0	4
SRV220	Surveying Law	2	2	0	3
Totals		4	8	0	7

Fall Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
CIV111	Soils and Foundations	2	3	0	3
CIV211	Hydraulics and Hydrology	2	3	0	3
CIV230	Construction Estimating	2	3	0	3
PHY151	College Physics	3	2	0	4
SRV210	Surveying III	2	6	0	4
Totals		11	17	0	17

Spring Semester 2

Prefix No.	Title	Class	Lab	Clinical	Credit
COM231	Public Speaking	3	0	0	3
SRV230	Subdivision Planning	1	6	0	3
SRV240	Topo/Site Surveying	2	6	0	4
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	2	2/3	0	3
Totals		11	14/15	0	16

TOTAL REQUIRED CREDITS.... 76**Co-op Option:** Qualified students may elect to take up to six (6) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

WEB TECHNOLOGIES A25290

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, web-sites, web services, and related areas of distributed computing.

Awards

Associate Degree: Web Technologies (A25290)

Length of Program: 5 Semesters

Prerequisite: High School Diploma and Algebra I

Diploma: Simulation Modeling Technician Diploma

Length of Program: 3 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Basics Certificate (C25290C1)

Length of Program: 3 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Programming Certificate (C25290C2)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Management Certificate (C25290C3)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Back-Office Certificate (C25290C4)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Server Side Web Programming Certificate (C25290C5)

Length of Program: 3 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Web Database Certificate (C25290C6)

Length of Program: 3 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: SGD Basics Certificate (C25290C7)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Certificate: Interactive 3D Certificate (C25290C8)

Length of Program: 2 Semesters

Prerequisite: High School Diploma and Algebra I

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required

Program Information Contact:

Curriculum Chairperson: Kenneth R. Kleiner

Telephone Number: (910) 678-8572

Office Location: ATC 113

Email: kleinerk@faytechcc.edu

Department Office: Advanced Technology Center, Room 113

Telephone: (910) 678-8347

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126, Telephone: (910) 678-8448

Child Care Financial Assistance Information:

Child Care Associate, Student Center, Room 142, Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted to the program.

Revised: 03/20/09

WEB TECHNOLOGIES (A25290)

Effective: Fall 2009

Revised: 11/20/08

Length: 5 Semesters

Prerequisite: High School Diploma and Algebra I

Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	Title	Class	Lab	Clinical	Credit
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
WEB111	Intro to Web Graphics	2	2	0	3
Totals		9/10/11/13/15	0	16	

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DBA110	Database Concepts	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3
NOS110	Operating System Concepts	2	3	0	3
WEB115	Web Markup and Scripting	2	2	0	3
WEB120	Intro Internet Multimedia	2	2	0	3

Totals	14	10	0	18
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SUMMER SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
CTS115	Info Sys Business Concept	3	0	0	3

Totals	6	0	0	6
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FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SEC110	Security Concepts	3	0	0	3
WEB140	Web Development Tools	2	2	0	3
WEB210	Web Design	2	2	0	3
	Major Elective	2	2	0	3
	Social/Behavioral Elective	3	0	0	3

Totals	12	6	0	15
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SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
WEB182	PHP Programming	2	2	0	3
WEB230	Implementing Web Serv	2	2	0	3
WEB250	Database Driven Websites	2	2	0	3
	Humanities/Fine Arts Elective	3	0	0	3
	Major Elective	2	2	0	3

Totals	11	8	0	15
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TOTAL REQUIRED CREDITS.... 70

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

**SIMULATION MODELING TECHNICIAN DIPLOMA
(D25290)**

Effective: Fall 2009

Revised: 11/20/08

Length: 3 Semesters

Prerequisite: High School Diploma and Algebra I

Award: Diploma

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS110	Introduction to Computers	2	2	0	3

CIS115	Intro to Prog & Logic	2	3	0	3
SGD114	3D Modeling	2	3	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
WEB111	Intro to Web Graphics	2	2	0	3

Totals	10/11	12/14	0	16
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SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DBA110	Database Concepts	2	3	0	3
ENG111	Expository Writing	3	0	0	3
MAT140	Survey of Mathematics	3	0	0	3
SGD113	SGD Programming	2	3	0	3
WEB115	Web Markup and Scripting	2	2	0	3
WEB120	Intro Internet Multimedia	2	2	0	3

Totals	14	10	0	18
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FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
COM231	Public Speaking	3	0	0	3
GIS111	Introduction to GIS	2	2	0	3
SGD214	3D Modeling II	2	3	0	3
	Major Elective	4	5	0	5

Totals	11	10	0	14
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TOTAL REQUIRED CREDITS.... 48

Co-op Option: Qualified students may elect to take up to three (3) credit hours of Cooperative Education in lieu of a Major elective provided they acquire approval from the Co-op Director and the Department Chairperson.

WEB BASICS CERTIFICATE (C25290C1)

Effective: Fall 2009

Revised: 11/20/08

Students learn the basics of web design using HTML/XHTML. They are taught the principles of web page design. They are also introduced to various web design software packages (i.e. Front-Page and Dreamweaver).

Length: 3 Semesters

Prerequisite: High School Diploma

Award: Certificate

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
WEB110	Internet/Web Fund	2	2	0	3
WEB111	Intro to Web Graphics	2	2	0	3

Totals	4	4	0	6
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SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
WEB120	Intro Internet Multimedia	2	2	0	3

Totals	4	4	0	6
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FALL SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
WEB140	Web Development Tools	2	2	0	3
WEB210	Web Design	2	2	0	3
Totals		4	4	0	6

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**WEB PROGRAMMING CERTIFICATE (C25290C2)**

Effective: Fall 2009

Revised: 11/20/08

Students are introduced to the basics of programming for the Internet. Emphasis is given to JavaScript.

Length: 2 Semesters**Prerequisite:** High School Diploma and Algebra 1**Award:** Certificate**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
CIS115	Intro to Prog & Logic	2	3	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
Totals		6	7	0	9

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
WEB115	Web Markup and Scripting	2	2	0	3
Totals		2	2	0	3

TOTAL REQUIRED CREDITS.... 12**Co-op Option:** NA**WEB MANAGEMENT CERTIFICATE (C25290C3)**

Effective: Fall 2009

Revised: 11/20/08

Students are introduced to the basics of the Internet. Students are taught the basics of web site management, allowing transfer of websites from one server to another, with minimal changes required by the site. Students are taught how to set up web servers, ftp servers, email servers, etc.

Length: 2 Semesters**Prerequisite:** High School Diploma and Algebra 1**Award:** Certificate**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
WEB110	Internet/Web Fundamentals	2	2	0	3
Totals		5/6	6/8	0	9

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NOS110	Operating System Concepts	2	3	0	3
SEC110	Security concepts	3	0	0	3
WEB230	Implementing Web Serv	2	2	0	3
Totals		7	5	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA**WEB BACK-OFFICE CERTIFICATE (C25290C4)**

Effective: Fall 2009

Revised: 11/20/08

Students are introduced to the basics of operating systems and networking concepts. They are given further information specific to at least two different operating systems. They are introduced to some of the different protocols in use on the Internet.

Length: 2 Semesters**Prerequisite:** High School Diploma and Algebra 1**Award:** Certificate**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
ITN150	Internet Protocols	2	2	0	3
SEC110	Security Concepts	3	0	0	3
Totals		7	4	0	9

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
NET110	Networking Concepts	2	2	0	3
or					
NET125	Networking Basics	1	4	0	3
NOS110	Operating System Concepts	2	3	0	3
NOS120	Linux/UNIX Single User	2	2	0	3
Totals		5/6	7/9	0	9

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

SERVER SIDE WEB PROGRAMMING CERTIFICATE (C25290C5)

Effective: Fall 2009

Revised: 11/20/08

Students are exposed to server-based programming languages. Emphasis is placed on those languages that enhance or add functionality to the website.

Length: 3 Semesters**Prerequisite:** High School Diploma and Algebra 1**Award:** Certificate

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS115	Intro to Prog & Logic	2	3	0	3
Totals		2	3	0	3

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC151	JAVA Programming	2	3	0	3
SEC110	Security Concepts	3	0	0	3
Totals		5	3	0	6

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CSC258	JAVA Enterprise Programs	2	3	0	3
WEB180	Active Server Pages	2	2	0	3
WEB182	PHP Programming	2	2	0	3
Totals		6	7	0	9

TOTAL REQUIRED CREDITS... 18**Co-op Option:** NA

WEB DATABASE CERTIFICATE (C25290C6)

Effective: Fall 2009

Revised: 11/20/08

Students learn the basics of web design using HTML/XHTML. They are taught the principles of web page design. They are also introduced to various web design software packages (i.e. Front-Page and Dreamweaver).

Length: 3 Semesters**Prerequisite:** High School Diploma**Award:** Certificate

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
WEB110	Internet/Web Fund	2	2	0	3
WEB120	Intro Internet Multimedia	2	2	0	3
Totals		6	6	0	9

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DBA110	Database Concepts	2	3	0	3
WEB140	Web Development Tools	2	2	0	3
Totals		4	5	0	6

SPRING SEMESTER 2

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
WEB250	Database Driven Websites	2	2	0	3
Totals		2	2	0	3

TOTAL REQUIRED CREDITS.... 18**Co-op Option:** NA

SGD BASICS CERTIFICATE (C25290C7)

Effective: Fall 2009

Revised: 11/20/08

Students learn the basics of web design using HTML/XHTML. They are taught the principles of web page design. They are also introduced to various web design software packages (i.e. Front-Page and Dreamweaver).

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate

FALL SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS110	Introduction to Computers	2	2	0	3
SGD111	Introduction to SGD	2	3	0	3
SGD112	SGD Design	2	3	0	3
Totals		6	8	0	9

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
SGD113	SGD Programming	2	3	0	3
Totals		2	3	0	3

TOTAL REQUIRED CREDITS.... 12**Co-op Option:** NA

INTERACTIVE 3D CERTIFICATE (C25290C8)

Effective: Fall 2009

Revised: 11/20/08

Students learn the basics Interactive 3d. They are taught the principles of 3d modeling, Geographic Information Systems, and programming. They are introduced to 2d and 3d editing software, and programming tools.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**FALL SEMESTER 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
DFT151	CAD I	2	3	0	3
SGD114	3D Modeling	2	3	0	3
WEB111	Intro to Web Graphics	2	2	0	3
Totals		6	8	0	9

SPRING SEMESTER 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
SGD113	SGD Programming	2	3	0	3
SGD172	Virtual SG Environments	2	3	0	3
Totals		5	6	0	7

TOTAL REQUIRED CREDITS.... 16**Co-op Option:** NA**WELDING TECHNOLOGY D50420**

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

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

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metal-working industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Awards**Associate Degree:** Not Applicable**Length of Program:****Prerequisite:****Diploma:** Welding Technology (D50420)**Length of Program:** 3 Semesters**Prerequisite:** High School Diploma**Certificate:** Basic Welding Technology Certificate (C50420C1)**Length of Program:** 2 Semesters**Prerequisite:** High School Diploma

Cooperative Education Requirements/Opportunities: For cooperative education requirements/opportunities please see the appropriate Program Edplan and/or Sequencing sheet.

License or Certification Information: None Required**Program Information Contact:**

Curriculum Chairperson: TBA

Telephone Number: (910) 678-1031

Office Location: Lafayette Hall, Room 149A

Email: canadyr@faytechcc.edu

Department Office: Lafayette Hall, Room 120

Telephone: (910) 678-8383

FTCC Web Site: www.faytechcc.edu

Application Deadlines: The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

Scholarship/Financial Aid Information: Scholarships are available. Financial Aid Office, Student Center, Room 126; Telephone: (910) 678-8448

Child Care Financial Assistance Information:

See Child Care Associate, Student Center, Room 142; Telephone: (910) 678-8486/8387

Employment Statistics:

For employment statistics please see the FTCC Job Placement page at: www.faytechcc.edu/job_placement

ATTENTION: If you have missed a fall or spring semester, you must see a counselor to be readmitted into your program.

*Revised: 03/26/09***WELDING TECHNOLOGY (D50420)**

Effective: Fall 2007

Revised: 10/06/06

Length: 3 Semesters**Prerequisite:** High School Diploma**Award:** Diploma**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
or					
ACA115	Success & Study Skills	0	2	0	1
CIS113	Computer Basics	0	2	0	1
PSY118	Interpersonal Psychology	3	0	0	3
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
WLD141	Symbols & Specifications	2	2	0	3
WLD143	Welding Metallurgy	1	2	0	2
Totals		9/10	18/20	0	17

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
*ENG101	Applied Communications I	3	0	0	3
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD131	GTAW (Tig) Plate	2	6	0	4
Totals		8	21	0	15

Summer Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
WLD261	Certification Practices	1	3	0	2
WLD262	Inspection & Testing	2	2	0	3
	Major Elective	3	0	0	3
Totals		6	5	0	8

TOTAL REQUIRED CREDITS..... 40**Co-op Option:** NA

*ENG-101 will not transfer to Associate Degree program.

BASIC WELDING TECHNOLOGY (C50420C1)**Evening/Weekend Program**

Effective: Fall 2006

Revised: 07/18/06

This evening certificate program is designed to give individuals the opportunity to acquire fundamental skills in welding. Course-work includes electrode welding and cutting processes and welding symbols and specifications.

Excellent employment opportunities as entry-level welding apprentices in industry, manufacturing and construction exist throughout the region.

Courses in this program can be transferred directly into the Welding Technology diploma program.

Length: 2 Semesters**Prerequisite:** High School Diploma**Award:** Certificate**Fall Semester 1**

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
ACA111	College Student Success	1	0	0	1
WLD110	Cutting Processes	1	3	0	2
WLD115	SMAW (Stick) Plate	2	9	0	5
Totals		4	12	0	8

Spring Semester 1

<i>Prefix No.</i>	<i>Title</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credit</i>
CIS113	Computer Basics	0	2	0	1
WLD116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD141	Symbols & Specifications	2	2	0	3
Totals		3	13	0	8

TOTAL REQUIRED CREDITS.... 16**Co-op Option:** NA

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACA 111 College Student Success	01	00	00	01

Prerequisites: ENG-090, RED-090, Math-070, or Placement Test Credit Equivalent.
 Corequisites: None
 Component: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACA 115 Success & Study Skills	00	02	00	01

Prerequisites: None
 Corequisites: None
 Component: None

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 111 Financial Accounting	03	00	00	03

Prerequisites: ENG 090 RED 090 MAT 070
 Corequisites: None
 Component: None

This course introduces the basic framework of accounting. Emphasis is placed on the accounting cycle and financial statement preparation and analysis. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 120 Prin of Financial Acct	03	02	00	04

Prerequisites: ENG-090, RED-090, Math -070, or Placement Test Credit Equivalent.
 Corequisites: None
 Component: ACC 120AA, ACC 120BB

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 121 Prin of Managerial Acct	03	02	00	04

Prerequisites: ACC 120
 Corequisites: None
 Component: ACC 121AA, ACC 121BB

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 129 Individual Income Taxes	02	02	00	03

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 130 Business Income Taxes	02	02	00	03

Prerequisites: None
 Corequisites: None
 Component: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 131 Federal Income Taxes	02	02	00	03

Prerequisites: ACC 111 or ACC 120
 Corequisites: None
 Component: 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 140 Payroll Accounting	01	02	00	02

Prerequisites: ACC 115 or ACC 120

Corequisites: None

Component: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. This course is also available through the Virtual Learning Community (VLC).

ACC 150 Acct Software Appl	01	02	00	02
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Prerequisites: ACC 115 or ACC 120

Corequisites: None

Component: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. This course is also available through the Virtual Learning Community (VLC).

ACC 220 Intermediate Accounting I	03	02	00	04
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Prerequisites: ACC 120 and ACC 121

Corequisites: None

Component: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. This course is also available through the Virtual Learning Community (VLC).

ACC 221 Intermediate Accounting II	03	02	00	04
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Prerequisites: ACC 220

Corequisites: None

Component: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting	03	00	00	03
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Prerequisites: ACC 121

Corequisites: None

Component: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 226 Adv Managerial Acct	03	00	00	03
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Prerequisites: ACC 121 and ACC 225

Corequisites: None

Component: None

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

ACC 227 Practices in Accounting	03	00	00	03
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Prerequisites: ACC 220

Corequisites: None

Component: None

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

ACC 240 Governmental & Not-for-Profit Accounting	03	00	00	03
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Prerequisites: ACC 121

Corequisites: None

Component: None

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ACC 250 Advanced Accounting	03	00	00	03

Prerequisites: ACC 220

Corequisites: None

Component: None

This course is designed to analyze special accounting issues, which may include business combinations, partnerships, international accounting, estates, and trusts. Emphasis is placed on analyzing transactions and preparing working papers and financial statements. Upon completion, students should be able to solve a wide variety of problems by advanced application of accounting principles and procedures.

ACC 269 Audit & Assurance Servcs	03	00	00	03
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Prerequisites: ACC 220

Corequisites: None

Component: None

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

AHR 110 Introduction to Refrigeration	02	06	00	05
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology	02	04	00	04
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Prerequisites: AHR 110

Corequisites: None

Component: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and in-

strumentation, 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	02	04	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology	02	04	00	04
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Prerequisites: AHR 110 or AHR 113

Corequisites: None

Component: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115 Refrigeration Systems	01	03	00	02
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Prerequisites: All courses required: AHR 110, AHR 130

Corequisites: None

Component: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120 HVACR Maintenance	01	03	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 130 HVAC Controls	02	02	00	03

Prerequisites: AHR 111 or ELC 111

Corequisites: None

Component: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and 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	02	06	00	04
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Prerequisites: AHR 112 or AHR 113

Corequisites: None

Component: None

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 151 HVAC Duct Systems I	01	03	00	02
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Prerequisites: AHR 112

Corequisites: None

Component: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160 Refrigerant Certification	01	00	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180 HVACR Customer Relations	01	00	00	01
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Prerequisites: AHR 114

Corequisites: None

Component: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 210 Residential Building Code	01	02	00	02
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Prerequisites: AHR 151

Corequisites: None

Component: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design	02	02	00	03
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Prerequisites: AHR 151

Corequisites: None

Component: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic 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	02	06	00	04
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Prerequisites: All courses required: AHR 114, AHR 115

Corequisites: None

Component: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 215 Commercial HVAC Controls	01	03	00	02
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Prerequisites: AHR 111

Corequisites: None

Component: None

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AHR 240 Hydronic Heating	01	03	00	02

Prerequisites: AHR 112

Corequisites: None

Component: None

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems

AHR 245 Chiller Systems	01	03	00	02
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Prerequisites: AHR 110

Corequisites: None

Component: None

This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.

AHR 250 HVAC System Diagnostics	00	04	00	02
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Prerequisites: AHR 112

Corequisites: AHR 212

Component: None

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

ANT 210 General Anthropology	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 220 Cultural Anthropology	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the nature of human culture. Emphasis is

placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 221 Comparative Cultures	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 230 Physical Anthropology	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 230A Physical Anthropology Lab	00	02	00	01
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Prerequisites: None

Corequisites: ANT 230

Component: None

This course provides laboratory work that reinforces the material presented in ANT 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ANT 240 Archaeology	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ARC 111 Introduction to Architectural Technology	01	06	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112 Construction Materials & Methods	03	02	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

ARC 113 Residential Architectural Tech	01	06	00	03
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Prerequisites: ARC 111

Corequisites: ARC 112

Component: None

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 114 Architectural CAD	01	03	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

ARC 114A Architectural CAD Lab	00	03	00	01
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Prerequisites: None

Corequisites: ARC 114

Component: None

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

ARC 131 Building Codes	02	02	00	03
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Prerequisites: ARC 112 or CAR 111

Corequisites: None

Component: None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

ARC 211 Light Construction Technology	01	06	00	03
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Prerequisites: ARC 111

Corequisites: ARC 112

Component: None

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

ARC 213 Design Project	02	06	00	04
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Prerequisites: All courses required: ARC 111, ARC 112 and ARC 114

Corequisites: None

Component: None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

ARC 220 Advanced Architect CAD	01	03	00	02
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Prerequisites: ARC 114

Corequisites: None

Component: None

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced

proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

ARC 221 Architectural 3-D CAD 01 04 00 03

Prerequisites: ARC 114

Corequisites: None

Component: None

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.

ARC 230 Environmental Systems 03 03 00 04

Prerequisites: ARC 111 and MAT 121, MAT 151, MAT 161, MAT 171, or MAT 175

Corequisites: None

Component: None

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

ARC 231 Architectural Presentations 02 04 00 04

Prerequisites: ARC 111

Corequisites: None

Component: None

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC 235 Architectural Portfolio 02 03 00 03

Prerequisites: ARC 221

Corequisites: None

Component: None

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

ARC 240 Site Planning 02 02 00 03

Prerequisites: ARC 111

Corequisites: None

Component: None

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis,

site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

ARC 250 Survey of Architecture 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

ARC 264 Digital Architecture 01 03 00 02

Prerequisites: ARC 114 and ARC 114A OR DFT 151 AND DFT 152

Corequisites: None

Component: None

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line 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.

ART 111 Art Appreciation 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114 Art History Survey I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 115 Art History Survey II 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the development of art forms from the Renaissance

to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community VLC).

ART 116 Survey of American Art 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 117 Non-Western Art History 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 121 Design I 00 06 00 03

Prerequisites: None

Corequisites: None

Component: 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 122 Design II 00 06 00 03

Prerequisites: ART 121

Corequisites: None

Component: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional

design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 131 Drawing I 00 06 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 132 Drawing II 00 06 00 03

Prerequisites: ART 131

Corequisites: None

Component: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 135 Figure Drawing I 00 06 00 03

Prerequisites: ART 131

Corequisites: None

Component: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 171 Computer Art I 00 06 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ART 212 Gallery Assistantship I	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 213 Gallery Assistantship II	00	02	00	01
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Prerequisites: ART 212

Corequisites: None

Component: None

This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 214 Portfolio and Résumé	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course covers résumé 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 résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 222 Wood Design I	00	06	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 223 Wood Design II	00	06	00	03
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Prerequisites: ART 222

Corequisites: None

Component: None

This course provides a continuation of the skills and techniques used in ART 222. Emphasis is placed on woodcarving and other processes. Upon completion, students should be able to use original designs in the creation of functional and sculptural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 231 Printmaking I	00	06	00	03
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Prerequisites: None

Corequisites: None

Component: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 232 Printmaking II	00	06	00	03
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Prerequisites: ART 231

Corequisites: None

Component: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 235 Figure Drawing II	00	06	00	03
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Prerequisites: ART 135

Corequisites: None

Component: None

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 240 Painting I	00	06	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understand-

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course provides an introduction to the procedures and processes involved in color photography. Emphasis is placed on the study of light, filtration, exposure, and films along with the processing and printing of color negative materials. Upon completion, students should be able to demonstrate an understanding of color principles, theories, and processes by using them creatively in the production of color prints. . This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				

ART 264 Digital Photography I	01	04	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 265 Digital Photography II	01	04	00	03
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Prerequisites: ART 264

Corequisites: None

Component: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 281 Sculpture I	00	06	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 282 Sculpture II	00	06	00	03
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Prerequisites: ART 281

Corequisites: None

Component: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions

to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement

ART 283 Ceramics I	00	06	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 284 Ceramics II	00	06	00	03
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Prerequisites: ART 283

Corequisites: None

Component: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 285 Ceramics III	00	06	00	03
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Prerequisites: ART 284

Corequisites: None

Component: None

This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 286 Ceramics IV	00	06	00	03
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Prerequisites: ART 285

Corequisites: None

Component: None

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic

00 06 00 03

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

03 00 00 03

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

03 00 00 03

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

00 02 00 01

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning me-

00 02 00 01

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive articulation Agreement for transferability as a premajor and/or elective course requirement.

