2011-2012 Catalog

Founded 1965

An institution of higher education
established by authority of the North Carolina General
Assembly and supported by Craven County.

www.cravencc.edu

An equal opportunity educational employer.

New Bern Campus

800 College Court

New Bern, North Carolina 28562

(252) 638-7200

Havelock Campus

305 Cunningham Boulevard

Havelock, North Carolina 28532

(252) 444-6005

Cherry Point Center

4335 C Street, EDTR Building Room 109

Cherry Point, North Carolina 28533

(252) 444-6000

Craven Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges for questions related to the status of Craven Community College at this address:

1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: 404.679.4501

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Updates to the College Catalog will be posted to the College Web site: www.cravencc.edu.

The college is committed to equality in employment and educational opportunity and does not discriminate against applicants for employment, employees, applicants for admission, students, or other recipients of or participants in College services, programs, or activities on the basis of any legally protected status.

Table of Contents

Introduction to Craven Community College 1

Message from the President – Mission – Vision – About CCC – History – About North Carolina Community College System – Notice to Students

Admissions 5

Admissions Procedures – Application Deadlines – Admission Process – Admissions Classifications – Residency Status – High School Equivalency Diploma – Medical – Readmission – Credit by Exam – Departmental Exams – Transcript Request - Confidentiality – Catalog of Record – Consent Form – Educational Partnerships – University Connections - SOCMAR

Tuition, Financial Aid and Scholarships 15

Tuition – Fees – Early Registration – Student Payment Plan – Refund Policies – Course Withdrawals – Financial Aid – Scholarships

Advising and Registration 23

Advising – Registration – Withdrawals – Graduation

Student Services and Learning Support 27

Academic Skills Center – Disability Services – Library – Orientation – Student Life – Student Rights and Responsibilities – English as a Second Language – College and University Visits – Career and Transfer Services – First-Year Experience "FYE" Programs – TRiO Student Support Services – Food Service – Bookstore

Academic Information 33

Course Syllabi – Academic Dishonesty – Grade Descriptions - Academic Recognition - Grade Appeal – Academic Forgiveness – Academic Probation – Academic Separation – Readmission – Field Trips - Other

Degrees and Programs 39

Associate Degrees – Certificate / Diploma Programs – General Degree Requirements – Programs Offered – Transfer Course Options

Course Descriptions 183

How to Read - Cooperative Education - Online Learning - Discipline/Department Codes – Course Descriptions

Workforce Development and Enrichment 281

Colleagues 287

Board of Trustees – Foundation Board – Administration and Deans – Faculty – Professors Emeriti – Administrative and Professional Staff – Public Radio East – Craven Early College – Early College EAST

College Standards 299

Writing Style Guide – Graphic Standards

Academic Calendar, Maps, Success Factors 307

Message from the President

I am pleased to welcome you to Craven Community College for the 2011-12 academic year! Regardless of whether you're pursuing a career program, a college transfer pathway or another learning option, I am certain that you will be happy that you have chosen Craven as the place to continue your education.

Your decision to enroll at Craven is a good one. You're more than just a number here; you're part of a thriving community of learners that's made up of people of all ages and backgrounds.

Like nearly all community colleges, Craven's student body consists of men and women who recently graduated from high school and adults who have returned to college to complete a degree, to change careers or to improve their current job skills. We are committed to the "open door" philosophy, which means we're here to allow all students the opportunity to succeed.

This is an exciting time to be at the College. We are focused on Excellence, Service and Leadership because we want Craven to be the best college it can be. We're adding new programs in health care and esthetics, and we're making changes to make the College a more inviting place.

There are great people who are committed to the College, and the institution holds great promise. I wish you much success this academic year!

Best wishes,

Catherine Chew

Dr. Catherine Chew
President

About Craven

Mission Statement

Craven Community College is a dynamic and responsive institution of higher education committed to improving and enriching individual lives and society through comprehensive, high quality and accessible learning opportunities that allow students to contribute and compete in a diverse and global community.

Craven Community College fulfills this Mission through:

Adult General, Basic and Secondary Education
Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy and English language skills, or for enrolled high school students seeking acceleration opportunities.

Cultural, Citizenship and Community Enrichment
Activities, services, group travel and special projects in response to cultural needs and quality of life interests of community populations and for the leisure enjoyment and enrichment of adults and youth served.

Developmental Education Studies
Courses and services for students in need of further growth and development of academic and basic skills preparation for acceptance into a curriculum and to succeed in college programs.

Economic/Workforce Development Education and Special Training
Customized courses specifically designed for, and in collaboration with, business, industry and the military including workforce readiness, job enhancement and technical skill development.

Occupational and Technical Education
Programs, courses and services for students who plan to enter the workforce or upgrade their career training, professional skills and work performance.

Student Development
Programs and services to support and enhance student academic, career and personal skill development and growth, and assure success for diverse and ever-changing student populations.

University-Parallel Education
Programs and coursework for the freshman and sophomore years of an undergraduate education for students who plan to continue studies toward the baccalaureate or pursue post-secondary liberal arts studies.

Vision Statement

By 2015, Craven Community College will be recognized as a vibrant community college focused on student success and lifelong learning through innovative community partnerships, cultural arts programming, military educational services, public radio and workforce training.

About Craven Community College

Craven Community College serves Craven County's 103,000 residents and its military population through comprehensive credit and non-credit learning opportunities. The College plays a significant role in the county's education, training and enrichment needs.

Craven has two campuses – one in New Bern and one in Havelock. The college also operates an office and classrooms in the Jerry Marvel Training Center on base at the Marine Corps Air Station Cherry Point.

In addition to offering traditional seated classes in New Bern, Havelock and at Cherry Point, Craven has a robust distance education program that allows students to take courses online. The college has several degree, diploma and certificate programs that can be completed online.

Craven enrolls about 5,100 students in its curriculum (credit) educational offerings programs each year. More than 14,000 students are served in the college's Workforce Development and Enrichment programs annually. The average age is 29. Craven's faculty:student ratio is roughly 1:14.

Craven offers two-year associate's degrees, including Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in Applied Science and Associate in General Education. The college also offers a number of diploma and certificate options, particularly in its technical programs. High school students can enroll in some college-level courses at Craven at no cost. Students should consult their high school guidance counselors for more information.

Craven has agreements that enable students to earn Baccalaurate Degrees from four-year public and private colleges and universities.

Accredited by Southern Association of Colleges and Schools, academic credits can be earned through full- or part-time study in the day, evening or online.

The New Bern Campus is home to Craven Early College, while the Havelock Campus is home to Early College EAST. High school freshmen who remain enrolled in these innovative programs for five years are able to graduate with both their high school diplomas and their two-year associate's degrees or two years of transferable college credit at no cost.

Consistent with its mission to meet the higher education and training needs of students, the College is committed to academic excellence, customer service, and leadership. With the support of faculty and staff and comprehensive support services, each of our students is provided hope, opportunity, and preparation for both a career and a productive life.

History

Craven Community College was created as an extension of Lenoir Community College by the 1965 North Carolina General Assembly. Granted independent status as Craven Technical Institute in 1967, the college was served by Dr. Thurman Brock as President in the historic Harvey House in downtown New Bern. In 1971, the college moved its operations to its present 100-acre location, and in 1973 the Institute was granted community college status. That same year, the College opened an office on the Cherry Point Marine Corps Air Station. In January 2004, the 24-acre Havelock Campus, including the Institute of Aeronautical Technology, opened for classes.

The College has been served by four Presidents: Dr. Thurman Brock, Dr. Steve Redd, Dr. Scott Ralls and, currently, Dr. Catherine Chew.

Community colleges have their own local Boards of Trustees. Four members each are elected by the local school board and the board of County Commissioners, while four members are appointed by the Governor.

About Craven

About the North Carolina Community College System

North Carolina's 58 statewide institutions bring educational opportunity within commuting distance of virtually all North Carolina citizens and comprise the nation's third largest, centrally managed system of community college and technical education.

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize the barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;
- Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities; and
- Services to communities and individuals which improve the quality of life.