03 00 00 03

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

03 00 00 03

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

00 02 00 01

This course provides an opportunity to enhance the review and

ASL 282 ASL Lab 4 00 02 00 01

Corequisites: None

AST 111 Descriptive Astronomy 03 00 00 03

Corequisites: None

AST 111A Descriptive Astronomy Lab 00 02 00 01

Corequisites: AST 111

AST 151 General Astronomy I **03 00 00 03**

Corequisites: AST 151A

This course introduces the science of modern astronomy with a

CLASS	LAB	CLINIC	CREDIT
HRS	HRS	HRS	HRS

AST 151A General Astronomy I Lab 00 02 00 01

AST 152 General Astronomy II **03 00 00 03**

AST 152A General Astronomy II Lab 00 02 00 01

ATR 211 Robot Programming **02 03 00 03**

This course provides the operational characteristics of industrial robots and programming in their respective languages. Topics include robot programming utilizing teach pendants, PLCs, and personal computers; and the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ATR 212 Industrial Robots	02	03	00	03

Prerequisites: ELN 131 and ELN 233

Corequisites: None

Component: None

This course covers the operation of advanced industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

AUB 111 Painting & Refinishing I	02	06	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II	02	06	00	04
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Prerequisites: AUB 111

Corequisites: None

Component: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes	01	02	00	02
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Prerequisites: AUB 111

Corequisites: None

Component: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I	01	04	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect

damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II	02	06	00	04
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Prerequisites: AUB 121

Corequisites: None

Component: None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I	02	04	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II	02	06	00	04
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Prerequisites: AUB 131

Corequisites: None

Component: None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding	01	04	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUB 136 Plastics & Adhesives	01	04	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 141 Mech & Elec Components I	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 162 Autobody Estimating	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUT 113 Automotive Servicing 1	00	06	00	02
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Prerequisites: AUT 151, AUT 163, AUT 183, AUT 211, AUT 231

Corequisites: None

Component: None

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

AUT 115 Engine Fundamentals	02	03	00	03
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Prerequisites: None

Corequisites: AUT 116

Component: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive en-

gines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information. This course will become obsolete effective Fall 2008.

AUT 116 Engine Repair	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab	00	03	00	01
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Prerequisites: None

Corequisites: AUT 116

Component: None

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension & Steering Systems	02	03	00	03
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Prerequisites: None

Corequisites: AUT 141A

Component: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Suspension & Steering Lab	00	03	00	01
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Prerequisites: None

Corequisites: AUT 141

Component: None

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
AUT 151 Brake Systems	02	03	00	03

Prerequisites: None

Corequisites: AUT 151A

Component: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A Brakes Systems Lab	00	03	00	01
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Prerequisites: None

Corequisites: AUT 151

Component: None

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab	00	02	00	01
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Prerequisites: None

Corequisites: AUT 151

Component: None

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151. This course will become obsolete effective Fall 2008.

AUT 161 Basic Auto Electricity	04	03	00	05
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Prerequisites: None

Corequisites: None

Component: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

AUT 162 Chassis Electrical & Electronics	02	02	00	03
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Prerequisites: None

Corequisites: One course required: AUT 163, COE 111 or COE 212

Component: None

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-

controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems. This course will become obsolete effective Fall 2008.

AUT 163 Chassis Electrical & Electronics Lab	02	03	00	03
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Prerequisites: AUT 161

Corequisites: AUT 163A

Component: None

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

UT 163A Adv Auto Electricity Lab	00	03	00	01
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Prerequisites: None

Corequisites: AUT 163

Component: None

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 164 Automotive Electronics	02	02	00	03
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Prerequisites: AUT 161

Corequisites: None

Component: None

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

This course will become obsolete effective Fall 2008.

AUT 171 Auto Climate Control	02	04	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/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 describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance 1 02 03 00 03

Prerequisites: None

Corequisites: AUT 181A

Component: None

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A Engine Performance 1 Lab 00 03 00 01

Prerequisites: None

Corequisites: AUT 181

Component: None

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 182 Engine Performance-Electrical Lab 00 03 00 01

Prerequisites: None

Corequisites: One course required: AUT 181, COE 111 or COE 112

Component: None

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181. This course will become obsolete effective Fall 2008.

AUT 183 Engine Performance 2 02 06 00 04

Prerequisites: AUT 181

Corequisites: None

Component: None

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics

will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 184 Engine Performance-Fuels Lab 00 03 00 01

Prerequisites: None

Corequisites: AUT 183

Component: None

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183. This course will become obsolete effective Fall 2008.

AUT 211 Automotive Machining 02 06 00 04

Prerequisites: AUT 116 and AUT 116A

Corequisites: None

Component: None

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.

AUT 221 Auto Transm/Transaxles 02 03 00 03

Prerequisites: None

Corequisites: AUT 221A

Component: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A Auto Transm/Transax Lab 00 03 00 01

Prerequisites: None

Corequisites: AUT 221

Component: None

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Man Trans/Axles/Drtrains 02 03 00 03

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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Prerequisites: None

Corequisites: AUT 231A

Component: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 231A Man Trans/Ax/**Drtrains Lab**

00	03	00	01
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Prerequisites: None

Corequisites: AUT 231

Component: None

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 232 Manual Drive Trains/**Axles Lab**

00	03	00	01
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Prerequisites: None

Corequisites: AUT 231

Component: None

This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231. This course will become obsolete effective Fall 2008.

AUT 281 Adv Engine Performance

02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

BAF 110 Principles of Banking

03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions,

bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 111 Teller Training

03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

BAF 131 Fund of Bank Lending

03	00	00	03
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Prerequisites: ACC 120

Corequisites: None

Component: None

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"'s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 141 Law & Banking: Principles

03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 222 Money and Banking

03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of

money, and the impact of the Federal Reserve. This course is a unique concentration requirement of the Banking and Finance concentration in the Business Administration program.

BAF 232 Consumer Lending 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

BAF 234 Residential Mortgage Lending 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.

BAF 235 Analyzing Financial Statements 03 00 00 03

Prerequisites: ACC 120

Corequisites: None

Component: None

This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements.

BIO 090 Foundations of Biology 03 02 00 04

Prerequisites: None

Corequisites: RED 090

Component: None

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

BIO 092 Basics of Cell Biology 03 02 00 04

Prerequisites: None

Corequisites: RED 090 or COMPASS Reading Score of 68

Component: None

This course covers basic cell biology. Emphasis is placed on biological chemistry, cell structure and function, cellular metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

BIO 094 Concepts of Human Biology 03 02 00 04

Prerequisites: None

Corequisites: RED 090 or COMPASS Reading Score of 68

Component: None

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106 Introduction to Anat/Phys/Micro 02 02 00 03

Prerequisites: None

Corequisites: None

Component: 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. This course is intended for certificate and diploma programs.

BIO 110 Principles of Biology 03 03 00 04

Prerequisites: None

Corequisites: None

Component: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 111 General Biology I 03 03 00 04

Prerequisites: None

Corequisites: None

Component: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics,

evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 112 General Biology II 03 03 00 04

Prerequisites: BIO 111

Corequisites: None

Component: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 120 Introductory Botany 03 03 00 04

Prerequisites: BIO 110 or BIO 111

Corequisites: None

Component: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 130 Introductory Zoology 03 03 00 04

Prerequisites: BIO 110 or BIO 111

Corequisites: None

Component: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 140 Environmental Biology 03 00 00 03

Prerequisites: None

Corequisites: BIO 140A

Component: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to

demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).

BIO 140A Environmental Biology Lab 00 03 00 01

Prerequisites: None

Corequisites: BIO 140

Component: None

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 161 Intro to Human Biology 03 00 00 03

Prerequisites: OST 141 and OST 142

Corequisites: None

Component: None

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 163 Basic Anatomy and Physiology 04 02 00 05

Prerequisites: None

Corequisites: None

Component: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 165 Anatomy and Physiology I 03 03 00 04

Prerequisites: None

Corequisites: None

Component: None

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to

demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

BIO 166 Anatomy and Physiology II 03 03 00 04

Prerequisites: BIO 165

Corequisites: None

Component: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course has been Approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

BIO 168 Anatomy and Physiology I 03 03 00 04

Prerequisites: None

Corequisites: None

Component: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 169 Anatomy and Physiology II 03 03 00 04

Prerequisites: BIO 168

Corequisites: None

Component: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 175 General Microbiology 02 02 00 03

Prerequisites: One course required: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

Corequisites: None

Component: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 180 Biological Chemistry 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an introduction to basic biochemical processes in living systems. Topics include properties of carbohydrates, lipids, proteins, nucleic acids, vitamins, and buffers, with emphasis on biosynthesis, degradation, function, and equilibrium. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 221 Botany I 03 03 00 04

Prerequisites: BIO 112

Corequisites: None

Component: None

This course provides an introduction to the higher vascular plants. Topics include the structure, function, growth, life cycles, reproduction, and economic importance. Upon completion, students should be able to describe the biology and value of the higher vascular plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 222 Botany II 03 03 00 04

Prerequisites: BIO 112

Corequisites: None

Component: None

This course includes a survey of the plant kingdom complete with a plant collection and field work. Emphasis is placed on ecology and the taxonomy of higher plants. Upon completion, students should be able to classify common plants. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 223 Field Botany 02 03 00 03

Prerequisites: BIO 112

Corequisites: None

Component: None

This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classification, identification,

and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 230 Entomology 03 03 00 04

Prerequisites: BIO 112

Corequisites: None

Component: None

This course covers the biology of insects. Topics include harmful and beneficial insects, their identification, classification, life cycles, behavior, distribution, economic importance, and the methods involved in collection and preservation. Upon completion, students should be able to identify common insects and describe their biology and ecology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 232 Vertebrate Zoology 03 03 00 04

Prerequisites: BIO 112

Corequisites: None

Component: None

This course introduces the principles of animal biology of the chordate phylum. Emphasis is placed on the diversity, morphology, reproduction, development, behavior, ecology, evolution, and importance of the chordates. Upon completion, students should be able to demonstrate increased knowledge and comprehension of zoology as it applies to life. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 240 Waste Management 03 00 00 03

Prerequisites: BIO 110 or BIO 111 or BIO 140 and BIO 140A

Corequisites: None

Component: None

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 250 Genetics 03 03 00 04

Prerequisites: BIO 112

Corequisites: None

Component: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon

completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 275 Microbiology 03 03 00 04

Prerequisites: One course required: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168

Corequisites: None

Component: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 280 Biotechnology 02 03 00 03

Prerequisites: BIO 111 or CHM 151

Corequisites: None

Component: None

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 285 Research & Measurement 02 04 00 04

Prerequisites: BIO 112 and CHM 132

Corequisites: None

Component: None

This course provides an intensive laboratory experience with an investigative approach. Emphasis is placed on the use of various laboratory equipment and field techniques to enhance research and measurement competencies in ecology, natural resources, and other related topics. Upon completion, students should be able to demonstrate competencies with laboratory equipment and prepare a presentation of a selected research topic. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BPR 130 Blueprint Reading:

Construction 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans,

elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BTC 181 Basic Lab Techniques 03 03 00 04

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 250 Molecular Genetics 03 00 00 03

Prerequisites: BIO 112

Corequisites: None

Component: None

This course covers the basic principles of molecular genetics. Topics will include Mendelian inheritance, DNA replication, RNA transcription, translation of proteins, chromosome structure, and evolution. Upon completion, students should be able to demonstrate knowledge of molecular genetics and principles of heredity.

BTC 281 Bioprocess Techniques 02 06 00 04

Prerequisites: BTC 181

Corequisites: None

Component: None

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

BTC 285 Cell Culture 02 03 00 03

Prerequisites: BIO 275

Corequisites: None

Component: None

This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

BTC 286 Immunological Techniques 03 03 00 04

Prerequisites: BTC 285

Corequisites: None

Component: None

This course covers the principles and practices of modern immunology, including the interactions between the various cellu-

lar and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas.

BTC 288 Biotech Lab Experience 00 06 00 02

Prerequisites: BIO 250, BTC 281, and BTC 285 or 286

Corequisites: None

Component: None

This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

BUS 110 Introduction to Business 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 115 Business Law I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 116 Business Law II 03 00 00 03

Prerequisites: BUS 115

Corequisites: None

Component: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121 Business Math 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

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

BUS 125 Personal Finance 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. This course is also available through the Virtual Learning Community (VLC).

BUS 137 Principles of Management 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 139 Entrepreneurship I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: 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 152 Human Relations

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS
03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

BUS 153 Human Resource Management

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217 Employment Law and Regulations

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. This course is also available through the Virtual Learning Community (VLC).

BUS 225 Business Finance 02 02 00 03

Prerequisites: ACC 120 and CIS-110, CIS-111, or OST-137

Corequisites: None

Component: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 228 Business Statistics 02 02 00 03

Prerequisites: One course required: MAT 115, MAT 140 or MAT 161

Corequisites: None

Component: None

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is

placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 230 Small Business Management 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 234 Training and Development 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. This course is also available through the Virtual Learning Community (VLC).

BUS 235 Performance Management 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course includes the legal background for performance management and the basic methodology used in developing and validating a performance management system. Emphasis is placed on job analysis, job descriptions, appraisal instruments, and action plans. Upon completion, students should be able to develop, implement, and maintain a performance management system.

BUS 239 Business Applications

Seminar 01 02 00 02

Prerequisites: Take ACC 120, BUS 115, BUS 137, and MKT 120. Take ECO 151 or ECO 251 or ECO252

Corequisites: None

Component: None

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place. BUS-285 replaces BUS-239 effective Fall 2008.

BUS 240 Business Ethics

Prerequisites: None

Corequisites: None

Component: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 252 Labor Relations 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists. This course is also available through the Virtual Learning Community (VLC).

BUS 253 Leadership and Management Skills 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 255 Org Behavior in Business 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

BUS 256 Recruit Select & Personnel Planning 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

CLASS HRS LAB HRS CLINIC HRS CREDIT HRS

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

BUS 258 Compensation and Benefits 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

BUS 259 HRM Applications 03 00 00 03

Prerequisites: All courses required: BUS 217, BUS 234, BUS 256, BUS 258

Corequisites: None

Component: None

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. This course is a unique concentration requirement of the Human Resource Management concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

BUS 260 Business Communication 03 00 00 03

Prerequisites: ENG 111 and CIS 110, CIS 111, CIS 113, or OST 137

Corequisites: None

Component: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 261 Diversity in Management 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

BUS 285 Business Management Issues 02 02 00 03

Prerequisites: ACC 120, BUS 110, BUS 115, BUS 137, MKT 120, and ECO 251 or ECO 252

Corequisites: None

Component: None

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees. BUS-285 replaces BUS-239 effective Fall 2008.

CAR 110 Introduction to Carpentry 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 Carpentry I 03 15 00 08

Prerequisites: None

Corequisites: None

Component: CAR 111AA, CAR 111BB

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II 03 15 00 08

Prerequisites: A set of courses is required: CAR 111 or CAR111AA and CAR 111BB

Corequisites: None

Component: CAR 112AA, CAR112BB

This course covers the advanced theory and construction meth-

ods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 Carpentry III **03 09 00 06**

Prerequisites: A set of courses is required: CAR 111 or CAR 111AA and CAR 111BB

Corequisites: None

Component: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114 Residential Building Codes **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

**CAR 115 Residential Planning/
Estimating** **03 00 00 03**

Prerequisites: All Courses Required: BPR 130

Corequisites: None

Component: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CCT 112 Ethics & High Technology **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value system and apply ethical considerations in identifiable cyber crime investigations.

CCT 231 Technology Crimes & Law **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 240 Data Recovery Techniques **02 03 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.

CHM 081 Basic Chemistry I **03 02 00 04**

Prerequisites: None

Corequisites: MAT 070

Component: None

This course covers basic fundamental principles and laws of chemistry. Topics include matter, energy, atomic structure, periodic classification, nomenclature, bonding, molecular geometry, measurement, chemical reactions, stoichiometry, and gas laws. Upon completion, students should be able to explain and apply the chemical concepts and laboratory skills as needed in CHM 082.

CHM 082 Basic Chemistry II **03 02 00 04**

Prerequisites: CHM 081

Corequisites: None

Component: None

This course provides a continuation of the study of basic fundamental principles and laws of chemistry. Topics include intermolecular forces, solutions, acids and bases, redox reactions, chemical equilibrium, with elements of organic and nuclear chemistry. Upon completion, students should be able to explain and apply basic chemical concepts and laboratory skills needed for success in college-level chemistry courses.

CHM 090 Chemistry Concepts **04 00 00 04**

Prerequisites: None

Corequisites: None

Component: None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, en-

ergy, 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 092 Fundamentals of Chemistry 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course covers fundamentals of chemistry with laboratory applications. 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 and demonstrate basic laboratory skills necessary for success in college-level science courses.

CHM 094 Basic Biological Chemistry 03 02 00 04

Prerequisites: Take 1 course: MAT 060, MAT 070, MAT 080, NAT 090, MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175

Corequisites: MAT 070

Component: None

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

CHM 115 Concepts in Chemistry 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic chemical concepts and their applications to daily life for non-science majors. Topics include air pollution, global warming, energy, world of polymers, water and its importance to a technological society, food, drugs, and nuclear chemistry. Upon completion, students should be able to discuss, apply, and appreciate the impact of chemistry on modern society. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 115A Concepts in Chemistry

Lab 00 02 00 01

Prerequisites: None

Corequisites: CHM 115

Component: None

This course is a laboratory for CHM 115. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 115. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical concepts presented in CHM 115. This course has been approved to satisfy the

Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 130 General, Organic, & Biochemistry

03 00 00 03

Prerequisites: None

Corequisites: CHM 130A

Component: None

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 130A General, Organic, & Biochemistry Lab

00 02 00 01

Prerequisites: None

Corequisites: CHM 130

Component: None

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 131 Introduction to Chemistry 03 00 00 03

Prerequisites: None

Corequisites: CHM 131A

Component: None

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A Introduction to Chemistry Lab

00 03 00 01

Prerequisites: None

Corequisites: CHM 131

Component: None

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical

principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 Organic and Biochemistry 03 03 00 04

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

Component: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 135 Survey of Chemistry I 03 02 00 04

Prerequisites: MAT 070

Corequisites: None

Component: None

This course provides an introduction to inorganic chemistry. Emphasis is placed on measurement, atomic structure, bonding, molecular geometry, nomenclature, reactions, the mole concept, stoichiometric calculations, states of matter, and the gas laws. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 136 Survey of Chemistry II 03 02 00 04

Prerequisites: CHM 135

Corequisites: None

Component: None

This course is a continuation of CHM 135 with further study of inorganic reactions and an introduction to organic, biological, and nuclear chemistry. Topics include solutions, acid-base theory, redox reactions, chemical kinetics, organic chemistry, biochemistry, and nuclear chemistry. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 151 General Chemistry I 03 03 00 04

Prerequisites: MAT 161

Corequisites: None

Component: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion,

students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 152 General Chemistry II 03 03 00 04

Prerequisites: CHM 151

Corequisites: None

Component: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 251 Organic Chemistry I 03 03 00 04

Prerequisites: CHM 152

Corequisites: None

Component: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CHM 252 Organic Chemistry II 03 03 00 04

Prerequisites: CHM 251

Corequisites: None

Component: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIS 070 Fundamentals of Computing	00	02	00	01

Prerequisites: None

Corequisites: None

Component: 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	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

CIS 111 Basic PC Literacy	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. This course is also available through the Virtual Learning Community (VLC).

CIS 113 Computer Basics	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. This course is also available through the Virtual Learning Community (VLC).

CIS 115 Intro to Prog & Logic	02	03	00	03
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Prerequisites: Take 1 course: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

Component: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem

solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).

CIS 162 Multimedia Presentation Software	02	02	00	03
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Prerequisites: CIS 110 or CIS 111

Corequisites: None

Component: None

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

CIV 110 Statics/Strength of Materials	02	06	00	04
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Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

Component: None

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

CIV 111 Soils and Foundations	02	03	00	03
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Prerequisites: CIV 110

Corequisites: None

Component: None

This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

CIV 125 Civil/Surveying CAD	01	06	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CIV 210 Engineering Materials	01	03	00	02

Prerequisites: None

Corequisites: None

Component: None

This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests.

CIV 211 Hydraulics and Hydrology	02	03	00	03
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Prerequisites: CIV 110 or MEC 250

Corequisites: None

Component: None

This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures.

CIV 212 Environmental Planning	02	03	00	03
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Prerequisites: CIV 211

Corequisites: None

Component: None

This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.

CIV 222 Reinforced Concrete	02	03	00	03
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Prerequisites: CIV 110

Corequisites: None

Component: None

This course introduces the basic elements of reinforced concrete and masonry structures. Topics include analysis and design of reinforced concrete beams, slabs, columns, footings, and retaining walls; load-bearing masonry walls; and ACI manuals and codes. Upon completion, students should be able to analyze and design components of a structure using reinforced concrete and masonry elements and utilize appropriate ACI publications.

CIV 230 Construction Estimating	02	03	00	03
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Prerequisites: One course required: CIS 110, CIS 111 or ERG 115

Corequisites: None

Component: None

This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates,

building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

CIV 240 Project Management	02	03	00	03
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Prerequisites: CIV 210 and EGR 115

Corequisites: None

Component: None

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

CIV 250 Civil Eng Technology Project	01	03	00	02
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Prerequisites: Departmental approval

Corequisites: None

Component: None

This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

CJC 100 Basic Law Enforcement

Training	09	30	00	19
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Prerequisites: None

Corequisites: None

Component: None

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111 Introduction to Criminal

Justice	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and

CLASS	LAB	CLINIC	CREDIT
HRS	HRS	HRS	HRS

Technology Program.

CJC 121 Law Enforcement Operations 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 122 Community Policing **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CJC 141 Corrections	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 144 Crime Scene Processing	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 145 Crime Scene CAD	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, students should be able to produce and plot a crime scene drawing.

CJC 146 Trace Evidence	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC 151 Introduction to Loss Prevention	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on

security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 193 Selected Topics in Criminal Justice	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

CJC 211 Counseling	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics & Comm Relations	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. This course is also available through the Virtual Learning Community (VLC).

CJC 213 Substance Abuse	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

CLASS HRS LAB HRS CLINIC HRS CREDIT HRS

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215 Organization &

Administration 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 216 Computer System Security

Investigation 03 00 00 03

Prerequisites: CJC 116

Corequisites: None

Component: None

This course covers the investigation of illegal activity affecting computer systems and security. Emphasis will be placed on design techniques, security architecture, discretionary and mandatory controls, memory protection, distributed systems and legal issues pertaining to computer operations security. Upon completion, students should be able to recognize and identify potential problem areas in computer systems and provide assistance in solving security problems. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 217 Net Security Troubleshooting 03 00 00 03

Prerequisites: CJC 216

Corequisites:

Component: None

This course enables students to apply the investigative skills they have learned to operating systems and networks. Topics will include security technologies for multiple platforms, encryption techniques and authentication and key distribution systems. Upon completion, students will be able to contrast competing schemes and describe mistakes made in design, which could lead to criminal activity. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 221 Investigative Principles 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. This course is also available through the Virtual Learning Community (VLC).

CJC 222 Criminalistics 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223 Organized Crime 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 231 Constitutional Law 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. This course is also available through the Virtual Learning Community (VLC).

CJC 232 Civil Liability 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 233 Correctional Law 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241 Community-Based Correction 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 244 Footwear and Tire Imprints 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.

CJC 245 Friction Ridge Analysis 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC 246 Adv Friction Ridge Analysis 02 03 00 03

Prerequisites: CJC 245

Corequisites: None

Component: None

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

CJC 249 Forensic Accounting 02 02 00 03

Prerequisites: ACC 220

Corequisites: None

Component: None

This course introduces students to theoretical and practical aspects of asset and cash control investigations through internal audit and fraud investigation procedure used in corporate investigation. The emphasis is placed on procedures used to identify the absence of proper controls or the existence of improper activity, which creates illegal activity. Upon completion, students will be able to conduct fraud investigations including the collection of evidence and preparation of the case for criminal prosecution. This course is a unique concentration requirement in the Financial Crime/Computer Fraud concentration in the Criminal Justice Technology Program.

CJC 250 Forensic Biology I 01 02 00 02

Prerequisites: None

Corequisites: BIO 110 or BIO 111

Component: None

This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

CJC 251 Forensic Chemistry I 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.

CJC 252 Forensic Chemistry II 03 02 00 04

Prerequisites: CJC 251

Corequisites: None

Component: None

This course provides a study of specialized areas of chemistry

specifically related to forensic science. Topics include properties of light, emission and absorption spectra, spectrophotometry, gas and liquid chromatography, and related topics in organic and biochemistry. Upon completion, students should be able to demonstrate an understanding of specialized concepts in forensic chemistry.

COE 111 Co-op Work Experience I 00 00 10 01

Prerequisites: None

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. This course is also available through the Virtual Learning Community (VLC).

COE 112 Co-op Work Experience I 00 00 20 02

Prerequisites: None

Corequisites: None

Component: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113 Co-op Work Experience I 00 00 30 03

Prerequisites: None

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I 01 00 00 01

Prerequisites: None

Corequisites: One course required: COE 111, COE 112, COE 113 or COE 114

Component: None

This course description may be written by the individual colleges.

COE 121 Co-op Work Experience II 00 00 10 01

Prerequisites: COE 111, COE 112, or COE 113

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related

work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122 Co-op Work Experience II 00 00 20 02

Prerequisites: COE 111, COE 112, or COE 113

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 123 Co-op Work Experience II 00 00 30 03

Prerequisites: One course required: COE 111, COE 112 or COE 113

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the students 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.

COE 125 Work Exp Seminar II 01 00 00 01

Prerequisites: None

Corequisites: One course required: COE 121, COE 122, COE 123 or COE 124

Component: None

This course description may be written by the individual colleges.

COE 131 Co-op Work Experience III 00 00 10 01

Prerequisites: One course required: COE 121, COE 122 or COE 123

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132 Co-op Work Experience III 00 00 20 02

Prerequisites: One course required: COE 121, COE 122 or COE 123

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related

work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 133 Co-op Work Experience III 00 00 30 03

Prerequisites: One course required: COE 121, COE 122 or COE 123

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 211 Co-op Work Experience IV 00 00 10 01

Prerequisites: One course required: COE 131 or COE 132 or COE 133

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 212 Co-op Work Experience IV 00 00 20 02

Prerequisites: One course required: COE 131, COE 132 or COE 133

Corequisites: None

Component: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COM 110 Introduction to Communication

03 00 00 03

Prerequisites: None

Corequisites: None

Component: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COM 120 Intro Interpersonal Com 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COM 231 Public Speaking 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

COM 232 Election Rhetoric 03 00 00 03

Prerequisites: None

Corequisites:

Component: None

This course provides an overview of communication styles and topics characteristic of election campaigns. Topics include election speeches, techniques used in election campaigns, and election speech topics. Upon completion, students should be able to identify and analyze techniques and styles typically used in election campaigns. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

COM 233 Persuasive Speaking 03 00 00 03

Prerequisites: ENG 112 or ENG 113

Corequisites: None

Component: None

This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.				

03 00 00 03

COS 114 Salon II

00 24 00 08

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.

03 00 00 03

COS 115 Cosmetology Concepts III 04 00 00 04

This course continues the study of debate begun in COM 251. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to demonstrate proficiency in research skills, logic, and presentation of ideas within the context of formal debate. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement

COS 116 Salon III **00 12 00 04**

Prerequisites: None
Corequisites: COS 115
Component: COS 116AA, COS 116BB

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 02 00 00 02

Prerequisites: None
Corequisites: COS 118
Component: 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 00 21 00 07

COS 118 Salon IV
Prerequisites: COS 114
Corequisites: COS 117
Component: None

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 223 Contemp Hair Coloring 01 03 00 02

Prerequisites: COS 111 and COS 112

Corequisites: None

Component: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 224 Trichology & Chemistry 01 03 00 02

Prerequisites: COS 111 and COS 112

Corequisites: None

Component: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 250 Computerized Salon Ops 01 00 00 01

Prerequisites: COS 111 and COS 112

Corequisites: None

Component: None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

CSC 133 C Programming 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 134 C++ Programming 02 03 00 03

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods,

including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

CSC 135 COBOL Programming 02 03 00 03

Prerequisites: CIS 115

Corequisites: None

Component: 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.

CSC 139 Visual BASIC Prog 02 03 00 03

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 141 Visual C++ Programming 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces computer programming using the Visual 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 a beginning level.

CSC 151 JAVA Programming 02 03 00 03

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces computer programming using the JAVA programming language with object-oriented programming prin-

ciples. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 153 C# Programming 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 191 Selected Topics in

Computer Programming 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas.

Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

CSC 234 Advanced C++ 02 03 00 03

Prerequisites: CSC 134

Corequisites: None

Component: None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 235 Advanced COBOL 02 03 00 03

Prerequisites: CSC 135

Corequisites: None

Component: None

This course is a continuation of CSC 135 using the COBOL programming language with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 Advanced Visual BASIC 02 03 00 03

Prerequisites: CSC 139

Corequisites: None

Component: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course is also available through the Virtual Learning Community (VLC). This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 258 JAVA Enterprise Programs 02 03 00 03

Prerequisites: CSC 151

Corequisites: None

Component: None

This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client/server enterprise application using the JEE framework.

CSC 289 Programming Capstone Proj 01 04 00 03

Prerequisites: CTS 285

Corequisites: None

Component: None

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CST 131 OSHA/Safety/Certification 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 211 Construction Surveying 02 03 00 03

Prerequisites: Take 1 course: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175

Corequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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Component: None

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST 221 Statics/Structures 03 03 00 04

Prerequisites: MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 and ARC 112, CAR 112, or CST 112

Corequisites: None

Component: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST 241 Planning/Estimating I 02 02 00 03

Prerequisites: BPR 130 or MAT 120, MAT 121, MAT 161, MAT 171 OR MAT 175

Corequisites: None

Component: None

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

CTS 115 Info Sys Business Concept 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CTS 120 Hardware/Software Support 02 03 00 03

Prerequisites: CIS 110 or CIS 111

Corequisites: None

Component: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software.

CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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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 02 02 00 03

Prerequisites: CIS 110 or CIS 111 or OST 137

Corequisites: None

Component: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 220 Adv Hard/Software Support 02 03 00 03

Prerequisites: CTS 120

Corequisites: None

Component: None

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 230 Advanced Spreadsheet 02 02 00 03

Prerequisites: CTS 130

Corequisites: None

Component: None

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

CTS 285 Systems Analysis & Design 03 00 00 03

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
CTS 289 System Support Project	01	04	00	03

Prerequisites: CTS 285

Corequisites: None

Component: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CUL 110 Sanitation & Safety	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of sanitation and safety and their relationship 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 sanitation and safety procedures in the hospitality industry.

CUL 120 Purchasing	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 120A Purchasing Lab	00	02	00	01
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Prerequisites: None

Corequisites: CUL 120

Component: None

This course is a laboratory to accompany CUL 120. Emphasis is placed on practical experiences that enhance the materials presented in CUL 120. Upon completion, students should be able to demonstrate practical applications of purchasing within in the hospitality industry.

CUL 125 Hospitality Information Systems	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information applica-

tion systems in a hospitality setting.

CUL 130 Menu Design	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CUL 135 Food & Beverage Service	02	00	00	02
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Prerequisites: None

Corequisites: CUL 135A

Component: None

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

CUL 135A Food & Beverage Service Lab	00	02	00	01
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Prerequisites: None

Corequisites: CUL 135

Component: None

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

CUL 140 Basic Culinary Skills	02	06	00	05
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Prerequisites: None

Corequisites: None

Component: None

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 150 Food Science	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Topics include heat transfer and its effect on color, flavor, and texture; and emul-

Component: None

Component: None

CLASS HRS LAB HRS CLINIC HRS CREDIT HRS

This course is a continuation of CUL 170. Topics include pates, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

CUL 270A Garde Manger II Lab 00 03 00 01

Prerequisites: CUL 170

Corequisites: CUL 270

Component: None

This is a laboratory course to accompany CUL 270. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 270. Upon completion, students should be able to demonstrate proficiency in the design and technical applications of advanced gardemanger work including classical cold buffets with appropriate showpieces.

CUL 280 Pastry & Confections 01 04 00 03

Prerequisites: CUL 160 and CUL 260

Corequisites: None

Component: None

This course is a continuation of CUL 260. Topics include confections and candy, chocolate tempering and molding, transfer sheets, pulled and blown sugar (basic pulling and ribboning), pastillage, marzipan and custom silicon molding. Upon completion, students should be able to design and produce centerpieces and showpieces made from tempered chocolate, pulled sugar, pastillage and marzipan, as produced through custom molding, pre-set molding, stencil cut-outs, pattern tracing and/or free-hand shaping.

CUL 280A Pastry & Confections Lab 00 03 00 01

Prerequisites: CUL 160

Corequisites: CUL 280

Component: None

This is a laboratory course to accompany CUL 280. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 280. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and showpieces.

DAN 110 Dance Appreciation 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DAN 211 Dance History I

Prerequisites: None

Corequisites: None

Component: None

This course provides an in-depth study of world dance from pre-history to 1800. Emphasis is placed on examining the dance and dancers of diverse cultures including Africa, Asia, and Europe. Upon completion, students should be able to analyze the common need to dance and the forms, religions, and cultural values it embodies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DAN 212 Dance History II 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an in-depth study of world dance from 1800 to the present. Emphasis is placed on Western theatrical dance (ballet, modern dance, tap, and jazz) and the personalities that shaped it. Upon completion, students should be able to analyze culturally diverse dance forms and their cross-pollination which have produced the "pan world dance of today". This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DBA 110 Database Concepts 02 03 00 03

Prerequisites: CIS 110 or CIS 111

Corequisites: None

Component: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 120 Database Programming I 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

DBA 220 Oracle DB Programming II 02 02 00 03

Prerequisites: DBA 120

Corequisites: None

Component: None

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion,

students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation

DEN 100 Basic Orofacial Anatomy 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This course is intended for certificate and diploma programs.

DEN 101 Preclinical Procedures 04 06 00 07

Prerequisites: Department Approval

Corequisites: DEN 102 and DEN 111

Component: None

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. This course is intended for certificate and diploma programs.

DEN 102 Dental Materials 03 04 00 05

Prerequisites: Department Approval

Corequisites: DEN 101

Component: None

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This course is intended for certificate and diploma programs.

DEN 103 Dental Sciences 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This course is intended for certificate and diploma programs.

DEN 104 Dental Health Education 02 02 00 03

Prerequisites: A set of courses is required: DEN 101 and DEN 111

Corequisites: DEN 106

Component: None

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This course is intended for certificate and diploma programs.

DEN 105 Practice Management 02 00 00 02

Prerequisites: None

Corequisites: DEN 106

Component: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This course is intended for certificate and diploma programs.

DEN 106 Clinical Practice I 01 00 12 05

Prerequisites: All courses required: DEN 101, DEN 102 and DEN 111

Corequisites: All courses required: DEN 104, DEN 105 and DEN 112

Component: None

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. This course is intended for certificate and diploma programs.

DEN 107 Clinical Practice II 01 00 12 05

Prerequisites: DEN 106

Corequisites: None

Component: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

This course is intended for certificate and diploma programs.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 110 Orofacial Anatomy	02	02	00	03

Prerequisites: Requires enrollment in the Dental Assisting or Dental Hygiene program.

Corequisites: BIO 163

Component: None

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 Infection/Hazard Control	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

DEN 112 Dental Radiography	02	03	00	03
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Prerequisites: Enrollment in Dental Assisting or Dental Hygiene Program

Corequisites: DEN 100 or DEN 110 and DEN 111

Component: None

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 Dental Hygiene Preclinical Lecture	02	00	00	02
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Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 121

Component: None

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

DEN 121 Dental Hygiene Preclinical Lab	00	06	00	02
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Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 120

Component: None

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

DEN 123 Nutrition/Dental Health	02	00	00	02
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Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 220

Component: None

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology	02	00	00	02
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Prerequisites: Enrollment in Dental Hygiene Program and DEN 110

Corequisites: DEN 130

Component: None

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

DEN 125 Dental Office Emergencies	00	02	00	01
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Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 140

Component: None

This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess and manage various dental office emergencies and activate advanced medical support when indicated.

DEN 130 Dental Hygiene Theory I	02	00	00	02
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Prerequisites: Enrollment in Dental Hygiene and DEN 120

Corequisites: DEN 131

Component: None

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 131 Dental Hygiene Clinic I	00	00	09	03

Prerequisites: Enrollment in Dental Hygiene Program and DEN 121

Corequisites: DEN 130

Component: None

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 140 Dental Hygiene Theory II	01	00	00	01
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Prerequisites: Enrollment in Dental Hygiene and DEN 130

Corequisites: DEN 141

Component: None

This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities.

DEN 141 Dental Hygiene Clinic II	00	00	06	02
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Prerequisites: Enrollment in Dental Hygiene and DEN 131

Corequisites: DEN 140

Component: None

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 220 Dental Hygiene Theory III	02	00	00	02
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Prerequisites: Enrollment in Dental Hygiene and DEN 140

Corequisites: DEN 221

Component: None

This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

DEN 221 Dental Hygiene Clinic III	00	00	12	04
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Prerequisites: Enrollment in Dental Hygiene Program and DEN 141

Corequisites: DEN 220

Component: None

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DEN 222 General & Oral Pathology	02	00	00	02

Prerequisites: Enrollment in Dental Hygiene Program and BIO 163 or BIO 163C and BIO 163L

Corequisites: DEN 130

Component: None

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 Dental Pharmacology	02	00	00	02
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Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: A set of courses is required: DEN 220 and BIO 163 or BIO 163C and BIO 163L

Component: None

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 Materials and Procedures	01	03	00	02
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Prerequisites: Enrollment in Dental Hygiene Program and DEN 111

Corequisites: DEN 231

Component: None

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions.

DEN 230 Dental Hygiene Theory IV	01	00	00	01
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Prerequisites: Enrollment in Dental Hygiene Program and DEN 220

Corequisites: DEN 231

Component: None

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.

DEN 231 Dental Hygiene Clinic IV	00	00	12	04
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Prerequisites: Enrollment in Dental Hygiene Program and DEN 221

Corequisites: DEN 230

Component: None

This course continues skill development in providing an oral prophylaxis.

laxis. 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 02 00 03 03

Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 220

Component: None

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

DEN 233 Professional Development 02 00 00 02

Prerequisites: Enrollment in Dental Hygiene Program

Corequisites: DEN 230

Component: None

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

DFT 119 Basic CAD 01 02 00 02

Prerequisites: None

Corequisites: None

Component: 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 151 CAD I 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II 02 03 00 03

Prerequisites: DFT-151

Corequisites: None

Component: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications

to generate and manage drawings.

DRA 111 Theater Appreciation 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a study of the art, craft, and business of the theater. Emphasis is placed on the audiences appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theater terms and to recognize the contributions of various theater artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 112 Literature of the Theater 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 115 Theater Criticism 03 00 00 03

Prerequisites: DRA 111

Corequisites: None

Component: None

This course is designed to develop a critical appreciation of the theater from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theater performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 120 Voice for Performance 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 122 Oral Interpretation 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 124 Readers Theatre 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 126 Storytelling 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

DRA 128 Children's Theatre 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 130 Acting I 00 06 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should

be able to explore their creativity in an acting ensemble.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 131 Acting II 00 06 00 03

Prerequisites: DRA 130

Corequisites: None

Component: None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 132 Stage Movement 02 02 00 03

Prerequisites: None

Corequisites: DRA 111

Component: None

This course provides an applied study of selected principles of stage movement for actors. Topics include improvisation, mime, stage combat, clowning, choreography, and masks. Upon completion, students should be able to focus properly on stage, to create characters, and to improvise scenes, perform mimes, fight, clown, juggle, and waltz. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 135 Acting for the Camera I 01 04 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

DRA 136 Acting for the Camera II 01 04 00 03

Prerequisites: DRA 135

Corequisites: None

Component: None

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
DRA 140 Stagecraft I	00	06	00	03	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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.				
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
DRA 141 Stagecraft II	00	06	00	03					
Prerequisites: DRA 140									
Corequisites: None									
Component: None									
This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
DRA 145 Stage Make-up	01	02	00	02					
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
DRA 170 Play Production I	00	09	00	03					
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
DRA 171 Play Production II	00	09	00	03					
Prerequisites: DRA 170									
Corequisites: None									
Component: None									
DRA 175 Teleplay Production I	00	09	00	03					
Prerequisites: None									
Corequisites: None									
Component: None									
This course provides an applied laboratory study of the processes involved in production of a dramatic television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing dramatic television programming. Upon completion, students should be able to participate in an assigned position with a college dramatic television production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
DRA 176 Teleplay Production II	00	09	00	03					
Prerequisites: DRA 175									
Corequisites: None									
Component: None									
This course provides an applied laboratory study of the processes involved in production of a sit-com television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing sit-com television programming. Upon completion, students should be able to participate in an assigned position with a college sit-com television production. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.									
DRA 211 Theatre History I	03	00	00	03					
Prerequisites: None									
Corequisites: None									
Component: None									
This course covers the development of theater from its origin to the closing of the British theater in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theater and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.									
DRA 212 Theatre History II	03	00	00	03					
Prerequisites: None									
Corequisites: None									
Component: None									

Component: None

Component: None

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252 Principles of Macroeconomics

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

EDU 111 Early Childhood Credentials I

02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children. This course will become obsolete effective Fall 2008.

EDU 112 Early Childhood Credentials II

02 00 00 02

Prerequisites: EDU 111

Corequisites: None

Component: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children. This course will become obsolete effective Fall 2008.

trition practices that promote healthy environments for children. This course will become obsolete effective Fall 2008.

EDU 113 Family/Early Childhood

Credentials

02 00 00 02

Prerequisites: EDU 111

Corequisites: None

Component: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home. This course will become obsolete effective Fall 2008.

EDU 118 Teach Assoc Princ & Prac 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.

EDU 119 Intro to Early Childhood

Education

04 00 00 04

Prerequisites: None

Corequisites: None

Component: None

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession. This course is also available through the Virtual Learning Community (VLC).

EDU 131 Child, Family, & Communications

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis

is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children. This course is also available through the Virtual Learning Community (VLC).

EDU 144 Child Development I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 145 Child Development II 03 00 00 03

Prerequisites: EDU 144

Corequisites: None

Component: None

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 146 Child Guidance 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children. This course is also available through the Virtual Learning Community (VLC).

EDU 147 Behavior Disorders 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a comprehensive study of behavior disorders encompassing characteristics, assessments, and placement alternatives. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize appropriate behavior management applications. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

EDU 148 Learning Disabilities 04 02 00 05

Prerequisites: None

Corequisites: None

Component: None

This course is a comprehensive study of the characteristics, teaching strategies, assessment tools, and placement alternatives for children with learning disabilities. Topics include characteristics, causes, assessment instruments, learning strategies, and collaborative methods for children with learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with learning disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

EDU 151 Creative Activities 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 153 Health, Safety, & Nutrition 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and

EDU 188 Issues in Early Childhood Education				
Prerequisites:	None			
Corequisites:	None			
Component:	None			
<p>This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.</p>				

EDU 235 School-Age Development & Program	02	00	00	02
Prerequisites: None				
Corequisites: None				
Component: None				
<p>This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.</p>				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 243 Learning Theory	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the seven types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 245 Policies and Procedures	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247 Physical Disabilities	03	00	00	03
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Prerequisites: EDU 144 or PSY 244

Corequisites: None

Component: None

This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

EDU 248 Mental Retardation	02	02	00	03
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Prerequisites: EDU 221

Corequisites:

Component: None

This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Associate program.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 250 PRAXIS I Preparation	01	00	00	01

Prerequisites: None

Corequisites: None

Component: None

This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 259 Curriculum Planning	03	00	00	03
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Prerequisites: One course required: EDU 112, EDU 113 or EDU 119

Corequisites: None

Component: None

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Administration I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision. This course is also available through the Virtual Learning Community (VLC).

EDU 262 Early Childhood Administration II	03	00	00	03
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Prerequisites: EDU 261

Corequisites: None

Component: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
EDU 263 Developing a School-Age Program	02	00	00	02					
Prerequisites: None					This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.				
Corequisites: None									
Component: None									
This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.									
EDU 271 Educational Technology	02	02	00	03	EDU 285 Internship Exp-School Age	01	00	00	01
Prerequisites: None					Prerequisites: ENG 111				
Corequisites: None					Corequisites: COE 121 or COE 122				
Component: None					Component: None				
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.					This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.				
EDU 275 Effective Teacher Training	02	00	00	02	EDU 298 Seminar in Early Childhood	03	00	00	03
Prerequisites: None					Prerequisites: Enrollment in program				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.					This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar topics. Upon completion, students should be able to critically analyze issues and establish informed opinions.				
EDU 280 Language & Literacy Exp	03	00	00	03	EFL 083 Grammar III	05	00	00	05
Prerequisites: None					Prerequisites: EFL 082				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. This course is also available through the Virtual Learning Community (VLC).					This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercised integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.				
EDU 282 Early Childhood Literature	03	00	00	03	EFL 084 Grammar IV	05	00	00	05
Prerequisites: None					Prerequisites: EFL 083				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
					This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved				

proficiency, comprehension, and grammatical accuracy.

EFL 091 Composition I **05 00 00 05**

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions.

EFL 092 Composition II **05 00 00 05**

Prerequisites: EFL 091

Corequisites: None

Component: None

This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and understand the major elements of the writing process, sentence, paragraph, and essay.

EFL 093 Composition III **05 00 00 05**

Prerequisites: EFL 092

Corequisites: None

Component: None

This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes.

EFL 094 Composition IV **05 00 00 05**

Prerequisites: EFL 093

Corequisites: None

Component: None

This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, and the writing process; and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience.

EFL 095 Composition V **05 00 00 05**

Prerequisites: EFL 094

Corequisites: None

Component: None

This course is designed to prepare advanced non-native speakers of English for college-level composition courses. Emphasis is

placed on the study and process of writing formal essays and research papers and the analysis of literary, expository, and descriptive writings. Upon completion, students should be able to write and analyze professional and peer compositions and apply basic research principles.

EGR 115 Introduction to Technology **02 03 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 131 Intro to Electronics Tech **01 02 00 02**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

ELC 112 DC/AC Electricity **03 06 00 05**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

ELC 113 Basic Wiring I **02 06 00 04**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ELC 114 Basic Wiring II	02	06	00	04

Prerequisites: None

Corequisites: None

Component: 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	02	06	00	04
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Prerequisites: ELC 113

Corequisites: None

Component: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls	02	06	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 121 Electrical Estimating	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC 128 Intro to PLC	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers

with equipment. Upon completion, students should be able to install PLCs and create simple programs. This course is also available through the Virtual Learning Community (VLC).

ELC 131 DC/AC Circuit Analysis	04	03	00	05
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Prerequisites: One course required: MAT 080, MAT 090, MAT 095 OR MAT 161 or Placement Test Credit Equivalent.

Corequisites: None

Component: None

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A DC/AC Circuit Analysis				
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Lab	00	03	00	01
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Prerequisites: None

Corequisites: ELC 131

Component: None

This course introduces 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, students should have gained hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment. An introduction to soldering/desoldering, printed circuit boards and safety practices will also be provided.

ELC 229 Applications Project	01	03	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

ELN 131 Semiconductor Applications	03	03	00	04
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Prerequisites: ELC 131

Corequisites: None

Component: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications	03	03	00	04
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Prerequisites: ELN 131

Corequisites: None

Component: None

This course introduces the characteristics and applications of lin-

ear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics **03 03 00 04**

Prerequisites: ELC 131

Corequisites: None

Component: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/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. This course is also available through the Virtual Learning Community (VLC).

ELN 150 CAD for Electronics **01 03 00 02**

Prerequisites: CIS 111 or CIS 110

Corequisites: None

Component: None

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 231 Industrial Controls **02 03 00 03**

Prerequisites: ELN 131 and ELN 232

Corequisites: None

Component: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232 Intro to Microprocessors **03 03 00 04**

Prerequisites: ELN 133

Corequisites: None

Component: None

This course introduces microprocessor architecture and micro-computer 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 233 Microprocessor Systems **03 03 00 04**

Prerequisites: ELN 232

Corequisites: None

Component: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

ELN 234 Communication Systems **03 03 00 04**

Prerequisites: ELN 131 and ELN 133

Corequisites: None

Component: 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 247 Electronic App Project **01 03 00 02**

Prerequisites: ELN 232 and ELN 234

Corequisites: None

Component: None

This course provides a structured approach to an application-oriented electronics project. Emphasis is placed on selecting, planning, implementing, testing, and presenting an application-oriented project. Upon completion, students should be able to present and demonstrate an electronics application-oriented project.

ELN 249 Digital Communication **02 03 00 03**

Prerequisites: ELN 232 and ELN 234

Corequisites: None

Component: None

This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems.

ELN 275 Troubleshooting **01 03 00 02**

Prerequisites: ELN 131 and ELN 133

Corequisites: ELN 232

Component: None

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose

and isolate faults and perform necessary repairs to meet manufacturers' specifications.

EMS 110 EMT-Basic 05 06 00 07

Prerequisites: Departmental Approval

Corequisites: None

Component: EMS 110AA & EMS 110BB

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-Basic certification.

EMS 115 Defense Tactics for EMS 01 03 00 02

Prerequisites: Department Approval

Corequisites: None

Component: None

This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

EMS 120 Intermediate Interventions 02 03 00 03

Prerequisites: EMS 110

Corequisites: EMS 121, EMS 130 and EMS 131

Component: None

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

EMS 121 EMS Clinical Practicum I 00 00 06 02

Prerequisites: EMS 110

Corequisites: EMS 120, EMS 130 and EMS 131

Component: None

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

EMS 125 EMS Instructor

Methodology 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers the information needed to develop and in-

struct 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 I for EMS 01 03 00 02

Prerequisites: EMS 110

Corequisites: EMS 120 and EMS 131

Component: None

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Advanced Airway Management

01 02 00 02

Prerequisites: EMS 110

Corequisites: EMS 120 and EMS 130

Component: None

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management 01 03 00 02

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical 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 Emergency Vehicles & EMS Communication

01 03 00 02

Prerequisites: None

Corequisites: None

Component: None

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. 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 210 Advanced Patient

Assessment 01 03 00 02

Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131

Corequisites: None

Component: None

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology 02 06 00 04

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131

Corequisites: None

Component: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II 00 00 09 03

Prerequisites: EMS 121 or EMS 122 and COE 121

Corequisites: None

Component: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 230 Pharmacology II for EMS 01 03 00 02

Prerequisites: EMS 130

Corequisites: None

Component: None

This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course.

EMS 231 EMS Clinical Practicum III 00 00 09 03

Prerequisites: EMS 221

Corequisites: None

Component: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to

demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 02 00 00 02

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Special Needs Patients 01 02 00 02

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131

Corequisites: None

Component: None

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

EMS 241 EMS Clinical Practicum IV 00 00 09 03

Prerequisites: EMS 231

Corequisites: None

Component: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Advanced Medical

Emergency 02 03 00 03

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131

Corequisites: None

Component: None

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Advanced Trauma

Emergencies 01 03 00 02

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131

Corequisites: None
 Component: None
 This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies 02 02 00 03

Prerequisites: All courses required: EMS 120, EMS 121, EMS 130 and EMS 131

Corequisites: None

Component: None

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. 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 and certify at the Pediatric Advanced Life Support Provider level.

EMS 280 EMS Bridging Course 02 02 00 03

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone 01 03 00 02

Prerequisites: All courses required: EMS 220, EMS 250 and EMS 260

Corequisites: None

Component: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG 070 Basic Language Skills 02 02 00 03

Prerequisites: Placement

Corequisites: No Corequisites

Component: None

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 080 Writing Foundations 03 02 00 04

Prerequisites: ENG 070 or Placement Test Credit Equivalent

Corequisites: RED 080 or Placement Test Credit Equivalent

Component: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

ENG 090 Composition Strategies 03 00 00 03

Prerequisites: ENG 080 or Placement Test Credit Equivalent

Corequisites: ENG 090A, RED 90 or Placement Test Credit Equivalent

Component: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

ENG 090A Composition Strategies Lab 00 02 00 01

Prerequisites: None

Corequisites: ENG 090

Component: None

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 095 Reading & Comp Strategies 05 00 00 05

Prerequisites: ENG 085 or ENG 080 and RED 080

Corequisites: ENG 095A

Component: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 095A Reading & Comp Strat Lab	00	02	00	01

Prerequisites: ENG 085 or ENG 080 and RED 080

Corequisites: ENG 095

Component: None

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

ENG 101 Applied Communications I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This course is intended for certificate and diploma programs.

ENG 102 Applied Communications II	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: 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 course is intended for certificate and diploma programs.

ENG 111 Expository Writing	03	00	00	03
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Prerequisites: ENG-090, RED-090, or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 112 Argument-Based Research	03	00	00	03
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Prerequisites: ENG 111

Corequisites: None

Component: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 113 Literature-Based Research	03	00	00	03
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Prerequisites: ENG 111

Corequisites: None

Component: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 114 Professional Research & Reporting	03	00	00	03
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Prerequisites: ENG 111

Corequisites: None

Component: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 115 Oral Communication	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 125 Creative Writing I	03	00	00	03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 126 Creative Writing II	03	00	00	03
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Prerequisites: ENG 125

Corequisites: None

Component: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 131 Introduction to Literature	03	00	00	03
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Prerequisites: ENG 111

Corequisites: One course required: ENG 112, ENG 113, or ENG 114

Component: None

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 132 Introduction to Drama	03	00	00	03
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Prerequisites: ENG 111

Corequisites: One course required: ENG 112, ENG 113, or ENG 114

Component: None

This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 133 Introduction to the Novel	03	00	00	03
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Prerequisites: ENG 111

Corequisites: One course required: ENG 112, ENG 113, or ENG 114

Component: None

This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and dis-

cuss the distinguishing features of the novel. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 134 Introduction to Poetry	03	00	00	03
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Prerequisites: ENG 111

Corequisites: One course required: ENG 112, ENG 113, or ENG 114

Component: None

This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 135 Introduction to Short Fiction	03	00	00	03
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Prerequisites: ENG 111

Corequisites: One course required: ENG 112, ENG 113, or ENG 114

Component: None

This course provides intensive study of short fiction as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of short fiction. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of short fiction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 231 American Literature I	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113, ENG 114

Corequisites: None

Component: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232 American Literature II	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 233 Major American Writers	03	00	00	03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 234 Modern American Poets	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course covers the works of selected major modern American poets. Topics include each poet's theory and practice of poetry and the historical and literary traditions which influenced or were influenced by the poets. Upon completion, students should be able to read poetry with more comprehension and explicate selected poems in light of technique, theory, and poetic traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 241 British Literature I	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 242 British Literature II	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ENG 243 Major British Writers	03	00	00	03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 251 Western World Literature I	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 252 Western World Literature II	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 253 The Bible as Literature	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identify and analyze selected books and passages using appropriate literary conventions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 261 World Literature I	03	00	00	03
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Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 262 World Literature II 03 00 00 03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

ENG 271 Contemporary Literature 03 00 00 03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 272 Southern Literature 03 00 00 03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 273 African-American Literature 03 00 00 03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis

is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

ENG 274 Literature by Women 03 00 00 03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 275 Science Fiction 03 00 00 03

Prerequisites: One course required: ENG 112, ENG 113 or ENG 114

Corequisites: None

Component: None

This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

EPT 120 Sociology of Disaster 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

EPT 150 EMS Incident Management 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the fully integrated incident management system for EMS response to high impact incidents. Topics include mass casualty incidents, terrorists events, communications, training, triage, law and fire incident command. Upon completion, students should be able to implement and operate within the

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
National Incident Management System.					programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).				
EPT 210 Disaster Resp Ops Mgt	03	00	00	03		FIP 128 Detection & Investigation	03	00	00 03
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. Topics include Federal, State, and local roles and responsibilities in major disaster recovery work with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster plan and assess the needs of those involved in a major disaster.					This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).				
EPT 220 Terrorism and Emer. Mgt.	03	00	00	03		FIP 132 Building Construction	03	00	00 03
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topic include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.					This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction as related to fire conditions MEETING NFPA 1021.				
EPT 275 Emergency OPS Center Mgt	03	00	00	03		FIP 136 Inspections & Codes	03	00	00 03
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.					This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.				
FIP 120 Intro to Fire Protection	03	00	00	03		FIP 140 Industrial Fire Protect	03	00	00 03
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.					This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan, organize, and				
FIP 124 Fire Prevention & Public Ed	03	00	00	03					
Prerequisites: None									
Corequisites: None									
Component: None									
This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational									

evaluate an industrial facility's fire protection, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 152 Fire Protection Law 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. This course is also available through the Virtual Learning Community (VLC).

FIP 164 OSHA Standards 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operation, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 180 Wildland Fire Behavior 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the principles of wildland fire behavior and meteorology. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.

FIP 184 Wildland Fire Safety 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers safety principles used when working in the wildland fire environment. Emphasis is placed on personal safety and working with equipment, aircraft, and fire-ground operations. Upon completion, students should be able to demonstrate wildland fire safety procedures through written and performance evaluations.

FIP 220 Fire Fighting Strategies 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of

emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.

FIP 221 Adv Fire Fighting Strat 03 00 00 03

Prerequisites: FIP 220

Corequisites: None

Component: None

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 224 Instructional Methodology 04 00 00 04

Prerequisites: None

Corequisites: None

Component: None

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 and NFPA 1021.

FIP 228 Local Govt Finance 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.

FIP 229 Fire Dynamics and Combust 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled. 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.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
FIP 230 Chem of Hazardous Mat I	05	00	00	05

Prerequisites: None

Corequisites: None

Component: None

This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232 Hydraulics & Water Dist	02	02	00	03
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Prerequisites: MAT 115, MAT 120, MAT 121, MAT 140, MAT 151, MAT 161, MAT 171, or MAT 175

Corequisites: None

Component: None

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 236 Emergency Management	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate a knowledge of comprehensive emergency management and the integrated emergency management system.

FIP 240 Fire Service Supervision	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor, meeting elements of NFPA 1021.

FIP 248 Fire Svc Personnel Adm	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the basics of setting up and administering the personnel functions of fire protection organizations. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, re-

cruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

FIP 256 Munic Public Relations	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II.

FIP 276 Managing Fire Services	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021.

FIP 277 Fire and Social Behavior	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.

FLO 189 Basic Floral Design	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides general knowledge of floral design on a non-commercial level. Topics include simple corsage work, vase arrangements, and holiday novelty items. Upon completion, students should be able to tie a bow and construct simple corsages, bud vases, and holiday items.

FRE 111 Elementary French I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112 Elementary French II 03 00 00 03

Prerequisites: FRE 111

Corequisites: None

Component: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 181 French Lab 1 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 182 French Lab 2 00 02 00 01

Prerequisites: FRE 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 211 Intermediate French I 03 00 00 03

Prerequisites: FRE 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212 Intermediate French II 03 00 00 03

Prerequisites: FRE 211

Corequisites: None

Component: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 221 French Conversation 03 00 00 03

Prerequisites: FRE 212

Corequisites: None

Component: None

This course provides an opportunity for intensive communication in spoken French. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 281 French Lab 3 00 02 00 01

Prerequisites: FRE 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the 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 through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FRE 282 French Lab 4 00 02 00 01

Prerequisites: FRE 281

Corequisites: None

Component: None

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

FSE 112 Principles of Funeral Service 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the principles of funeral service and various religious and cultural customs of funeral service in the US. Emphasis is placed on Protestant, Catholic, Jewish, and other religious groups and the professional and ethical obligations of the profession. Upon completion, students should be able to demonstrate an understanding of religious and cultural traditions and how various funeral services are conducted.

FSE 114 Embalming Chemistry 04 00 00 04

Prerequisites: Take one course: CHM 081, CHM 090, CHM 092, CHM 094, CHM 135, or CHM 151

Corequisites: None

Component: None

This course covers the fundamentals of organic chemistry and biochemistry as related to the funeral service profession. Emphasis is placed on chemical changes in the human body during life, after death, and during chemical preservation. Upon completion, students should be able to use various embalming chemicals and mix embalming solutions for laboratory use.

FSE 116 Funeral Law and Ethics 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers fundamentals of mortuary law and ethical considerations relevant to the funeral profession. Emphasis is placed on North Carolina Mortuary Law, OSHA requirements, anatomical donations, vital statistics, and general law relative to mortuary law. Upon completion, students should be able to demonstrate an understanding of the legal and ethical aspects of funeral service.

FSE 118 Embalming Anatomy 04 00 00 04

Prerequisites: Take one course: BIO 090, BIO 092, BIO 094, or BIO 111

Corequisites: None

Component: None

This course covers the general anatomy needed in funeral service. Emphasis is placed on medical terminology and the normal structure and function of the human body with special consideration of the circulatory system. Upon completion, students should be

able to understand the normal structure and function of the human body and how it relates to the embalming process.

FSE 120 Embalming Microbiology 03 00 00 03

Prerequisites: FSE 118

Corequisites: None

Component: None

This course is a survey of the basic principles of microbiology and related funeral service considerations. Emphasis is placed on sanitation, disinfection, public health, and embalming practices as it relates to various microorganisms. Upon completion, students should be able to characterize various microbial agents and discuss topical, chemical, and biological methods of control.

FSE 210 Embalming Theory I 03 00 00 03

Prerequisites: FSE 118

Corequisites: FSE 211 or COE 112F

Component: None

This course introduces various embalming procedures and the purpose, history, and need for embalming. Emphasis is placed on laboratory equipment, post mortem changes, and the proper use of embalming chemicals. Upon completion, students should be able to identify various instruments and relate theoretical case analysis to embalming procedures used in the funeral home.

FSE 211 Embalming Lab I 00 04 00 02

Prerequisites: None

Corequisites: FSE 210

Component: None

This course provides hands-on experience with general embalming techniques. Emphasis is placed on preparation of human remains in the embalming laboratory. Upon completion, students should be able to utilize sanitation and disinfection procedures correctly and properly prepare human remains for burial.

FSE 212 Embalming Theory II 03 00 00 03

Prerequisites: A course from each set: FSE 210 and FSE 211 or COE112F

Corequisites: FSE 213 or COE 122F

Component: None

This course is a continuation of FSE 210 and covers more detailed embalming procedures. Topics include anatomical consideration for embalming, case analysis, positioning features, arterial injection, cavity treatment, autopsies, and other post mortem conditions. Upon completion, students should be able to demonstrate knowledge of embalming theory and sanitation to protect the public health.

FSE 213 Embalming Lab II 00 04 00 02

Prerequisites: FSE 210 and FSE 211

Corequisites: FSE 212

Component: None

This course provides hands-on experience in more advanced embalming skills. Emphasis is placed on preparation of human re-

GEL 230 Environmental Geology 03 02 00 04

Prerequisites: GEL 111, GEL 120 or PHS 130

Corequisites: None

Component: None

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GEO 110 Introduction to Geography	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement

GEO 111 World Regional Geography	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).

GEO 112 Cultural Geography	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 113 Economic Geography	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the patterns and networks of economic interdependence and how they affect human populations. Emphasis is placed on the economic aspects of the production and distribution of goods and services and their impact on the quality of human life. Upon completion, students should be able to describe different economic systems and demonstrate an understanding of the variables that influence economic development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behav-

ioral sciences.

GEO 121 North Carolina Geography	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is a survey of the physical and cultural landscapes of North Carolina. Topics include physical characteristics of North Carolina, settlement patterns, resource use, and cultural variations. Upon completion, students should be able to demonstrate knowledge of the distinct physical and cultural features of North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GEO 130 General Physical Geography	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 131 Physical Geography I	03	02	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic physical components that help shape the earth. Emphasis is placed on the geographic grid, cartography, weather, climate, biogeography, and soils. Upon completion, students should be able to identify these components and explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GEO 132 Physical Geography II	03	02	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the study of minerals, rocks, evolution of landforms, and consequences of landscape change. Emphasis is placed on mineral composition, fluvial processes, erosion and deposition, glaciers, and coastal processes. Upon completion, students should be able to identify these components and processes and to explain how they interact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GER 111 Elementary German I	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 112 Elementary German II	03	00	00	03
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Prerequisites: GER 111

Corequisites: None

Component: None

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 181 German Lab 1	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 182 German Lab 2	00	02	00	01
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Prerequisites: GER 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 211 Intermediate German I	03	00	00	03
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Prerequisites: GER 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 212 Intermediate German II	03	00	00	03
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Prerequisites: GER 211

Corequisites: None

Component: None

This course provides a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GER 221 German Conversation	03	00	00	03
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Prerequisites: GER 212

Corequisites: None

Component: None

This course provides an opportunity for intensive communication in spoken German. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

GER 281 German Lab 3	00	02	00	01
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Prerequisites: GER 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
GER 282 German Lab 4	00	02	00	01					
Prerequisites: GER 281					damentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.				
Corequisites: None									
Component: None									
This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.					GRD 117 Design Career Exploration	02	00	00	02
					Prerequisites: None				
					Corequisites: None				
					Component: None				
					This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization.				
GIS 111 Introduction to GIS	02	02	00	03					
Prerequisites: None					GRD 121 Drawing Fundamentals I	01	03	00	02
Corequisites: None					Prerequisites: None				
Component: None					Corequisites: None				
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.					Component: None				
					This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.				
GIS 112 Introduction to GPS	02	02	00	03					
Prerequisites: None					GRD 131 Illustration I	01	03	00	02
Corequisites: None					Prerequisites: ART 131, DES 125, or GRD 121				
Component: None					Corequisites: None				
This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.					Component: None				
					This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.				
GIS 161 Intro to Comp/BASIC & C++	01	04	00	03					
Prerequisites: None					GRD 132 Illustration II	01	03	00	02
Corequisites: None					Prerequisites: GRD 131				
Component: None					Corequisites: None				
This course introduces the electronic computer and includes a general description of computer design and operation, associated vocabulary, and most widely used applications. Emphasis is placed on hands-on experience with software. Upon completion, students should be able to utilize and depict calculations, decision-making and branching and looping functions processing, and top-down programming methodology.					Component: None				
					This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork.				
GRD 110 Typography I	02	02	00	03					
Prerequisites: None					GRD 141 Graphic Design I	02	04	00	04
Corequisites: None					Prerequisites: None				
Component: None					Corequisites: None				
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fun-					Component: None				
					This course introduces the conceptualization process used in visu-				

al problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142 Graphic Design II 02 04 00 04

Prerequisites: ART 121 or GRD 141, and GRD 110, GRD 151

Corequisites: None

Component: None

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 151 Computer Design Basics 01 04 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

GRD 152 Computer Design Tech I 01 04 00 03

Prerequisites: GRD 151

Corequisites: None

Component: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 153 Computer Design Tech II 01 04 00 03

Prerequisites: GRD 152

Corequisites: None

Component: None

This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.

GRD 167 Photographic Imaging I 01 04 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digi-

tal imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.

GRD 168 Photographic Imaging II 01 04 00 03

Prerequisites: GRD 167

Corequisites: None

Component: None

This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints.

GRD 220 Calligraphy 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course covers calligraphy as a design element. Emphasis is placed on the history, methods, materials, tools, and techniques of hand lettering. Upon completion, students should be able to use a variety of pens, brushes, inks, paint, and surfaces to produce several finished calligraphic works.

GRD 241 Graphic Design III 02 04 00 04

Prerequisites: GRD 142 and GRD 152

Corequisites: None

Component: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV 02 04 00 04

Prerequisites: GRD 241 and GRD 153

Corequisites: None

Component: None

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 247 Design Applications IV 00 03 00 01

Prerequisites: None

Corequisites: GRD 242

Component: None

This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifica-

tions for reproduction.

GRD 263 Illustrative Imaging 01 04 00 03

Prerequisites: GRD 151 and GRD 152

Corequisites: None

Component: None

This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives.

GRD 265 Digital Print Production 01 04 00 03

Prerequisites: GRD 151 or GRA 151

Corequisites: None

Component: None

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

GRD 271 Multimedia Design I 01 03 00 02

Prerequisites: GRD 151 and GRD 152

Corequisites: None

Component: None

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GRD 272 Multimedia Design II 01 03 00 02

Prerequisites: GRD 271

Corequisites: None

Component: None

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.

GRD 280 Portfolio Design 02 04 00 04

Prerequisites: ENG 115 or COM 231, and GRD 131, GRD 142, GRD 152, GRD 153, GRD 241, and GRD 282

Corequisites: None

Component: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional

materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GRD 282 Advertising Copywriting 01 02 00 02

Prerequisites: ENG 111

Corequisites: None

Component: None

This course covers copywriting for print, electronic, and broadcast advertising and promotion. Topics include advertising strategies, proposals, headlines, slogans, and text copy for various types of advertising. Upon completion, students should be able to write and articulate advertising proposals and understand the ethical and regulatory environment for advertising.

GRD 285 Client/Media Relations 01 02 00 02

Prerequisites: ENG 111, GRD 121, GRD 142, GRD 152, and MKT 220

Corequisites: None

Component: None

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

HEA 110 Personal Health/Wellness 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HEA 112 First Aid & CPR 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HEA 120 Community Health	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HET 115 Electronic Engines	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

HET 125 Preventive Maintenance	01	03	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

HET 126 Prevent Maintenance Lab	00	03	00	01
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Prerequisites: None

Corequisites: HET 125

Component: None

This course provides a laboratory setting to enhance preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Emphasis is placed on practical experiences that enhance the topics presented in HET 125. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 125.

HET 231 Med/Heavy Duty Brake Sys	01	03	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

HET 232 Med/Hvy Duty Brake Sys Lab

CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
00	03	00	01

Prerequisites: None

Corequisites: None

Component: HET 231

This course provides a laboratory setting to enhance the skills for troubleshooting, adjusting, and repairing brake systems on medium and heavy duty vehicles. Emphasis is placed on practical experiences that enhance the topics presented in HET 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in HET 231.

HET 233 Suspension and Steering	02	04	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

HIS 111 World Civilizations I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 112 World Civilizations II	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 114 Comparative World History	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 115 Introduction to Global History	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 116 Current World Problems	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 121 Western Civilization I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 122 Western Civilization II	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces western civilization from the modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 131 American History I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132 American History II	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 141 Genealogy & Local History	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HIS 162 Women and History	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 167 The Vietnam War	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 212 Medieval History	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course traces the cultural, political, economic, social, religious, and intellectual history of Europe during the Middle Ages. Topics include the decline of the Roman Empire, the Frankish Kingdoms, the medieval church, feudalism, the rise of national monarchies, urbanization, and the rise of universities. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in medieval Europe. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 221 African-American History	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective

course requirement.

HIS 222 African-American History I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers African American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

HIS 223 African-American History II	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers African American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).

HIS 224 US Diplomatic History	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course examines American diplomacy from the Colonial period to the present. Topics include the Monroe Doctrine, expansionism and imperialism, the world wars, the Cold War, and America's role in a changing world. Upon completion, students should be able to analyze significant developments and trends in the diplomatic history of the United States. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 226 The Civil War	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cul-

tural developments in the United States during the era of the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 227 Native American History 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 236 North Carolina History 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 260 History of Africa 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course surveys the history of Africa from pre-history to the present. Emphasis is placed on the evolution of social, political, economic, and governmental structures in Africa. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Africa. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 271 The French Revolution Era 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course traces the causes and effects of the French Revolution. Topics include the Enlightenment; Jacobins; Reign of Terror; Napoleon's republic, empire, and wars; and the French Revolution's impact upon world history. Upon completion, students should be

able to analyze significant political, socioeconomic, and cultural developments during the French revolutionary era. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HMT 110 Intro to Healthcare Mgt 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 210 Medical Insurance 03 00 00 03

Prerequisites: MED 122 or OST 142

Corequisites: None

Component: None

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms.

HMT 211 Long-Term Care Admin 03 00 00 03

Prerequisites: HMT 110

Corequisites: None

Component: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to long-term care. None

HMT 212 Mgt of Healthcare Org 03 00 00 03

Prerequisites: HMT 110

Corequisites: None

Component: None

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

HMT 220 Healthcare Financial Mgmt 04 00 00 04

Prerequisites: HMT 110 and ACC 225

Corequisites: None

Component: None

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analy-

sis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

HOR 110 Introduction to Landscaping 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic skills and concepts of drafting and surveying necessary to complete landscape site analysis and topographical drawings. Emphasis is placed on proper use of drafting and survey equipment. Upon completion, students should be able to draw a site analysis drawing with topographical lines.

HOR 112 Landscape Design I 02 03 00 03

Prerequisites: HOR 170

Corequisites: None

Component: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116 Landscape Management I 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 118 Equipment Operation & Maintenance 01 03 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation

of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

HOR 134 Greenhouse Operations 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 142 Fruit & Vegetable Production 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

HOR 150 Introduction to Horticulture 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

HOR 152 Horticultural Practices 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 160 Plant Materials I	02	02	00	03

Prerequisites: None

Corequisites: None

Component: None

This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. This course is also available through the Virtual Learning Community (VLC).

HOR 162 Applied Plant Science	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Horticultural Pest Management	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 Soils & Fertilizers	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

HOR 168 Plant Propagation	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 170 Horticultural Computer Apps	01	03	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.

HOR 215 Landscape Irrigation	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

HOR 251 Insects & Diseases	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.

HOR 253 Horticulture Turfgrass	02	02	00	03
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Prerequisites: HOR 162 or HOR 166

Corequisites: None

Component: None

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

HOR 257 Arboriculture Practices	01	03	00	02
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Prerequisites: HOR 160 or LSG 111

Corequisites: None

Component: None

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
HOR 260 Plant Materials II	02	02	00	03

Prerequisites: HOR 160

Corequisites: None

Component: None

This course is a continuation of HOR 160 and covers additional plants. Emphasis is placed on reinforcement of skills and the introduction of additional plants. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 275 Horticulture Production Management	03	02	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces starting and/or managing a horticulture production operation. Emphasis is placed on types of horticulture production businesses, production management practices and skills, and appropriate safety measures for equipment, personnel, and facilities. Upon completion, students should be able to identify various types of production businesses, prepare appropriate schedules and inventories, and manage personnel/facilities for safe crop production.

HOR 277 Horticulture Sales & Services	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces various strategies for marketing horticulture products and services. Topics include wholesale, retail, and consignment sales; advertising media; costing products and services; preparing estimates, bids, and proposals; and consumer relations. Upon completion, students should be able to develop a marketing strategy for various horticulture products and services.

HOR 278 Horticulture Business Entrepreneurship	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, legal aspects of licenses, worker safety and facility criteria, and creating inventories, schedules, and financial statements. Upon completion, students should be able to prepare appropriate schedules and financial statements and demonstrate knowledge of legal standards for equipment and personnel.

HRM 110 Introduction to Hospitality	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course covers the growth and progress of the hospitality in-

dustry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 120 Front Office Procedures	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate 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 Hospitality Etiquette	01	00	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course covers social skills needed to effectively interact with in 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 130 Bed & Breakfast Management	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the management of bed and breakfast facilities. Emphasis is placed on lifestyle commitment, property needs, computer operations, business and marketing plans, customer service and facility management. Upon completion, students should be able to describe and apply the principles of management unique to the bed and breakfast industry.

HRM 140 Hospitality Tourism Law	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

HRM 145 Hospitality Supervision	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry. supervisory skills unique to the hospitality and service industry.

HRM 210 Meetings and Conventions 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces organization, arrangement, and operation of conventions, trade shows, professional meetings, and food functions. Emphasis is placed on the methods of marketing, selling, and servicing conventions and trade shows and the division of administrative responsibilities in their operation. Upon completion, students should be able to describe and apply the principles of management of multi-function, multi-day conference and events.

HRM 215 Restaurant Management 03 00 00 03

Prerequisites: CUL 135

Corequisites: None

Component: None

This course provides an overview of the various challenges and responsibilities encountered in managing a food and beverage operation. Topics include planning, administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

HRM 220 Food & Beverage Controls 03 00 00 03

Prerequisites: Take MAT-115, MAT-140, OR MAT-161 AND CIS-110 OR CIS-111

Corequisites: None

Component: None

This course introduces controls and accounting procedures used in the hospitality industry. Topics include analysis of financial statements, reports, and costs. Upon completion, students should be able to understand and apply food, beverage, and labor cost control systems.

HRM 220A Food & Beverage

Controls Lab 00 02 00 01

Prerequisites: Take MAT-115, MAT-140, OR MAT-161 AND CIS-110 OR CIS-111

Corequisites: HRM 220

Component: None

This course is a laboratory to accompany HRM 220. Emphasis is placed on practical computer applications of food and beverage control procedures. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

HRM 240 Hospitality Marketing 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 280 Hospitality Management

Problems 03 00 00 03

Prerequisites: HRM 110

Corequisites: None

Component: None

This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers.

HUM 110 Technology and Society 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 115 Critical Thinking 03 00 00 03

Prerequisites: RED 090 and ENG 090 or ENG 111

Corequisites: None

Component: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).

HUM 120 Cultural Studies 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philos-

ophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 121 The Nature of America 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 122 Southern Culture 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

HUM 130 Myth in Human Culture 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 150 American Women's Studies 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times

to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 160 Introduction to Film 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

HUM 161 Advanced Film Studies 02 02 00 03

Prerequisites: HUM 160

Corequisites: None

Component: None

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 170 The Holocaust 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HUM 211 Humanities I 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers

to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 212 Humanities II 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 220 Human Values and Meaning 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 230 Leadership Development 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (TAC 11/16/05)

HYD 110 Hydraulics/Pneumatics I 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INT 110 International Business 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

ISC 112 Industrial Safety 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. This course is also available through the Virtual Learning Community (VLC).

ISC 115 Construction Safety 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 121 Envir Health & Safety 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ISC 131 Quality Management	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 210 Oper & Prod Planning	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

ITA 111 Elementary Italian I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ITA 112 Elementary Italian II	03	00	00	03
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Prerequisites: ITA 111

Corequisites: None

Component: None

This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ITA 181 Italian Lab 1	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 182 Italian Lab 2	00	02	00	01
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Prerequisites: ITA 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 211 Intermediate Italian I	03	00	00	03
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Prerequisites: ITA 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ITA 212 Intermediate Italian II	03	00	00	03
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Prerequisites: ITA 211

Corequisites: None

Component: None

This course provides a continuation of ITA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
ITA 221 Italian Conversation	03	00	00	03

Prerequisites: ITA 212

Corequisites: None

Component: None

This course provides an opportunity for intensive communication in spoken Italian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 281 Italian Lab 3	00	02	00	01
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Prerequisites: ITA 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITA 282 Italian Lab 4	00	02	00	01
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Prerequisites: ITA 281

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Italian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ITN 150 Internet Protocols	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols. This course is also available through the Virtual Learning Community (VLC).

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
JPN 111 Elementary Japanese I	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

JPN 112 Elementary Japanese II	03	00	00	03
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Prerequisites: JPN 111

Corequisites: None

Component: None

This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

JPN 211 Intermediate Japanese I	03	00	00	03
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Prerequisites: JPN 112

Corequisites: None

Component: None

This course includes communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

JPN 212 Intermediate Japanese II	03	00	00	03
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Prerequisites: JPN 211

Corequisites: None

Component: None

This course provides continuation of communicative competence in speaking, listening comprehension, reading, and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students

should be able to carry on simple daily conversations, read and write 'Katakana' and 'Hiragana', and to comprehend simple written sentences with some 'Kanji' (Chinese characters) included. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 111 Elementary Latin I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of Latin within a cultural context. Emphasis is placed on the development of basic reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 112 Elementary Latin II 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a continuation of LAT 111 focusing on the fundamental elements of Latin within a cultural context. Emphasis is placed on the progressive development of reading, vocabulary, and grammar skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to written Latin and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 141 Culture and Civilization 03 02 00 04

Prerequisites: LAT 212 and LAT 282

Corequisites: None

Component: None

This course provides an opportunity to explore issues related to the Roman World. Emphasis is placed on a critical appreciation of the Pro Caelio as a rhetorical speech by demonstrating the ability to translate literally, to analyze and interpret, and to understand the figures of speech in Cicero's prose composition. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate cultural awareness of Late Republican political history, institutions, and laws. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 142 Lit. & the Roman Republic 03 02 00 04

Prerequisites: LAT 141

Corequisites: None

Component: None

This course provides an opportunity to refine and expand skills in Latin with emphasis on original authors and texts as well as the history of the late Roman Republic. Topics include original works of selected poems from Catullus and selected Odes from Horace. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate an understanding of Roman social structures and thoughts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 181 Latin Lab I 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement

LAT 182 Latin Lab II 00 02 00 01

Prerequisites: LAT 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of Latin. Emphasis is placed on the progressive development of basic reading and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to demonstrate increasing proficiency in reading and writing Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

LAT 211 Intermediate Latin I 03 00 00 03

Prerequisites: LAT 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of Latin. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to accurately read and comprehend Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 212 Intermediate Latin II 03 00 00 03

Prerequisites: LAT 211

Corequisites: None

Component: None

This course provides a continuation of LAT 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to demonstrate increased accuracy in reading and comprehension of Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 231 Reading and Composition 03 02 00 04

Prerequisites: LAT 142

Corequisites: None

Component: None

This course provides an opportunity for intensive reading and composition in Latin with emphasis on original authors to enhance and expand Latin reading and writing skills. Topics include original works such as selected Eclogues and Georgics from Vergil. Upon completion, students should be able to demonstrate in writing an in-depth understanding of the reading. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 232 Imperial Literature 03 02 00 04

Prerequisites: LAT 231

Corequisites: None

Component: None

This course provides an opportunity to refine and expand additional skills in Latin with emphasis on the study of selected books from the Aeneid by Vergil. Emphasis is placed on a critical appreciation of the Aeneid as poetry by demonstrating the ability to translate literally, to analyze and interpret, and to understand dactylic hexameter, scansion and figures of speech in Vergil's verse. Upon completion, students should be able to demonstrate an increased proficiency in reading and writing Latin and demonstrate an understanding of Imperial religious beliefs, history, institutions and laws. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

LAT 281 Latin Lab 3 00 02 00 01

Prerequisites: LAT 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of written skills in Latin. Emphasis is placed on the study of representative literary and cultural texts. Upon completion, students should be able to comprehend and respond with grammatical accuracy to written Latin and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

LAT 282 Latin Lab 4

Prerequisites: LAT 281

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of Latin. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning materials. Upon completion, students should be able to demonstrate increased proficiency in reading and writing Latin. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

LEX 110 Introduction to Paralegal Study

02 00 00 02

Prerequisites: None

Corequisites: LEX 140

Component: None

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to understand the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. This course is also available through the Virtual Learning Community (VLC).

LEX 120 Legal Research/Writing I 02 02 00 03

Prerequisites: None

Corequisites: LEX 180

Component: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. This course is also available through the Virtual Learning Community (VLC).

LEX 121 Legal Research/Writing II 02 02 00 03

Prerequisites: LEX 110 AND LEX 120

Corequisites: None

Component: 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 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. This course is also available through the Virtual Learning Community (VLC).

EX 140 Civil Litigation I 03 00 00 03

Prerequisites: None

Corequisites: LEX 110

Component: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction and the state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions. This course is also available through the Virtual Learning Community (VLC).

LEX 141 Civil Litigation II 02 02 00 03

Prerequisites: LEX 110 AND LEX 140

Corequisites: None

Component: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150 Commercial Law I 02 02 00 03

Prerequisites: LEX 110

Corequisites: None

Component: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. This course is also available through the Virtual Learning Community (VLC).

LEX 160 Criminal Law & Procedure 02 02 00 03

Prerequisites: LEX 110

Corequisites: None

Component: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be

able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 180 Case Analysis & Reasoning 01 02 00 02

Prerequisites: LEX 110

Corequisites: LEX 120

Component: None

This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

LEX 210 Real Property I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. This course is also available through the Virtual Learning Community (VLC).

LEX 211 Real Property II 01 04 00 03

Prerequisites: LEX 210

Corequisites: None

Component: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240 Family Law 03 00 00 03

Prerequisites: LEX 110 AND LEX 140

Corequisites: None

Component: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. This course is also available through the Virtual Learning Community (VLC).

LEX 250 Wills, Estates, & Trusts 02 02 00 03

Prerequisites: LEX 110

Corequisites: None

Component: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. This course is also available through the Virtual Learning Community (VLC).				

LEX 260 Bankruptcy & Collections 03 00 00 03

Prerequisites: LEX 110 AND LEX 210

Corequisites: None

Component: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270 Law Office Management/Technology 01 02 00 02

Prerequisites: LEX 110 AND LEX 140

Corequisites: None

Component: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 283 Investigation 01 02 00 02

Prerequisites: LEX 110

Corequisites: None

Component: None

This course covers various aspects of civil and criminal investigation. Topics include locating witnesses, interviewing techniques, obtaining records, sketching and photographing accident scenes, collecting and preserving evidence, and preparation of exhibits for trial. Upon completion, students should be able to locate witnesses, prepare questionnaires, interview witnesses, obtain criminal/motor vehicle/medical/ accident records, sketch scenes, and prepare exhibits.

LEX 285 Workers' Comp Law 02 00 00 02

Prerequisites: LEX 110 AND LEX 130

Corequisites: None

Component: None

This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and

draft documents related to workers' compensation claims.

LOG 110 Introduction to Logistics 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry. This course is also available through the Virtual Learning Community (VLC).

LSG 111 Basic Landscape Technology 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic gardening techniques essential to maintaining a landscape.

LSG 121 Fall Gardening Lab 00 06 00 02

Prerequisites: None

Corequisites: None

Component: None

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

LSG 122 Spring Gardening Lab 00 06 00 02

Prerequisites: None

Corequisites: None

Component: None

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

LSG 123 Summer Gardening Lab 00 06 00 02

Prerequisites: None

Corequisites: None

Component: None

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vege-

tables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

LSG 231 Landscape Supervision 02 06 00 04

Prerequisites: LSG 123 and HOR 260

Corequisites: None

Component: None

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

LSG 232 Garden Management 01 02 00 02

Prerequisites: LSG 123 and HOR 260

Corequisites: None

Component: None

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

MAC 111 Machining Technology I 02 12 00 06

Prerequisites: None

Corequisites: None

Component: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II 02 12 00 06

Prerequisites: MAC 111

Corequisites: None

Component: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 Machining Technology III 02 12 00 06

Prerequisites: MAC 112

Corequisites: None

Component: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified

tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114 Introduction to Metrology 02 00 00 02

Prerequisites: None

Corequisites: MAC 111

Component: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121 Introduction to CNC 02 00 00 02

Prerequisites: MAC 111

Corequisites: None

Component: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning 01 03 00 02

Prerequisites: MAC 121

Corequisites: None

Component: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 01 03 00 02

Prerequisites: MAC 121

Corequisites: None

Component: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131 Blueprint Reading/Mach I 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MAC 132 Blueprint Reading/Mach II 01 02 00 02

Prerequisites: MAC 131
 Corequisites: None
 Component: None
 This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 151 Machining Calculations 01 02 00 02

Prerequisites: None
 Corequisites: None
 Component: None
 This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Adv Machining Calc 01 02 00 02

Prerequisites: MAC 151
 Corequisites: None
 Component: None
 This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 226 CNC EDM Machining 01 03 00 02

Prerequisites: MAC 121
 Corequisites: None
 Component: None
 This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

MAC 229 CNC Programming 02 00 00 02

Prerequisites: MAC 121, MAC 122, MAC 124, or MAC 226
 Corequisites: None
 Component: None
 This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

MAC 233 Appl in CNC Machining 02 12 00 06

Prerequisites: MAC 121
 Corequisites: None

Component: None

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

MAC 241 Jigs & Fixtures I 02 06 00 04

Prerequisites: MAC 112
 Corequisites: None
 Component: None
 This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

MAC 243 Die Making I 02 06 00 04

Prerequisites: MAC 112
 Corequisites: None
 Component: None
 This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.

MAC 245 Mold Construction I 02 06 00 04

Prerequisites: MAC 112
 Corequisites: None
 Component: None
 This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

MAT 050 Basic Math Skills 03 02 00 04

Prerequisites: Placement
 Corequisites: None
 Component: None
 This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics 03 02 00 04

Prerequisites: MAT 050 or Placement Test Credit Equivalent
 Corequisites: None
 Component: None
 This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform

basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra 03 02 00 04

Prerequisites: MAT 060 or Placement Test Credit Equivalent

Corequisites: RED 080 or Placement Test Credit Equivalent

Component: None

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. This course is also available through the Virtual Learning Community (VLC).

MAT 080 Intermediate Algebra 03 02 00 04

Prerequisites: MAT070 or Placement Test Credit Equivalent

Corequisites: RED 080

Component: None

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090 Accelerated Algebra 03 02 00 04

Prerequisites: HS Alg I and Alg II or Placement Test Credit Equivalent

Corequisites: RED 080 or Placement Test Credit Equivalent

Component: None

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

MAT 095 Algebraic Concepts 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology.

MAT 101 Applied Mathematics I 02 02 00 03

Prerequisites: MAT 060, MAT 070, MAT 080, MAT 090, or MAT 095

Corequisites: None

Component: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for diploma programs.

MAT 115 Mathematical Models 02 02 00 03

Prerequisites: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include application to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 120 Geometry and Trigonometry 02 02 00 03

Prerequisites: One Course Required: Mat 070, MAT 080, MAT 090, MAT 095, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 121 Algebra/Trigonometry I 02 02 00 03

Prerequisites: One course required: MAT 070, MAT 080, MAT 090, OR MAT 095 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
MAT 122 Algebra/Trigonometry II	02	02	00	03

Prerequisites: One Course Required: MAT121, MAT 161, MAT 171 OR MAT 175

Corequisites: None

Component: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics	03	00	00	03
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Prerequisites: One Course Required: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 141 Mathematical Concepts I	03	00	00	03
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Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175

Corequisites: None

Component: None

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 142 Mathematical Concepts II	03	00	00	03
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Prerequisites: MAT-141

Corequisites: None

Component: None

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in

writing these basic mathematical concepts and utilize technology as a mathematical tool. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 151 Statistics I	03	00	00	03
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Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 151A Statistics I Lab	00	02	00	01
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Prerequisites: One Course Required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 140, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent

Corequisites: MAT 151

Component: None

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 155 Statistical Analysis	03	00	00	03
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Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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MAT 155A Statistics Analysis Lab **00 02 00 01**
 Prerequisites: One course required: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175 or Placement Test Credit Equivalent

Corequisites: MAT 155

Component: None

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 161 College Algebra **03 00 00 03**

Prerequisites: One course required: MAT 080, MAT 090, MAT 095 or Placement Test Credit Equivalent

Corequisites: MAT 161A

Component: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree. This course is also available through the Virtual Learning Community (VLC).

MAT 161A College Algebra Lab **00 02 00 01**

Prerequisites: One course required: MAT 080, MAT 090 OR MAT 095 or Placement Test Credit Equivalent

Corequisites: MAT 161

Component: None

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 162 College Trigonometry **03 00 00 03**

Prerequisites: MAT161

Corequisites: None

Component: None

This course provides an integrated technological approach to trigonometry applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving

and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 162A College Trigonometry Lab **00 02 00 01**

Prerequisites: MAT161

Corequisites: MAT 162

Component: None

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 165 Finite Mathematics **03 00 00 03**

Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175

Corequisites: MAT 165A

Component: None

This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 165A Finite Mathematics Lab **00 02 00 01**

Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175

Corequisites: MAT 165

Component: None

This course is a laboratory for MAT 165. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 167 Discrete Mathematics **03 00 00 03**

Prerequisites: MAT 121

Corequisites: None

Component: None

This course is a study of discrete mathematics with emphasis on applications. Topics include number systems, combinations/permutations, mathematical logic/proofs, sets/counting, Boolean algebra, mathematical induction, trees/graphs, and algorithms. Upon completion, students should be able to demonstrate competence in the topics covered. This course has been approved

to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 167A Discrete Mathematics Lab 00 02 00 01

Prerequisites: MAT 121

Corequisites: MAT 167

Component: None

This course is a laboratory for MAT 167. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 171 Precalculus Algebra 03 00 00 03

Prerequisites: One course required: MAT 080, MAT 090, MAT 095 OR MAT 161 or Placement Test Credit Equivalent

Corequisites: MAT 171A

Component: None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 171A Precalculus Algebra Lab 00 02 00 01

Prerequisites: One course required: MAT 080, MAT 090, MAT 095 or MAT 161 or Placement Test Credit Equivalent

Corequisites: MAT 171

Component: None

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 172 Precalculus Trigonometry 03 00 00 03

Prerequisites: MAT 171

Corequisites: MAT 172A

Component: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been

approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 172A Precalculus Trigonometry

Lab 00 02 00 01

Prerequisites: MAT 171

Corequisites: MAT 172

Component: None

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 175 Precalculus 04 00 00 04

Prerequisites: Placement Test Credit Equivalent

Corequisites: MAT 175A

Component: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 175A Precalculus Lab 00 02 00 01

Prerequisites: None

Corequisites: MAT 175

Component: None

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 210 Logic 03 00 00 03

Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175

Corequisites: MAT 210A

Component: None

This course introduces the concept of deductive logic with emphasis on the use of formal logic in analysis. Topics include traditional logic, propositional logic, and determination of validity including truth tables, Venn diagrams, and translational exercises. Upon completion, students should be able to analyze data based on formal logic or ordinary language discourse. This course

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Articulation Agreement pre-major and/or elective course requirement.

MAT 263 Brief Calculus **03 00 00 03**

Prerequisites: One Course Required: MAT 161, MAT 171 OR MAT 175

Corequisites: None

Component: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, 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 to satisfy the comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 263A Brief Calculus Lab 00 02 00 01

Prerequisites: One Course Required: MAT 161, MAT 171 or MAT 175

Corequisites: MAT 263

Component: None

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 271 Calculus I 03 02 00 04

Prerequisites: One course required: MAT 172, MAT 175 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 272 Calculus II **03 02 00 04**

Prerequisites: MAT 271

Corequisites: None

Component: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics

include 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 use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 273 Calculus III **03 02 00 04**

Prerequisites: MAT 272

Corequisites: None

Component: None

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 280 Linear Algebra **03 00 00 03**

Prerequisites: MAT 271

Corequisites: None

Component: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 285 Differential Equations **03 00 00 03**

Prerequisites: MAT 272

Corequisites: None

Component: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MEC 142 Physical Metallurgy **01 02 00 02**

Prerequisites: None

Corequisites: MAC 112

Component: None

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MED 116 Introduction to A & P **03 02 00 04**

Prerequisites: None

Corequisites: None

Component: 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.

MKT 120 Principles of Marketing **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121 Retailing **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122 Visual Merchandising **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 123 Fundamentals of Selling **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales

Promotion 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 221 Consumer Behavior 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

MKT 223 Customer Service 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. This course is also available through the Virtual Learning Community (VLC).

MKT 224 International Marketing 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

MKT 225 Marketing Research

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HRS HRS HRS HRS

03 00 00 03

Prerequisites: MKT 120

Corequisites: None

Component: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).

MKT 227 Marketing Applications 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation a marketing study. This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.

MKT 228 Service Marketing 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to define service marketing, demonstrate its importance, and note its special characteristics. Topics include basic building blocks of service marketing, distinctive aspects of services, and applications of service marketing mix. Upon completion, students should be able to demonstrate a basic understanding of the marketing mix as it applies to the service industry.

MKT 230 Public Relations 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces public relations as it affects communications, strategic planning, and management of the organization. Topics include basic principles and functions of management that guide public relations activities as applied to businesses, services, institutions, and associations. Upon completion, students should be able to perform the communications, evaluation, planning, and research activities of the public relations professional.

MUS 110 Music Appreciation 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 112 Introduction to Jazz 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 113 American Music 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 114 Non-Western Music 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

MUS 115 Orchestral Music 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers representational orchestral and chamber works from the Baroque period to the present. Emphasis

is placed on the characteristics of important orchestral forms and styles. Upon completion, students should be able to demonstrate skills in listening to and analyzing orchestral music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (TAC – 11/16/05)

MUS 121 Music Theory I 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 131 Chorus I 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 132 Chorus II 00 02 00 01

Prerequisites: MUS-131

Corequisites: None

Component: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MUS 141 Ensemble I 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature.

MUS 142 Ensemble II	00	02	00	01
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MUS 181 Show Choir I	03	03	00	04
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MUS 182 Show Choir II	03	03	00	04
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MUS 210 History of Rock Music	03	00	00	03
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MUS 211 History of Country Music 03 00 00 03

MUS 212 American Musical Theatre 03 00 00 03

MUS 213 Opera and Musical Theatre 03 00 00 03

NET 110 Networking Concepts	02	02	00	03
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Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.

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Corequisites: None

Component: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. This course is also available through the Virtual Learning Community (VLC).

NET 125 Networking Basics	01	04	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics	01	04	00	03
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Prerequisites: NET 125

Corequisites: None

Component: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 175 Wireless Technology	02	02	00	03
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Prerequisites: NET 110 or NET 125

Corequisites: None

Component: None

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Markup language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 225 Routing & Switching I	01	04	00	03
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Prerequisites: NET 126

Corequisites: None

Component: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis

CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing & Switching II	01	04	00	03
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Prerequisites: NET 225

Corequisites: None

Component: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET 260 Internet Dev & Support	03	00	00	03
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Prerequisites: NET 110

Corequisites: None

Component: None

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

NET 289 Networking Project	01	04	00	03
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Prerequisites: None

Corequisites: NET 226

Component: None

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

NMT 110 Intro to Nuclear Medicine	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides a comprehensive introduction to the field of nuclear medicine. Topics include overview of school, program, and profession; medical terminology and ethics; medical legal issues; general patient care and radiation safety practices; and departmental organization. Upon completion, students should be able to utilize various learning resources and demonstrate understanding of radiation safety standards and ethical, professional conduct.

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NMT 126 Nuclear Physics	02	00	00	02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental principles of the physics that underlie nuclear medicine. Topics include atomic structure, electromagnetic and particulate radiation, decay schemes, production of radionuclides with emphasis on radionuclide generators, and decay calculations. Upon completion, students should be able to demonstrate an understanding of the physical concepts covered in the course.

NMT 132 Overview-Clinical Nuc Med	02	00	06	04
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Prerequisites: NMT 110

Corequisites: None

Component: None

This course is designed to familiarize students with the clinical practice of nuclear medicine. Emphasis is placed on the routine clinical procedures, radiopharmaceuticals and dosage, equipment manipulation, and basic patient care. Upon completion, students should be able to demonstrate integration of the principles covered in the classroom with the clinical experience.

NMT 134 Nuclear Pharmacy	02	00	00	02
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Prerequisites: NMT 110

Corequisites: None

Component: None

This course covers the formulation and application of radiopharmaceuticals. Topics include the preparation, handling, disposition, and quality control of clinically useful radiopharmaceuticals. Upon completion, students should be able to discuss the appropriate use and disposition of radiopharmaceuticals currently used in clinical nuclear medicine.

NMT 211 NMT Clinical Practice I	00	00	21	07
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Prerequisites: NMT 132

Corequisites: None

Component: None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclide. Upon completion, students should be able to demonstrate performance of the procedures covered in the course.

NMT 212 Proc for Nuclear Med I	02	00	00	02
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Prerequisites: NMT 132

Corequisites: None

Component: None

This course begins the in-depth study of clinical procedures performed by nuclear medicine technologists. Emphasis is placed on dose administration, use of instrumentation, computer applications, and normal and abnormal presentation. Upon completion, students should be able to demonstrate an understanding of the

principles related to the procedures presented in the course.

NMT 215 Non-Imaging Instrumentation

01	03	00	02
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Prerequisites: NMT 132

Corequisites: None

Component: None

This course covers the proper operation of various types of non-imaging equipment used in nuclear medicine. Emphasis is placed on principles of radiation detection, quality control procedures, various counting problems, and machine-specific operating procedures. Upon completion, students should be able to demonstrate the proper use of the devices discussed in the course.

NMT 217 Radiobiology and Protection	02	00	00	02
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Prerequisites: NMT 132

Corequisites: None

Component: None

This course covers the principles of radiation biology. Emphasis is placed on the effects of ionizing radiation on body tissue, uses of radiation in medicine, and protective measures. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in nuclear medicine.

NMT 221 NMT Clinical Practice II	00	00	21	07
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Prerequisites: NMT 132

Corequisites: None

Component: None

This course is one of two courses designed to provide clinical practice in nuclear medicine. Topics include radiation protection, radiopharmaceutical use, patient care, imaging procedures, non-imaging procedures, administrative procedures, and the therapeutic use of radionuclides. Upon completion, students should be able to demonstrate performance of the procedures covered in this course.

NMT 222 Proc for Nuclear Med II	02	00	00	02
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Prerequisites: NMT 132

Corequisites: None

Component: None

This course concludes the in-depth study of clinical procedures performed in nuclear medicine. Topics include method of dose administration, data acquisition parameters, computer use, and data patterns consistent with normal and described pathological states. Upon completion, students should be able to demonstrate an understanding of the principles related to the procedures discussed in the course.

NMT 289 Nuc Med Tech Topics	02	03	00	03
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Prerequisites: NMT 211

Corequisites: NMT 222

Component: None

This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should

be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination.

NOS 110 Operating System Concepts 02 03 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User 02 02 00 03

Prerequisites: NOS 110

Corequisites: None

Component: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User 02 02 00 03

Prerequisites: NOS 110

Corequisites: None

Component: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220 Linux/UNIX Admin I 02 02 00 03

Prerequisites: NOS 120

Corequisites: None

Component: None

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 230 Windows Admin I 02 02 00 03

Prerequisites: NOS 130

Corequisites: None

Component: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NOS 240 Novell Admin I 02 02 00 03

Prerequisites: NOS 110

Corequisites: None

Component: None

This course will introduce students to the Novell network operating system. Topics include installing and using NetWare, managing printing, storage space, implementing internet services, and managing security. Upon completion, students should have basic knowledge about implementing NetWare and using its management tools.

NUR 101 Practical Nursing I 07 06 06 11

Prerequisites: Departmental Approval

Corequisites: BIO 163 and NUR 102AA

Component: None

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. This course must be completed satisfactorily to progress to Nursing 102B and Nursing 103A.

This course is intended for certificate and diploma programs.

NUR 102AA Practical Nursing II 02 00 00 02

Prerequisites: Departmental Approval

Corequisites: BIO 163 and NUR 101

Component: None

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on vocational and personal adjustments inherent in the development of practical nurses which must be completed satisfactorily to progress to Nursing 102B and Nursing 103A. This course is intended for certificate and diploma programs.

NUR 102BB Practical Nursing II 06 00 12 10

Prerequisites: NUR 101 and NUR 102AA

Corequisites: CIS 113, NUR 103AA and PSY 110

Component: None

This course includes more advanced concepts as related to the

practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with illnesses and disorders of various body systems, child-bearing family and the pediatric patient which must be completed satisfactorily to progress to Nursing 103B. This course is intended for certificate and diploma programs.

NUR 103AA Practical Nursing III 02 00 03 03

Prerequisites: NUR 101 and NUR 102AA

Corequisites: CIS 113, NUR 102BB and PSY 110

Component: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on reproductive diseases, mental health disorders and parenteral medication administration which must be completed satisfactorily to progress to Nursing 103B. This course is intended for certificate and diploma programs.

NUR 103BB Practical Nursing III 04 00 09 07

Prerequisites: NUR 102BB and NUR 103AA

Corequisites: ENG 111

Component: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. The focus will be on nursing care of patients with disorders involving various body systems which must be completed satisfactorily to successfully complete the program. This course is intended for certificate and diploma programs.

NUR 110 Nursing I 05 03 06 08

Prerequisites: Departmental Approval

Corequisites: BIO 168, PSY 150 and ACA 111

Component: None

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demon-

strate beginning competence in caring for individuals with common alterations in health.

NUR 120 Nursing II 05 03 06 08

Prerequisites: NUR 110

Corequisites: BIO 169 and PSY 241

Component: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. The focus will be on integumentary, immune, musculoskeletal, gastrointestinal and endocrine functioning.

NUR 130 Nursing III 04 03 06 07

Prerequisites: NUR 120

Corequisites: CIS 113

Component: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. The focus will be on reproductive health, intrapartal, newborn, and postpartal nursing.

NUR 189 Nursing Transition 01 03 00 02

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

NUR 210 Nursing IV 05 03 12 10

Prerequisites: NUR 130

Corequisites: BIO 275 and ENG 111

Component: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. The focus will be on psychiatric concepts, community based approaches, renal, cardiovascular, and respiratory functioning.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
NUR 220 Nursing V	04	03	15	10

Prerequisites: NUR 210

Corequisites: ENG 115 or COM 231 and Humanities/Fine Arts Elective

Component: None

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multi-disciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. The focus will be on neurologic and neurosensory functioning, mental health, multisystem trauma and leadership skills.

NUT 110 Nutrition	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being. This course is also available through the Virtual Learning Community (VLC).

OMT 110 Introduction to Operations Management	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions.

OMT 112 Materials Management	03	00	00	03
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Prerequisites: MAT-070 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management.

OMT 153 Motivation and Evaluation	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides skills for motivation and evaluation of individuals in a workplace setting. Topics include establishing performance expectations, developing techniques for the development of job skills, coaching for optimal performance, and taking corrective actions. Upon completion, students should be able to demonstrate the skills necessary for successful job performance.

OMT 156 Problem-Solving Skills	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.

OMT 260 Issues in Operations Mgt.	03	00	00	03
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Prerequisites: ISC 121, ISC 210, OMT 112 and ISC 130 OR ISC 131 OR ISC 132 OR ISC 221

Corequisites: None

Component: None

This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.

OST 080 Keyboarding Literacy	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 122 Office Computations	01	02	00	02
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Prerequisites: MAT 070 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 130 Comprehensive Keyboarding	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.

OST 131 Keyboarding 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building 01 02 00 02

Prerequisites: OST 130

Corequisites: None

Component: None

This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 133 Advanced Keyboard Skill Building 01 02 00 02

Prerequisites: OST 132 and OST 134

Corequisites: None

Component: None

This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.

OST 134 Text Entry & Formatting 02 02 00 03

Prerequisites: OST 132 and OST 136

Corequisites: None

Component: None

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. This course is also available through the Virtual Learning Community (VLC).

OST 135 Advanced Text Entry & Formatting 03 02 00 04

Prerequisites: All courses required: OST 133, OST 134, OST 164 and OST 236

Corequisites: None

Component: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing 02 02 00 03

Prerequisites: OST 130

Corequisites: None

Component: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. This course is also available through the Virtual Learning Community (VLC).

OST 137 Office Software Applications 02 02 00 03

Prerequisites: OST 130

Corequisites: None

Component: None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. This course is also available through the Virtual Learning Community (VLC).

OST 138 Advanced Software Appl 02 02 00 03

Prerequisites: OST 137 or CIS 111 or CIS 110

Corequisites: None

Component: None

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. This course is also available through the Virtual Learning Community (VLC).

**OST 141 Medical Terms I-
Medical Office** 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS		CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 142 Medical Terms II-Medical Office	03	00	00	03					
Prerequisites: OST 141					This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. This course is also available through the Virtual Learning Community (VLC).				
Corequisites: None									
Component: None									
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.									
OST 143 Dental Office Terminology	03	00	00	03	OST 162 Executive Terminology	03	00	00	03
Prerequisites: None					Prerequisites: None				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.					This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.				
OST 147 Dental Billing and Coding	03	00	00	03	OST 164 Text Editing Applications	03	00	00	03
Prerequisites: None					Prerequisites: ENG 111				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim Form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.					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. This course is also available through the Virtual Learning Community (VLC).				
OST 148 Medical Coding Billing & Insurance	03	00	00	03	OST 165 Adv Text Editing Apps	02	02	00	03
Prerequisites: OST 141					Prerequisites: OST 134 and OST 164				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. This course is also available through the Virtual Learning Community (VLC).					This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text. This course emphasizes the development of skills in composing and editing business communications that will exemplify the students ability to communicate effectively in an office environment.				
OST 149 Medical Legal Issues	03	00	00	03	OST 181 Introduction to Office Systems	02	02	00	03
Prerequisites: None					Prerequisites: OST 131 or equivalent				
Corequisites: None					Corequisites: None				
Component: None					Component: None				
					This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.				

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
OST 184 Records Management	02	02	00	03

Prerequisites: None

Corequisites: None

Component: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. This course is also available through the Virtual Learning Community (VLC).

OST 192 Selected Topics in OST	01	02	00	02
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Prerequisites: ENG 111, OST 134 and OST 164

Corequisites: None

Component: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course will concentrate on developing skills in writing business communications that will enable students to communicate effectively in an office environment.

OST 223 Admin Office Transcript I	02	02	00	03
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Prerequisites: OST 164 and OST 134 or OST 136

Corequisites: None

Component: None

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 224 Admin. Ofc Transcript II	01	02	00	02
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Prerequisites: OST 223

Corequisites: None

Component: None

This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.

OST 233 Office Publications Design	02	02	00	03
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Prerequisites: OST 134, OST 136, and OST 137

Corequisites: None

Component: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Advanced Word/Information Processing

CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
02	02	00	03

Prerequisites: OST 136

Corequisites: None

Component: None

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

This course is also available through the Virtual Learning Community (VLC).

OST 241 Medical Office Transcription I

01	02	00	02
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Prerequisites: OST 142, OST 164 and MED 121 or OST 141

Corequisites: None

Component: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242 Medical Office Transcription II

01	02	00	02
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Prerequisites: OST 241

Corequisites: None

Component: None

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

OST 243 Medical Office Simulation	02	02	00	03
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Prerequisites: OST 142 and OST 148

Corequisites: OST 285

Component: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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OST 244 Medical Document

Production	01	02	00	02
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Prerequisites: OST 134 OST 142 OST 164

Corequisites: None

Component: None

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

OST 245 Dental Office Management

	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the organizational structures, professional issues, and major functions of management in a dental office. Topics include communication skills, telephone techniques, patient relations, clinical records, bookkeeping procedures, office equipment, and inventory management. Upon completion, students should be able to apply the concepts of management within a dental office.

OST 246 Dental Office Simulation

	02	02	00	03
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Prerequisites: OST 147

Corequisites: None

Component: None

This course introduces dental software systems used to process information in the dental office. Topics include electronic information entering, storing, and retrieving in the dental office billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections in a dental office software system.

OST 247 Procedure Coding

	01	02	00	02
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Prerequisites: OST 141 AND OST 148

Corequisites: None

Component: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 Diagnostic Coding

	01	02	00	02
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Prerequisites: OST 141 AND OST 148

Corequisites: None

Component: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249 CPC Certification

	03	02	00	04
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Prerequisites: OST 247 and OST 248

Corequisites: None

Component: None

This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

OST 281 Emerg Issues in Med Ofc

	03	00	00	03
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Prerequisites: OST 131, OST 142, and OST 148

Corequisites: None

Component: None

This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

OST 284 Emerging Technologies

	01	02	00	02
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Prerequisites: OST 134, OST 137, and OST 164

Corequisites: None

Component: None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 285 Adv Emerg Issu in Med Ofc

	03	00	00	03
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Prerequisites: OST 281

Corequisites: None

Component: None

This course provides an advanced comprehensive discussion of topics familiar to the health care setting. Topics include advanced emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of advanced medical office procedures and treatments.

OST 286 Professional Development

	03	00	00	03
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Prerequisites: OST 134

Corequisites: None

Component: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multi-cultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Systems Management

	02	02	00	03
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Prerequisites: OST 134, OST 136, OST 137, and OST 164

Corequisites: None

Component: None

CLASS HRS LAB HRS CLINIC HRS CREDIT HRS

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.

PAD 151 Introduction to Public Administration

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 152 Ethics in Government

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 251 Public Finance & Budgeting

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 252 Public Policy Analysis

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.

PAD 253 Introduction to Urban Planning

03 00 00 03

Prerequisites: PAD 251

Corequisites: None

Component: None

This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

PBT 100 Phlebotomy Technology

05 02 00 06

Prerequisites: None

Corequisites: PBT 101

Component: None

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

PBT 101 Phlebotomy Practicum

00 00 09 03

Prerequisites: None

Corequisites: PBT 100

Component: None

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

PED 110 Fit and Well for Life

01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 111 Physical Fitness I 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 112 Physical Fitness II 00 03 00 01

Prerequisites: PED 111

Corequisites: None

Component: None

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 113 Aerobics I 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 114 Aerobics II 00 03 00 01

Prerequisites: PED 113

Corequisites: None

Component: None

This course provides a continuation of a program of cardiovas-

cular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 115 Step Aerobics I 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 116 Step Aerobics II 00 03 00 01

Prerequisites: PED 115

Corequisites: None

Component: None

This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion, students should be able to participate in and design a step aerobics routine. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 117 Weight Training I 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 118 Weight Training II 00 03 00 01

Prerequisites: PED 117

Corequisites: None

Component: None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major

and/or elective course requirement.

PED 119 Circuit Training 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 120 Walking for Fitness 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 121 Walk, Jog, Run 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 122 Yoga I 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 123 Yoga II 00 02 00 01

Prerequisites: PED 122

Corequisites: None

Component: None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 124 Run, Swim, Cycle 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 125 Self-Defense-Beginning 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 126 Self-Defense-Intermediate 00 02 00 01

Prerequisites: PED 125

Corequisites: None

Component: None

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 127 Karate 00 03 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, body control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 128 Golf-Beginning	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 129 Golf-Intermediate	00	02	00	01
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Prerequisites: PED 128

Corequisites: None

Component: None

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 130 Tennis-Beginning	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 131 Tennis-Intermediate	00	02	00	01
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Prerequisites: PED 130

Corequisites: None

Component: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 132 Racquetball-Beginning	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning rac-

quetball. Upon completion, students should be able to play recreational racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 133 Racquetball-Intermediate	00	02	00	01
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Prerequisites: PED 132

Corequisites: None

Component: None

This course covers more advanced racquetball techniques. Emphasis is placed on refining basic skills, performing advanced shots, and playing strategies for singles and doubles. Upon completion, students should be able to play competitive racquetball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 135 Fencing-Beginning	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, students should be able to perform elementary foil techniques and demonstrate the basic skills of fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 136 Fencing-Intermediate	00	02	00	01
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Prerequisites: PED 135

Corequisites: None

Component: None

This course covers more advanced fencing techniques. Topics include advanced foil techniques and elementary sabre techniques. Upon completion, students should be able to participate in competitive fencing. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 137 Badminton	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 138 Archery	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 139 Bowling-Beginning	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 140 Bowling-Intermediate	00	02	00	01
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Prerequisites: PED 139

Corequisites: None

Component: None

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion, students should be able to participate in competitive bowling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 141 Tumbling and Gymnastics	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course introduces basic tumbling and gymnastic techniques. Topics include the safe use of gymnastic apparatus such as uneven bars, parallel bars, pommel horse, and balance beam. Upon completion, students should be able to demonstrate skills on selected pieces of apparatus. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 142 Lifetime Sports	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. This course

has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 143 Volleyball-Beginning	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 144 Volleyball-Intermediate	00	02	00	01
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Prerequisites: PED 143

Corequisites: None

Component: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 145 Basketball-Beginning	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 146 Basketball-Intermediate	00	02	00	01
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Prerequisites: PED 145

Corequisites: None

Component: None

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 147 Soccer	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion,

tion. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 158 Whitewater Rafting 00 02 00 01

Prerequisites: PED 152

Corequisites: None

Component: None

This course covers the skills necessary to safely participate in whitewater rafting. Topics include raft guiding, paddling skills, scouting rapids, and rigging boats. Upon completion, students should be able to successfully complete a whitewater rafting experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 160 Canoeing-Basic 00 02 00 01

Prerequisites: PED 152

Corequisites: None

Component: None

This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 161 Canoeing-Rivers 00 02 00 01

Prerequisites: PED 160

Corequisites: None

Component: None

This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 163 Kayaking-Basic 00 02 00 01

Prerequisites: PED 152

Corequisites: None

Component: None

This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 164 Kayaking-Whitewater 00 02 00 01

Prerequisites: PED 163

Corequisites: None

Component: None

This course covers the skills necessary to safely negotiate Class II and some Class III rapids. Topics include execution of a river roll, maneuvering, rescuing and retrieving kayaker and equipment. Upon completion, students should be able to safely negotiate Class II and some Class III rapids and perform all rescue skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 165 Sport Science as a Career 03 00 00 03

Prerequisites: ENG 090 and RED 090

Corequisites: None

Component: None

This course provides students will foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science Program. This course has been approved by the Transfer Advisory Committee to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 169 Orienteering 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 170 Backpacking 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 171 Nature Hiking	00	02	00	01
Prerequisites: None				
Corequisites: None				
Component: None				
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
PED 172 Outdoor Living	01	02	00	02
Prerequisites: None				
Corequisites: None				
Component: None				
This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
PED 173 Rock Climbing	00	02	00	01
Prerequisites: None				
Corequisites: None				
Component: None				
This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
PED 175 Horseback Riding I	00	02	00	01
Prerequisites: None				
Corequisites: None				
Component: None				
This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horse, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.				
PED 176 Horseback Riding II	00	02	00	01
Prerequisites: PED 175				
Corequisites: None				
Component: None				
This course is designed to give advanced riding experiences in a				

variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 181 Snow Skiing-Beginning **00** **02** **00** **01**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 182 Snow Skiing Intermediate **00** **02** **00** **01**

Prerequisites: PED 181

Corequisites: None

Component: None

This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 183 Folk Dancing **00** **02** **00** **01**

Prerequisites: None

Corequisites: None

Component: None

This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 184 Square Dancing I **00** **02** **00** **01**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made

for all formations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 185 Square Dancing II 00 02 00 01

Prerequisites: PED 184

Corequisites: None

Component: None

This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 186 Dancing for Fitness 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 187 Social Dance-Beginning 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 188 Social Dance-Intermediate 00 02 00 01

Prerequisites: PED 187

Corequisites: None

Component: None

This course covers advanced fundamentals of social dancing. Topics include rhythm, appearance, and routine sequence. Upon completion, students should be able to perform more difficult steps and types of dances. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 210 Team Sports

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 211 New Games 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 217 Pilates I 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of the pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 218 Pilates II 00 02 00 01

Prerequisites: PED 217

Corequisites: None

Component: None

This course provides continued instruction in the pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal pilates practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PED 220 Exercise for Physically Challenged	00	02	00	01

Prerequisites: None

Corequisites: None

Component: None

This course is designed to improve physical strength, endurance, and range of motion while focusing on individual needs. Emphasis is placed on exercises which are designed and adapted to serve those with special needs. Upon completion, students should be able to show improved physical fitness, body awareness, and an appreciation for their physical well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 240 Advanced PE Skills	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 250 Officiating/Basketball/Volleyball	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the rules and techniques for sports officiating in basketball and volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball and volleyball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 251 Officiating/Football/Soccer	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the rules and techniques for sports officiating in football and soccer. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in football and soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 252 Officiating/Baseball/Softball	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 254 Coaching Basketball	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 255 Coaching Football	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the theory and methods of coaching football. Emphasis is placed on rules, game strategies, and selected techniques of coaching football. Upon completion, students should be able to demonstrate competent coaching skills in football. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 256 Coaching Baseball	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 257 Coaching Soccer	01	02	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the theory and methods of coaching soccer. Emphasis is placed on rules, game strategies, and selected

techniques of coaching soccer. Upon completion, students should be able to demonstrate competent coaching skills in soccer. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 259 Prevention & Care of Athletic

Injuries 01 02 00 02

Prerequisites: None

Corequisites: None

Component: None

This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 260 Lifeguard Training 01 02 00 02

Prerequisites: PED 153

Corequisites: None

Component: None

This course covers the skills, knowledge, and techniques of life-saving and lifeguarding. Topics include identifying and minimizing aquatic hazards, recognizing and effectively rescuing people in distress, and developing safety skills. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of lifesaving and lifeguarding to pass American Red Cross lifeguarding certification. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PET 110 Introduction to PET 02 00 00 02

Prerequisites: None

Corequisites: None

Component: None

This course introduces the students to the Positron Emission Tomography profession. Topics include the history of the profession and the role of the PET technologist, medical ethics and legal issues, and department organizations. Upon completion, students should be able to demonstrate a basic understanding of the PET profession through computerized exams and projects.

PET 112 PET Procedures 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course covers the procedures of Positron Emission Tomography. Topics include all relevant procedures related to PET imaging with an emphasis placed on oncology, neurology and cardiology. Upon completion, students should be able to demonstrate competence in PET procedures through computerized exams and projects.

PHI 210 History of Philosophy 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 215 Philosophical Issues 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 220 Western Philosophy I 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHI 221 Western Philosophy II 03 00 00 03

Prerequisites: ENG 111

Corequisites: None

Component: None

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the

PHI 230 Introduction to Logic	03	00	00	03
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Corequisites: 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 to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.

PHI 240 Introduction to Ethics	03	00	00	03
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Corequisites: None

Component: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHM 110 Introduction to Pharmacy 03 00 00 03

Prerequisites: Departmental Approval

Corequisites:

Component: None

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111 Pharmacy Practice I	03	03	00	04
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Prerequisites: Departmental Approval

Corequisites: PHM 110, PHM 115, and PHM 115A

Component: None

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory con-

PHM 115 Pharmacy Calculations **03 00 00 03**

Prerequisites: Departmental Approval

Corequisites:

Component: None

This course provides an introduction to the metric, apothecary, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A Pharmacy Calculations

Lab	00	02	00	01
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Prerequisites: Department Approval

Corequisites:

Component: None

This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products	03	03	00	04
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Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 120 , PHM 136, and PHM 155

Component: None

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120 Pharmacology I **03 00 00 03**

Prerequisites:

Corequisites:

Component: None

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PHM 125 Pharmacology II	03	00	00	03

Prerequisites: PHM 120

Corequisites:

Component: None

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 132 Pharmacy Clinical	00	00	06	02
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Prerequisites: PHM 136

Corequisites: PHM 125 and PHM 140

Component: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 136 Pharmacy Clinical	00	00	18	06
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Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 118, PHM 120 and PHM 155

Component: None

This courses provides an opportunity to work in pharmacy setting under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140 Trends in Pharmacy	02	00	00	02
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Prerequisites: PHM 136

Corequisites: PHM 125 and PHM 132

Component: None

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

PHM 155 Community Pharmacy	02	02	00	03
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Prerequisites: PHM 110, PHM 111, PHM 115, and PHM 115A

Corequisites: PHM 118, PHM 120, and PHM 136

Component: None

This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion,

students should be able to provide technical assistance and support to the retail pharmacist.

PHM 165 Pharmacy Prof Practice	02	00	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PHS 110 Survey of Phys Science	03	02	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the physical environment with emphasis on the laws and physical concepts that impact the world and universe. Topics include astronomy, geology, meteorology, general chemistry, and general physics. Upon completion, students should be able to describe the forces and composition of the earth and universe. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHS 121 Applied Physical Science I	03	02	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHS 122 Applied Physical Science II	03	02	00	04
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the principles of nuclear energy, modern physics, geology, oceanography, meteorology, and astronomy. Topics include nuclear chemistry, relativity, composition of the earth, geologic processes and time, ocean currents and tides, eroding beaches, climate, weather, atmospheric influences, and the solar system. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. This course has been approved to satisfy the Comprehensive

Articulation Agreement pre-major and/or elective course requirement.

PHS 130 Earth Science **03 02 00 04**

Prerequisites: None

Corequisites: None

Component: None

This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PHS 140 Weather and Climate **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the nature, origin, processes, and dynamics of the earth's atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHY 110 Conceptual Physics **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 110A Conceptual Physics Lab **00 02 00 01**

Prerequisites: None

Corequisites: PHY 110

Component: None

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 121 Applied Physics I

Prerequisites: None

Corequisites: None

Component: None

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 122 Applied Physics II **03 02 00 04**

Prerequisites: None

Corequisites: None

Component: None

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 125 Health Sciences Physics **03 02 00 04**

Prerequisites: None

Corequisites: None

Component: None

This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131 Physics-Mechanics **03 02 00 04**

Prerequisites: MAT 121, MAT 161, MAT 171 OR MAT 175

Corequisites: None

Component: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. applications in engineering technology fields.

PHY 132 Physics-Electricity & Magnetism **03 02 00 04**

Prerequisites: PHY 131

Corequisites: None

Component: None

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I 03 02 00 04

Prerequisites: MAT 161, MAT 171 OR MAT 175

Corequisites: None

Component: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 152 College Physics II 03 02 00 04

Prerequisites: PHY 151

Corequisites: None

Component: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 153 Modern Topics in Physics 03 02 00 04

Prerequisites: PHY 151

Corequisites: None

Component: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, basic quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PHY 251 General Physics I

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS

03 03 00 04

Prerequisites: MAT 271

Corequisites: MAT 272

Component: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 252 General Physics II 03 03 00 04

Prerequisites: MAT 272 and PHY 251

Corequisites: None

Component: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 253 Modern Physics 03 03 00 04

Prerequisites: PHY 251

Corequisites: None

Component: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PLU 110 Modern Plumbing 04 15 00 09

Prerequisites: None

Corequisites: None

Component: PLU 110AA, PLU 110BB

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and

care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements. requirements.

PLU 120 Plumbing Applications **04 15 00 09**

Prerequisites: None

Corequisites: None

Component: None

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU 130 Plumbing Systems **03 09 00 06**

Prerequisites: None

Corequisites: None

Component: None

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

PLU 140 Introduction to Plumbing

Codes **01 02 00 02**

Prerequisites: None

Corequisites: None

Component: None

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

PLU 150 Plumbing Diagrams **01 02 00 02**

Prerequisites: PLU 110

Corequisites: None

Component: None

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

POL 110 Introduction to Political Science

03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics

include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 120 American Government **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 130 State & Local Government **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

POL 210 Comparative Government **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
POL 220 International Relations	03	00	00	03

Prerequisites: None

Corequisites: None

Component: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POR 111 Elementary Portuguese I	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of the Portuguese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Portuguese and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

POR 112 Elementary Portuguese II	03	00	00	03
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Prerequisites: POR 111

Corequisites: None

Component: None

This course is a continuation of POR 111 focusing on the fundamental elements of the Portuguese language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Portuguese and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

POR 211 Intermediate Portuguese I	03	00	00	03
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Prerequisites: POR 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the Portuguese language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in

humanities/fine arts.

POR 212 Intermediate Portuguese II	03	00	00	03
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Prerequisites: POR 211

Corequisites: None

Component: None

This course provides a continuation of POR 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

POS 110 POS History & Organization	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the history and organization of the US Postal Service. Topics include postal service history, policies, philosophies, regulations, rules, and organization. Upon completion, students should be able to explain the history and organization of the US Postal Service.

POS 115 Processing and Distribution	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers the steps involved in reviewing, processing, and dispatching all classes and types of mail. Topics include quality control, platform operation, dispatch discipline, automation and mechanization, mail flow, manual operations, mail preparation, and premium service. Upon completion, students should be able to explain the flow of mail from sender to receiver and the importance of service standards.

POS 120 Postal Operations Support	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course covers in-plant support and customer services operations programs support. Topics include quality improvement, address management systems, transportation and networks, delivery services, mail processing, bar coding, and automation sort plans. Upon completion, students should be able to explain postal mechanization, machine distribution, operational planning, budgeting, and functional coordination with customer services.

POS 125 Postal Delivery/Collection	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course is an in-depth study of delivery, collection, and Function-Four review. Topics include carrier responsibilities, de-

livery and collection rules, time keeping, equipment and supplies, mail count and route inspection, parcel post, and Function-Four review. Upon completion, students should be able to explain the duties and skills required in the carrier crafts, the management of delivery services, and staffing and scheduling audits.

POS 130 POS Support & Finance **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course covers information and procedures necessary to administer financial control of post offices. Topics include protecting funds and accountable paper, recording receipts and disbursements, verifying accountability, postal service reports, and controlling receipts and receipt forms. Upon completion, students should be able to explain postal revenue receipt and control, budgeting, financial accounting/reporting, time keeping, travel regulations, and administrative services.

POS 135 Officer-in-Charge Training **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course covers the duties of a window clerk. Topics include window services, image and customer relations, one-on-one selling, postage meters, mail classifications, claims and inquiry, and daily financial reporting. Upon completion, students should be able to explain effective customer relations, retailing postal products, professional window service operations, and the duties of customer service representatives.

PSY 101 Applied Psychology **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. This course is intended for certificate and diploma programs.

PSY 110 Life Span Development **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 118 Interpersonal Psychology **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 141 Psychology of Death and Dying **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150 General Psychology **03 00 00 03**

Prerequisites: ENG 090 and ENG 090A; RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 211 Psychology of Adjustment **03 00 00 03**

Prerequisites: PSY 150

Corequisites: None

Component: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 237 Social Psychology	03	00	00	03

Prerequisites: PSY 150 or SOC 210

Corequisites: None

Component: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 239 Psychology of Personality	03	00	00	03
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Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 241 Developmental Psychology	03	00	00	03
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Prerequisites: PSY 150

Corequisites: None

Component: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 243 Child Psychology	03	00	00	03
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Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PSY 246 Adolescent Psychology	03	00	00	03

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 247 Psychology of Adulthood	03	00	00	03
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Prerequisites: PSY 150

Corequisites: None

Component: None

This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 249 Psychology of Aging	03	00	00	03
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Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 255 Introduction to Exceptionality	03	00	00	03
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Prerequisites: PSY 150

Corequisites: None

Component: None

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as

the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

PSY 259 Human Sexuality **03 00 00 03**

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides the biological, psychological, and socio-cultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 263 Educational Psychology **03 00 00 03**

Prerequisites: PSY 150

Corequisites: None

Component: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 265 Behavioral Modification **03 00 00 03**

Prerequisites: PSY 150

Corequisites: None

Component: None

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 271 Sports Psychology **03 00 00 03**

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. This course

has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 275 Health Psychology **03 00 00 03**

Prerequisites: PSY 150

Corequisites: None

Component: None

This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topics include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of the psychological factors related to health and well-being. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PSY 281 Abnormal Psychology **03 00 00 03**

Prerequisites: PSY 150

Corequisites: None

Component: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PTA 110 Introduction to Physical Therapy **02 03 00 03**

Prerequisites: Departmental Approval

Corequisites: PHY 125 and PTA 130

Component: None

This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

PTA 120 Functional Anatomy **01 06 00 03**

Prerequisites: PTA 110

Corequisites: PTA 140 and PTA 150

Component: None

This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students

should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

PTA 130 Physical Therapy

Procedures I

01 06 00 03

Prerequisites: None

Corequisites: PHY 125 and PTA 110

Component: None

This course includes concepts of injury and repair and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of selected therapeutic modalities. Upon completion, students should be able to safely, correctly, and effectively apply the emphasized techniques and procedures with understanding of correct documentation.

PTA 140 Therapeutic Exercise

02 06 00 04

Prerequisites: PTA 110

Corequisites: PTA 120 and PTA 150

Component: None

This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.

PTA 150 Physical Therapy

Procedures II

01 06 00 03

Prerequisites: PTA 130

Corequisites: PTA 120 and PTA 140

Component: None

This course is designed to include the theory and practice of additional therapeutic interventions. Topics include but are not limited to electrotherapy, burn and wound care, biofeedback, and selected data collection methods. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.

PTA 160 Physical Therapy

Procedures III

02 03 00 03

Prerequisites: PTA 150

Corequisites: PTA 170 and PTA 180AA

Component: None

This course introduces treatment and measurement techniques and discusses treatment programs for selected neuromusculoskeletal dysfunction and injuries. Topics include soft tissue and joint dysfunction, selected assessment techniques, and various exercise programs. Upon completion, students should be able to demonstrate the application of selected data collection methods and functional interventions.

PTA 170 Pathophysiology

CLASS LAB CLINIC CREDIT
HRS HRS HRS HRS
03 00 00 03

Prerequisites: None

Corequisites: PTA 160 and PTA 180AA

Component: None

This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

PTA 180 PTA Clinical Education

Introduction

00 00 09 03

Prerequisites: Departmental Approval

Corequisites: None

Component: PTA 180AA, PTA 180BB

This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors. PTA 180A must be completed satisfactorily before registering for PTA 180B.

PTA 212 Health Care/Resources

02 00 00 02

Prerequisites: PTA 222

Corequisites: PTA 260

Component: None

This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.

PTA 222 Professional Interactions

02 00 00 02

Prerequisites: PTA 160

Corequisites: None

Component: None

This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
PTA 240 Physical Therapy Procedures IV	03	06	00	05

Prerequisites: PTA 160

Corequisites: None

Component: None

This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.

PTA 260 Advanced PTA Clinical Education	00	00	30	10
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Prerequisites: PTA 180AA and PTA 180BB

Corequisites: PTA 212

Component: None

This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.

RAD 110 RAD Introduction & Patient Care	02	03	00	03
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Prerequisites: Departmental Approval

Corequisites: RAD 111 and RAD 151

Component: None

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I	03	03	00	04
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Prerequisites: Departmental Approval

Corequisites: All courses required: RAD 110 and RAD 151

Component: None

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II	03	03	00	04
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Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151

Corequisites: RAD 121 and RAD 161

Component: None

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I	02	03	00	03
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Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151

Corequisites: RAD 112 and RAD 161

Component: None

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

RAD 122 Radiographic Imaging II	01	03	00	02
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Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161

Corequisites: RAD 131 and RAD 171

Component: None

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.

RAD 131 Radiographic Physics I	01	03	00	02
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Prerequisites: RAD 112

Corequisites: None

Component: None

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

RAD 151 RAD Clinical Ed I	00	00	06	02
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Prerequisites: Departmental Approval

Corequisites: All courses required: RAD 110 and RAD 111

Component: None

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RAD 161 RAD Clinical Ed II	00	00	15	05

Prerequisites: All courses required: RAD 110, RAD 111 and RAD 151

Corequisites: RAD 112 and RAD 121

Component: None

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Ed III	00	00	12	04
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Prerequisites: All courses required: RAD 112, RAD 121 and RAD 161

Corequisites: RAD 122 and RAD 131

Component: None

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211 RAD Procedures III	02	03	00	03
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Prerequisites: RAD 122

Corequisites: All courses required: RAD 121, RAD 231, RAD 241 and RAD 251

Component: None

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

RAD 231 Radiographic Physics II	01	03	00	02
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Prerequisites: RAD 171 or RAD 131

Corequisites: None

Component: None

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.

RAD 241 Radiation Protection	02	00	00	02
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Prerequisites: All courses required: RAD 122, RAD 131 and RAD 171

Corequisites: All courses required: RAD 211, RAD 231 and RAD 251

Component: None

This course covers the principles of radiation protection and radio-

biology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245 Radiographic Analysis	02	03	00	03
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Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251

Corequisites: RAD 261

Component: None

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

RAD 251 RAD Clinical Ed IV	00	00	21	07
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Prerequisites: All courses required: RAD 122, RAD 131, RAD 171

Corequisites: All courses required: RAD 211, RAD 231, RAD 241

Component: None

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Ed V	00	00	21	07
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Prerequisites: RAD 251

Corequisites: All courses required: RAD 245, RAD 281

Component: None

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 Radiography Capstone	00	03	00	01
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Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251

Corequisites: RAD 245, RAD 261

Component: None

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RAD 281 RAD Clinical Elective	00	00	03	01

Prerequisites: Department Approval

Corequisites: All courses required: RAD 245, RAD 261

Component: None

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

RCP 110 Introduction to Respiratory Care	03	03	00	04
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Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics	04	03	00	05
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Prerequisites: RCP 110

Corequisites: None

Component: None

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 113 RCP Pharmacology	02	00	00	02
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Prerequisites: None

Corequisites: RCP 110

Component: None

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence through written evaluations.

RCP 114 C-P Anatomy & Physiology	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115 C-P Pathophysiology	02	00	00	02
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Prerequisites: BIO 163

Corequisites: None

Component: None

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 132 RCP Clinical Practice I	00	00	06	02
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Prerequisites: None

Corequisites: RCP 110

Component: None

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 143 RCP Clinical Practice II	00	00	09	03
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Prerequisites: RCP 110

Corequisites: RCP 111

Component: None

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 152 RCP Clinical Practice III	00	00	06	02
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Prerequisites: RCP 111

Corequisites: None

Component: None

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 210 Critical Care Concepts	03	03	00	04
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Prerequisites: RCP 223

Corequisites: None

Component: None

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 211 Advanced Monitoring/Procedures	03	03	00	04
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Prerequisites: RCP 210

Corequisites: None

Component: None

This course includes advanced information gathering and decision making for the respiratory care professional. Topics include

advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

RCP 214 Neonatal/Pediatric RC **01 03 00 02**

Prerequisites: RCP 111

Corequisites: None

Component: None

This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

RCP 215 Career Prep-Adv Level **00 03 00 01**

Prerequisites: None

Corequisites: None

Component: None

This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

RCP 223 Special Practice Lab **00 03 00 01**

Prerequisites: RCP 111

Corequisites: None

Component: None

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations. This course provides entry level skills in adult mechanical ventilation.

RCP 236 RCP Clinical Practice IV **00 00 18 06**

Prerequisites: RCP 111

Corequisites: RCP 210

Component: None

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RCP 238 RCP Clinical Practice IV **00 00 24 08**

Prerequisites: RCP 111

Corequisites: RCP 210

Component: None

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical

competence in required performance evaluations.

RCP 248 RCP Clinical Practice V **00 00 24 08**

Prerequisites: RCP 210

Corequisites: RCP 211

Component: None

This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

RED 070 Essential Reading Skills **03 02 00 04**

Prerequisites: Placement

Corequisites: None

Component: None

This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

RED 080 Introduction to College

Reading **03 02 00 04**

Prerequisites: RED 070 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

RED 090 Improved College Reading **03 02 00 04**

Prerequisites: RED 080 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

REL 110 World Religions **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core

requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).

REL 111 Eastern Religions 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 112 Western Religions 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 211 Introduction to Old Testament 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212 Introduction to New Testament 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 221 Religion in America

Prerequisites: None

Corequisites: None

Component: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 111 Elementary Russian I 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 112 Elementary Russian II 03 00 00 03

Prerequisites: RUS 111

Corequisites: None

Component: None

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 181 Russian Lab 1 00 02 00 01

Prerequisites: None

Corequisites: None

Component: None

This course is a continuation of RUS 111 focusing on the fundamental elements of the Russian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
RUS 182 Russian Lab 2	00	02	00	01

Prerequisites: RUS 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Russian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Russian and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 211 Intermediate Russian I	03	00	00	03
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Prerequisites: RUS 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 212 Intermediate Russian II	03	00	00	03
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Prerequisites: RUS 211

Corequisites: None

Component: None

This course provides a continuation of RUS 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

RUS 221 Russian Conversation	03	00	00	03
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Prerequisites: RUS 212

Corequisites: None

Component: None

This course provides an opportunity for intensive communication in spoken Russian. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, to express ideas and opinions clearly, and to engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 281 Russian Lab 3	00	02	00	01
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Prerequisites: RUS 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

RUS 282 Russian Lab 4	00	02	00	01
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Prerequisites: RUS 281

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Russian language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SEC 110 Security Concepts	03	00	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150 Secure Communications	02	02	00	03
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Prerequisites: SEC 110 and NET 110 or NET 125

Corequisites: None

Component: None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPsec. Upon completion, students should be able to implement secure data transmission technologies.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SEC 160 Secure Admin I	02	02	00	03

Prerequisites: SEC 110 and NET 110 or NET 125

Corequisites: None

Component: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SEC 210 Intrusion Detection	02	02	00	03
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Prerequisites: SEC 160

Corequisites: None

Component: None

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

SEC 220 Defense-In-Depth	02	02	00	03
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Prerequisites: None

Corequisites: SEC 160

Component: None

This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.

SEC 240 Wireless Security	02	02	00	03
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Prerequisites: SEC 110 and NET 175

Corequisites: None

Component: None

This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.

SEC 289 Security Capstone Project	01	04	00	03
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Prerequisites: SEC 220

Corequisites: None

Component: None

This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, 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. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.

SEL 191 Selected Topics in Security	00	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

SGD 111 Introduction to SGD	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 SGD Design	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113 SGD Programming	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 114 3D Modeling	02	03	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to

create and animate 3D models using 3D modeling tools.

SGD 125 SG Artificial Intellig **02 03 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the artificial intelligence concepts related to simulation and game development.

Emphasis is placed on expert systems. Upon completion, students should be able to describe the basic concepts and procedures related to the development of artificial intelligence systems used in simulations and games.

SGD 158 SGD Business Management **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer.

SGD 163 SG Documentation **02 02 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.

SGD 172 Virtual SG Environments **02 03 00 03**

Prerequisites: SGD 114

Corequisites: SGD 113

Component: None

This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.

SGD 193 Selected Topics in SGD **01 04 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Capstone course where students working in teams will use the skills learned in the first

four courses to build an interactive 3-D object.

SGD 212 SGD Design II **02 02 00 03**

Prerequisites: SGD 112

Corequisites: None

Component: None

The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

SGD 214 3D Modeling II **02 03 00 03**

Prerequisites: SGD-114

Corequisites: None

Component: None

This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

**SLP 111 Ethics and Standards
for SLPA's** **03 00 00 03**

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course provides an overview of the theory, practice, and philosophy of speech-language pathology assisting. Topics include legal and ethical issues, scope of practice, multiculturalism, and diversity. Upon completion, students should be able to describe characteristics of the profession and identify components of safe and ethical practice.

SLP 112 SLP Anatomy & Physiology **03 00 00 03**

Prerequisites: Departmental approval and a set of courses is required: BIO 163 or BIO 169

Corequisites: SLP 130 and SLP 140

Component: None

This course introduces the basic pathophysiology of the orofacial and thoracic structures of the human body. Emphasis is placed on the most commonly treated speech, language, and hearing disorders. Upon completion, students should be able to identify and describe basic pathophysiology related to the production of speech and hearing.

**SLP 120 SLPA Administrative
Procedures and Management** **02 00 00 02**

Prerequisites: None

Corequisites: None

Component: None

This course covers organizational and functional skills appropriate to the speech-language pathology workplace. Emphasis is placed on scheduling, office etiquette, operation of office equipment, time management, and quality issues. Upon completion,

students should be able to demonstrate correct operation of office equipment and work cooperatively and effectively within the speech-language pathology professional environment.

SLP 130 Phonetics/Speech Patterns 02 02 00 03

Prerequisites: Department Approval

Corequisites: SLP 112 and SLP 140

Component: None

This course introduces the International Phonetic Alphabet and the categories of speech sounds, including voice, place, and manner of production. Emphasis is placed on the accurate transcription of normal and abnormal speech samples using the IPA and on the production of effective natural speech. Upon completion, students should be able to transcribe and categorize speech sounds and produce natural speech using appropriate breathing, articulation, and pronunciation.

SLP 140 Normal Communication 03 00 00 03

Prerequisites: Departmental Approval

Corequisites: None

Component: None

This course introduces normal verbal and non-verbal communications across the life span, including appropriate social interaction with diverse populations. Topics include normal speech, language, and hearing in a multicultural society and an introduction to screening for normality and abnormality. Upon completion, students should be able to identify normal speech, language, and hearing patterns.

SLP 211 Developmental Disorders 03 02 00 04

Prerequisites: All courses required: SLP 111, SLP 130 and SLP 140

Corequisites: All courses required: ASL 111, SLP 120 and SLP 212

Component: None

This course covers screening for speech, language, and hearing disorders; use of observational checklists; and administration of therapeutic protocols. Emphasis is placed on conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of developmental speech, language, and hearing disorders.

SLP 212 Acquired Disorders 03 02 03 05

Prerequisites: SLP 111, SLP 112, SLP 130, and SLP 140

Corequisites: SLP 120 and ASL 111

Component: None

This course is a continuation of SLP 211 and includes an introduction to clinical settings. Emphasis is placed on acquired conditions commonly treated in speech-language pathology. Upon completion, students should be able to accurately administer screening tests and therapeutic protocols and identify characteristics of acquired speech, language, and hearing disorders.

SLP 220 Assistive Technology 01 02 00 02

Prerequisites: All courses required: SLP 111, SLP 130 and SLP 140

Corequisites: SLP 211 and SLP 212

Component: None

This course introduces the preparation, use, and maintenance of selected communication equipment in the treatment of respective disorders. Emphasis is placed on the collaborative use of assistive equipment for speech, language, and hearing disorders. Upon completion, students should be able to instruct the patient and caregiver in the use and maintenance of assistive communication equipment.

SLP 230 SLP Fieldwork 00 00 12 04

Prerequisites: SLP 211 and SLP 212

Corequisites: SLP 231

Component: None

This course provides supervised fieldwork experience in speech-language pathology assisting in a minimum of two diverse sites. Emphasis is placed on the use of written protocols in providing patient care. Upon completion, students should be able to integrate ethical concepts into safe and effective clinical practice.

SLP 231 SLP Fieldwork Seminar 03 00 00 03

Prerequisites: SLP 211 and SLP 212

Corequisites: SLP 230

Component: None

This course provides an opportunity to discuss fieldwork experiences with peers and faculty. Emphasis is placed on management of clinical problems, conflict resolution, and job seeking and retention skills. Upon completion, students should be able to meet entry-level requirements for speech-language pathology assistants.

SOC 210 Introduction to Sociology 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 213 Sociology of the Family 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

CLASS HRS LAB HRS CLINIC HRS CREDIT HRS

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 220 Social Problems 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).

SOC 225 Social Diversity 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 230 Race and Ethnic Relations 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and inter-group relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 232 Social Context of Aging 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 240 Social Psychology 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 244 Sociology of Death & Dying 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 250 Sociology of Religion 03 00 00 03

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religious systems. This course

has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SOC 252 Sociology of Work **03 00 00 03**

Prerequisites: ENG 090, RED 090 or Placement Test Credit Equivalent

Corequisites: None

Component: None

This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 111 Elementary Spanish I **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II **03 00 00 03**

Prerequisites: SPA 111

Corequisites: None

Component: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 120 Spanish for the Workplace **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and dem-

onstrate cultural sensitivity.

SPA 141 Culture and Civilization **03 00 00 03**

Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 161 Cultural Immersion **02 03 00 03**

Prerequisites: SPA 111

Corequisites: None

Component: None

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, socio-political, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

SPA 181 Spanish Lab 1 **00 02 00 01**

Prerequisites: SPA 111

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 182 Spanish Lab 2 **00 02 00 01**

Prerequisites: SPA 181

Corequisites: None

Component: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate

cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 211 Intermediate Spanish I 03 00 00 03

Prerequisites: SPA 112

Corequisites: None

Component: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 212 Intermediate Spanish II 03 00 00 03

Prerequisites: SPA 211

Corequisites: None

Component: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 215 Spanish Phonetics/Structure 03 00 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221 Spanish Conversation 03 00 00 03

Prerequisites: SPA 212

Corequisites: None

Component: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 231 Reading and Composition 03 00 00 03

Prerequisites: SPA 212

Corequisites: None

Component: None

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

SPA 281 Spanish Lab 3 00 02 00 01

Prerequisites: SPA 182

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 282 Spanish Lab 4 00 02 00 01

Prerequisites: SPA 281

Corequisites: None

Component: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPI 113 Intro. to Spanish Inter. 03 00 00 03

Prerequisites: SPA-211 and ENG-111

Corequisites: None

Component: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
SPI 114 Ana Skills Spanish Inter.	03	00	00	03

Prerequisites: SPA 211, SPI 113, AND COM 231 or ENG 115

Corequisites: None

Component: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

SPI 213 Review of Grammar	03	00	00	03
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Prerequisites: SPA 211

Corequisites: None

Component: None

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

SPI 214 Intro to Translation	03	00	00	03
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Prerequisites: SPI 213 AND ENG 113 pr ENG 114

Corequisites: None

Component: None

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

SRV 110 Surveying I	02	06	00	04
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Prerequisites: EGR 115 and MAT 121, MAT 161, MAT 171 OR MAT 175

Corequisites: None

Component: None

This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

SRV 111 Surveying II	02	06	00	04
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Prerequisites: SRV 110

Corequisites: None

Component: None

This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate

and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

SRV 210 Surveying III	02	06	00	04
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Prerequisites: SRV 110

Corequisites: None

Component: None

This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law	02	02	00	03
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Prerequisites: SRV 110

Corequisites: None

Component: None

This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

SRV 230 Subdivision Planning	01	06	00	03
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Prerequisites: All courses required: CIV 211, SRV 111 and SRV 210

Corequisites: None

Component: None

This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

SRV 240 Topo/Site Surveying	02	06	00	04
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Prerequisites: SRV 110

Corequisites: None

Component: None

This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

STP 101 Intro Sterile Processing	05	02	00	06
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Prerequisites: None

Corequisites: STP 102 and STP 103

Component: None

This course is designed to introduce the primary responsibilities of a central sterile technician. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile pro-

cessing techniques.

STP 102 STP Clinical Practice **00 00 09 03**

Prerequisites: None

Corequisites: STP 101 and STP 103

Component: None

This course provides supervised experience in sterile processing techniques in a clinical facility. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile processing techniques.

STP 103 Prof Success Prep **01 00 00 01**

Prerequisites: None

Corequisites: STP 101 and STP 102

Component: None

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to prepare a résumé, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. This is a diploma-level course.

SUR 110 Introduction to Surgical

Technology **03 00 00 03**

Prerequisites: Departmental Approval

Corequisites: SUR 111

Component: None

This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include: professional behaviors, medical terminology, interdepartmental/peer/relationships, operating room environment/safety, pharmacology, anesthesia, incision sites, physiology of wound healing, and biomedical sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.

SUR 111 Periop Patient Care **05 06 00 07**

Prerequisites: Department Approval

Corequisites: SUR 110

Component: None

This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills.

SUR 122 Surgical Procedures I **05 03 00 06**

Prerequisites: SUR 110 and SUR 111

Corequisites: SUR 123 or STP 101

Component: None

This course provides an introduction to selected basic and inter-

mediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 SUR Clinical Practice I **00 00 21 07**

Prerequisites: All courses required: SUR 110, SUR 111

Corequisites: SUR 122

Component: None

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II **05 00 00 05**

Prerequisites: SUR 123 or STP 101

Corequisites: None

Component: None

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135 SUR Clinical Practice II **00 00 12 04**

Prerequisites: SUR 123

Corequisites: SUR 134 and SUR 137

Component: None

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Prof Success Preparation **01 00 00 01**

Prerequisites: SUR 123

Corequisites: SUR 134 and SUR 135

Component: None

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify

strengths and weaknesses in preparation for certification.

SUR 210 Advanced SUR Clinical

Practice 00 00 06 02

Prerequisites: SUR 137 and Departmental Approval

Corequisites: SUR 211

Component: None

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Advanced Theoretical

Concepts 02 00 00 02

Prerequisites: SUR 137 and Departmental Approval

Corequisites: SUR 210

Component: None

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

TRF 110 Intro Turfgrass Cult & ID 03 02 00 04

Prerequisites: None

Corequisites: None

Component: None

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

WEB 110 Internet/Web Fundamentals 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. This course is also available through the Virtual Learning Community (VLC).

WEB 111 Intro to Web Graphics 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course is the first of two courses covering the creation of web

graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115 Web Markup and Scripting 02 02 00 03

Prerequisites: WEB-110

Corequisites: None

Component: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards. This course is also available through the Virtual Learning Community (VLC).

WEB 120 Intro Internet Multimedia 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools 02 02 00 03

Prerequisites: WEB-120

Corequisites: None

Component: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 180 Active Server Pages 02 02 00 03

Prerequisites: CIS 115

Corequisites: None

Component: None

This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.

WEB 182 PHP Programming 02 02 00 03

Prerequisites: CIS 115 and WEB 120

Corequisites: None

	CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
Component: None				
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.				

WEB 183 Perl Programming	02	02	00	03
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Prerequisites: None

Corequisites: None

Component: None

This course introduces students to the Perl Programming language. Topics include programming techniques using CGI script, input/output operations, sequence, iteration, selection, arithmetic operations, subroutines, modules, integrating database, pattern matching and other related topics. Upon completion, students should be able to design, code, test, and debug Perl language programs.

WEB 191 Selected Topics in Web Tech. 01	02	00	01
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Prerequisites: None

Corequisites: None

Component: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

WEB 210 Web Design	02	02	00	03
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Prerequisites: WEB-110

Corequisites: None

Component: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. This course is also available through the Virtual Learning Community (VLC).

WEB 220 Advanced Multimedia	02	02	00	03
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Prerequisites: WEB 120 and WEB 140

Corequisites: None

Component: None

This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

WEB 230 Implementating Web Serv	02	02	00	03
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Prerequisites: NET 110 or NET 125

Corequisites: None

Component: None

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 240 Internet Security	02	02	00	03
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Prerequisites: WEB 110 and SEC 110 and CIS 110 or CIS 111

Corequisites: None

Component: None

This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

WEB 250 Database Driven Websites	02	02	00	03
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Prerequisites: DBA 110

Corequisites: None

Component: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WLD 110 Cutting Processes	01	03	00	02
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Prerequisites: None

Corequisites: WLD 115

Component: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes	01	03	00	02
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Prerequisites: None

Corequisites: None

Component: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate	02	09	00	05
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Prerequisites: None

Corequisites: WLD 110

CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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Component: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 01 09 00 04

Prerequisites: WLD 115

Corequisites: None

Component: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate 02 06 00 04

Prerequisites: None

Corequisites: None

Component: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate 02 06 00 04

Prerequisites: None

Corequisites: None

Component: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 141 Symbols & Specifications 02 02 00 03

Prerequisites: None

Corequisites: None

Component: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 143 Welding Metallurgy 01 02 00 02

Prerequisites: None

Corequisites: WLD 115

CLASS HRS	LAB HRS	CLINIC HRS	CREDIT HRS
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Component: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD 261 Certification Practices 01 03 00 02

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131

Corequisites: None

Component: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262 Inspection & Testing 02 02 00 03

Prerequisites: All courses required: WLD 115, WLD 121 and WLD 131

Corequisites: WLD 261

Component: 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.

FULL-TIME FACULTY WITH DEGREES

Dina Adams, Department Chair, Pharmacy Technology
Pharm.D., Campbell University

Saresa Aiken, Basic Skills Instructor
B.S., Fayetteville State University
M.S., Central Michigan University

Myra Allen-McGrew, Department Chair, Healthcare
Management Technology
B.S., University of North Carolina, Greensboro
M.A., Pfeiffer University, Health Education
M.B.A., Pfeiffer University

Frank Arnold, Industry Training Instructor
Diploma, Fayetteville Technical Community College
A.A., University of Maryland
B.A., University of Maryland

William Atkins, Physics Instructor
B.S., North Carolina State University
M.S., North Carolina State University
M.B.A., University of Phoenix
Ph.D., North Carolina State University

Lisa Bailey, Department Chair, Office Administration
A.A.S., Fayetteville Technical Community College
B.S., Fayetteville State University
M.S., East Carolina University

Joyce Bain, Basic Skills Instructor
B.S., North Carolina Central University

Ginger Barber, English Instructor
B.A., University of North Carolina at Pembroke
M.A., University of North Carolina at Pembroke

Iris Barbour, English Instructor
B.A., University of Florida
M.Ed., University of North Carolina at Pembroke
M.A., North Carolina State University

Carol Barker, Biology Instructor
B.S., North Carolina State University
M.A., University of Georgia

Edward Barnes, Chemistry Instructor
B.A., Indiana University
M.S., University of Kentucky

Linda Beaudreau, Certified Nursing Assistant Instructor,
Continuing Education
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College

Phyllis Bell, Department Chair, Architectural Technology
Diploma, Fayetteville Technical Community College
A.A.S., Fayetteville Technical Community College
B.S., Charter Oak State College

Jessie Bellflowers, Business Administration Instructor
B.S., University of Maryland
M.B.A., Webster University

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M.A., University of North Carolina at Greensboro

Georgia Betcher, Spanish Instructor
B.A., Lewis & Clark College
M.A., Monterey Institute of International

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B.S., Armstrong Atlantic State University
B. of Elec., Engineering, Georgia Institute of Technology
M.S., North Carolina State University

Elizabeth Black, Music Instructor
B.A., Meredith College
B.M., Meredith College
M.M., Converse College

James Black, Department Chair, General Occupational
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B.S., U.S. Military Academy
M.A., Webster University
M.B.A., Campbell University

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B.A., Pembroke State University
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B.S., Old Dominion University
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B.A., University of Cincinnati
M.S., South Dakota State University
M.B.A., Fayetteville State University

Julian Boyles, Automotive System Technology Instructor
A.A.S., Fayetteville Technical Community College

Karron Boyles, Practical Nursing Instructor
B.S.N., Barton College
M.S.N., University of Phoenix

Walter Brannen, Biology Instructor
Ph.D., University of Georgia

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A.A.S., Peace College
B.A., St. Andrews Presbyterian College
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M.S., Central Missouri State University

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B.S., Appalachian State University
M.A., Appalachian State University

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B.S., University of North Carolina at Chapel Hill

David Creedon, Accounting Instructor
M.Accounting, University of North Carolina at Chapel Hill

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B.S., Appalachian State University
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J.D., University of North Carolina at Chapel Hill

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Mary Dillon, Basic Skills Instructor
B.S., West Virginia State University

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Fayetteville Technical Community College

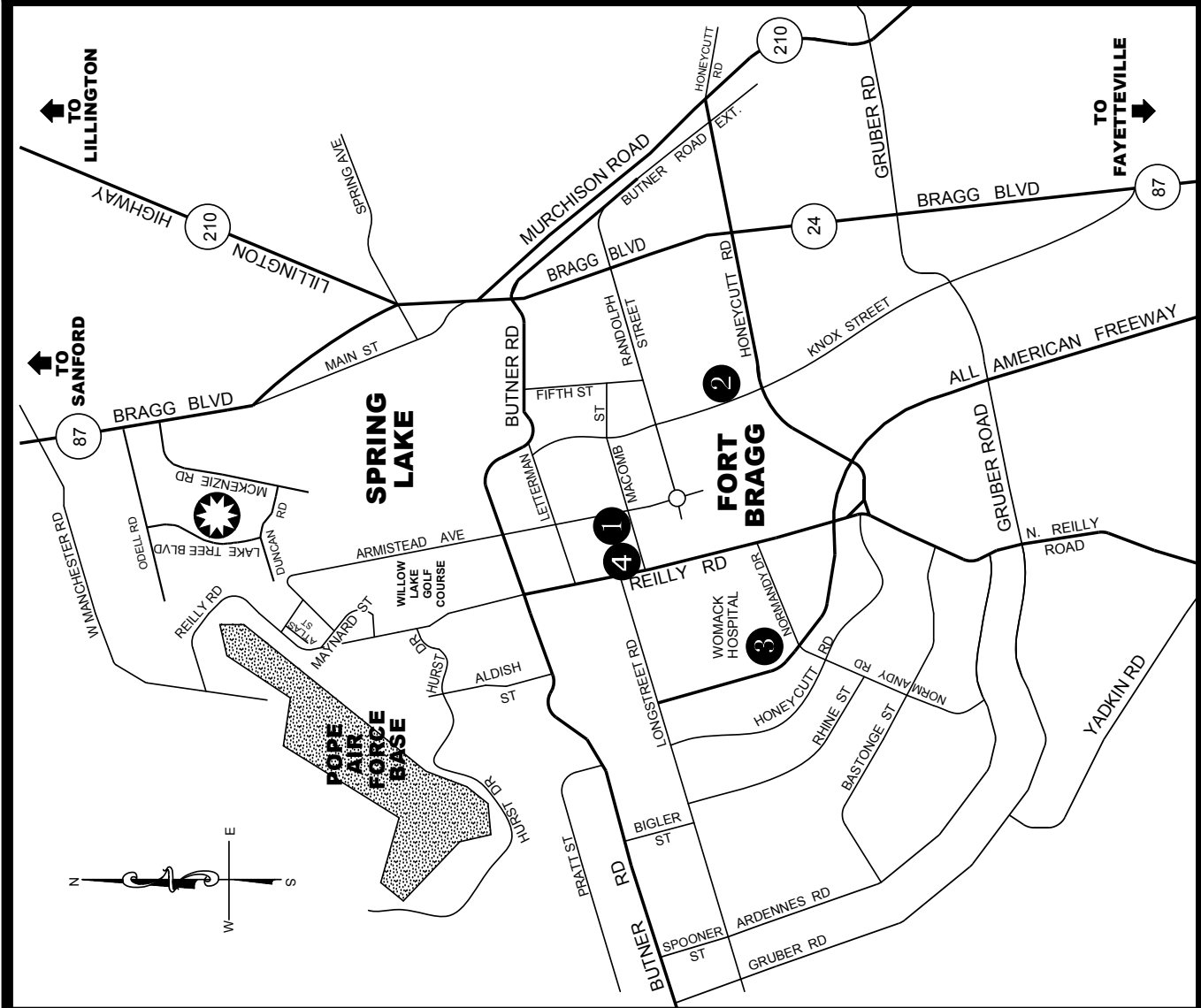
Spring Lake Campus
Fort Bragg Center &
Class Locations



FTCC Spring Lake Campus (SLC)
171 Lake Tree Blvd.

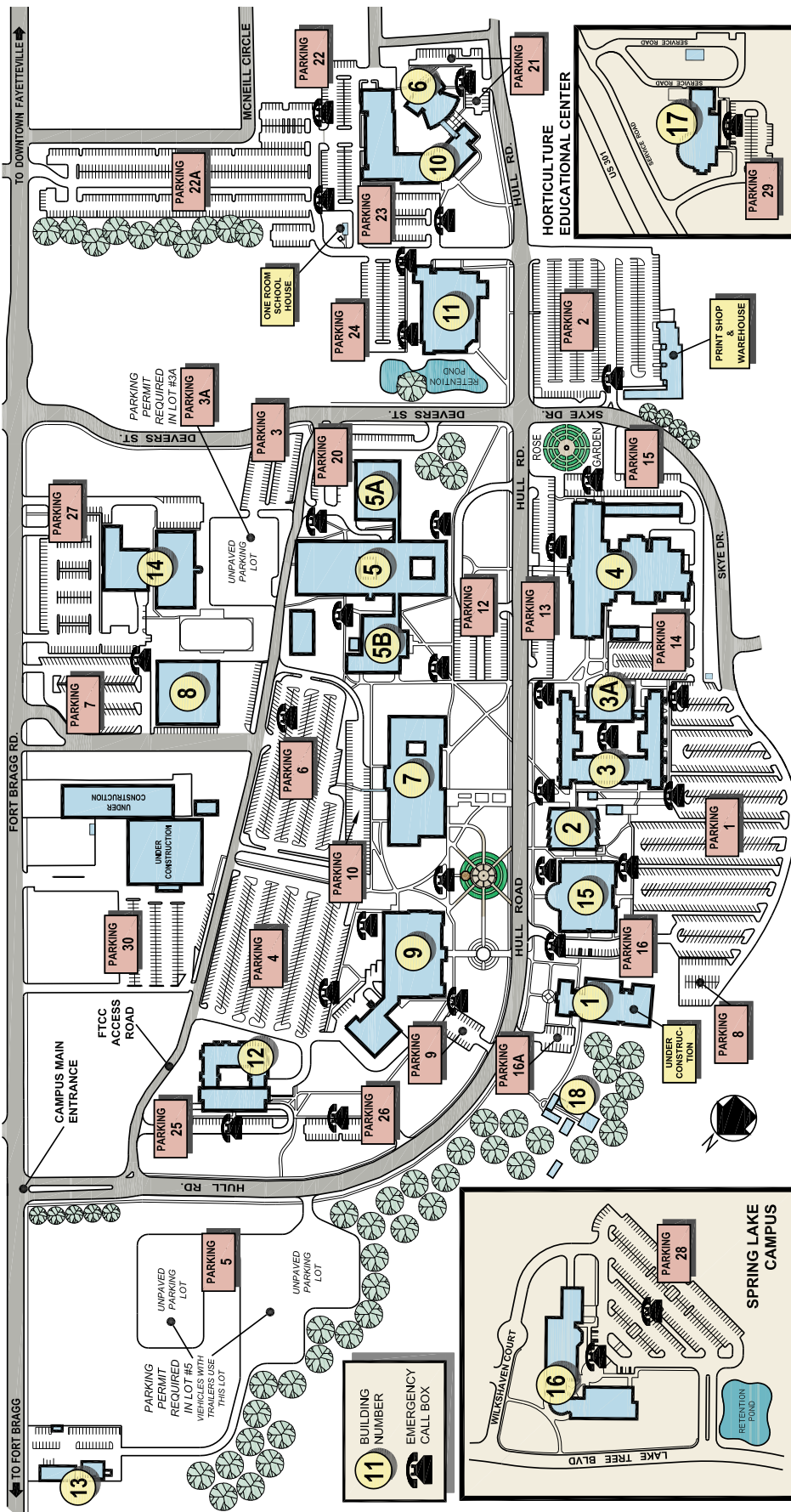
1. **FTCC Fort Bragg Center**
Bldg. 2-1728, The Soldier Development Center
2. **Irwin Middle School (IRW)**
FTCC Curriculum Classes
3. **Albritton Jr. High School (ALB)**
FTCC Curriculum Classes
4. **eArmyU and Testing Center**
Bldg. 2-1105, Education Services and Testing

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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

PO BOX 35236 / 2201 Hull road, Fayetteville, NC 28303 Phone: (910)678-8400



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|--|--|--|--|
| <p>1. THOMAS R. MCLEAN ADMINISTRATION BUILDING
 President - Rm. 1
 Cashier, Student Accts. - Rm. 107 & 109</p> <p>2. PAUL H. THOMPSON LIBRARY
 Library Reference - Rm. 104
 Library - Second Floor</p> <p>3. CUMBERLAND HALL
 3A. AUDITORIUM
 4. LAFAYETTE HALL
 Facility Services - Rm. 100A
 Rose Garden Reservations - Rm. 100A</p> <p>5. HORACE SISK BUILDING
 Evening Office, Curriculum - Rm. 610F
 5A. CULINARY DINING - Rm. 700
 5B. GYMNASIUM - Rm. 801</p> | <p>6. NEILL CURRIE BUILDING
 Continuing Education Registration
 13D Learning & Discovery Center - Rm. 7A</p> <p>7. TONY RAND STUDENT CENTER
 Admissions - Rm. 118
 Registrar Office - Rm. 114
 Financial Aid Office - Rm. 137
 VA Office - Rm. 119
 Counseling Services
 Security - Rm. 132
 Multipurpose Rooms - Rms. 9 & 11</p> <p>8. CENTER FOR BUSINESS & INDUSTRY
 Industry Training - Rm. 104
 Business Training - Rm. 106
 Small Business Center - Rm. 135</p> | <p>9. ADVANCED TECHNOLOGY CENTER
 Computer Lab - Rm. 104</p> <p>10. CONTINUING EDUCATION CENTER
 Assessment Testing - Rm. 149
 Adult Basic Education - Rm. 201A
 Adult High School Diploma - Rm. 203A
 GED Testing - Rm. 205</p> <p>11. HEALTH TECHNOLOGIES CENTER
 Dental Clinic - Rm. 102</p> <p>12. EARLY CHILDHOOD EDUCATION CENTER
 Day Care Center - Ground Floor
 13. AUTO BODY SHOP COMPLEX</p> <p>14. SALON & SPA SERVICES EDUCATIONAL CENTER</p> | <p>15. HARRY F. SHAW VIRTUAL COLLEGE CENTER
 NC Information Highway Classroom - Rm. 101
 Institutional Advancement - Rm. 102
 Audio Visual Check Out - Room 123
 Success Center - Rm. 232</p> <p>16. SPRING LAKE CAMPUS
 Admissions & Registrar - Rm. 101
 Counseling Services - Rm. 101
 NC Information Highway Classroom - Rm. 119
 William S. Wellons, Sr. Memorial Auditorium - Rm. 121</p> <p>17. HORTICULTURE EDUCATIONAL CENTER
 Multipurpose Room - Rm. 102</p> <p>18. ART DEPARTMENT (TEMPORARY LOCATION)</p> |
|--|--|--|--|

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FTCC Mission Statement

*“Serve our community as a
learning-centered institution
to build a globally competitive
workforce supporting
economic development.”*

Fayetteville Technical Community College

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**Refer to the FTCC website for the most current information.
Go to www.faytechcc.edu and click on College Catalog.**