The North Carolina Community College System offers 2,500 curriculum programs under more than 290 curriculum titles. Programs are offered at the certificate, diploma and the Associate of Applied Science degree levels as well as at the Associate of Arts, Associate of Fine Arts and Associate of Science degree levels for college transfer students.

The North Carolina Community College System is governed by a State Board of Trustees, appointed by the Governor and the General Assembly, which determine the policies to be followed by the 58 state-supported institutions.

Notice to Students

THIS CATALOG IS NOT A CONTRACT AND IS NOT AN OFFER TO ENTER INTO A CONTRACT. Craven Community College publishes this Catalog for the convenience of students and other interested persons by providing a central location for information about the College and its programs. While every effort is made to ensure the accuracy of the information provided in this Catalog, it must be understood that all courses, course descriptions, designations of instructors, curricular and degree requirements and other academic information set forth in the Catalog are subject to change or elimination at any time and without prior notice. Fees and all other charges are subject to change at any time without prior notice. Students should consult the appropriate academic or administrative department for currently accurate information on any matters described in this Catalog.

Admissions Procedures

Admission to Craven Community College is open to all graduates of an accredited/registered high school or to those with a recognized equivalency, such as a General Education Development Certificate (GED). High school accreditation is awarded by one of several regional accrediting agencies, such as Southern Association of Colleges and Schools. A high school may also be registered with the state department of education where it is located.

In order to receive financial aid, students must be accepted and enrolled into one of the College's degree or diploma programs.

Students may choose to attend full-time (12 credits or more per semester) or part-time (fewer than 12 credits).

Application Deadlines

Students seeking admission to Limited Admission Programs such as Associate Degree Nursing, Esthetics Technology, Practical Nursing and Health Information Technology must meet special admissions criteria, requirements and deadlines. For these select programs, all application forms, transcripts, placement test scores and documentation must be received before the application will be reviewed.

Associate Degree Nursing

Fall Admission 2012	Nov. 18, 2011 – Jan. 31, 2012
Spring Admission	Sept. 1 – Oct. 31, 2012

Practical Nursing

Fall Admission 2012	Nov. 18, 2011 – Jan. 31, 2012

Health Information Technology

Fall Admission 2012	March 1 – May 24

Medical Assisting

Fall Admission 2012	March 1 – May 24

Pharmacy Technology

Fall Admission 2012	Nov. 18 – Feb. 24

Physical Therapist Assistant

Spring Admission 2013	May 1 – July 31

Esthetics Technology

Fall Admission	June 15 – July 31

Admission Process

1. Complete Application

Students may apply for admission on a full-time or part-time basis. First-time and transfer students are welcome. Students are encouraged to apply online at www.cravencc.edu (click the "Admissions and Financial Aid" link) or may request an application by phone, mail, or in person by contacting the Admissions Office at the New Bern or Havelock campuses or by e-mail at admissions@cravencc.edu.

New Bern Campus	Havelock Campus
800 College Court	305 Cunningham Boulevard
New Bern, NC 28562	Havelock, NC 28532
(252) 638-7200	(252) 444-6005

2. Provide Transcripts

An official high school or GED transcript is required and must show graduation or GED certification date. The high school transcript must be sent directly from the high school last attended to the college.

GED transcript requests may be mailed to:

State GED Office
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699

This requirement may be waived if an applicant has an Associate or higher degree.

Upon admission, the college will complete an evaluation of transfer credits that may have been earned from another college or university or through advanced placement or other examinations.

Prospective transfer students must submit an official copy of transcripts from all previous college(s) from which credits are to be considered. Only previous college courses completed with a grade of "C" (2.0) or higher will be eligible for transfer consideration. Transfer students must complete 25% of their coursework at Craven Community College to be eligible for graduation.

Any credit earned with a grade of "C" or higher at an accredited institution will be accepted at Craven Community College provided it is appropriate to the student's program and a comparable course is offered. The catalog and/or course descriptions

from other institutions attended may be required for evaluation before credit is granted. Coursework over fifteen years old may not be accepted. Evaluation of such credits will be made on an individual basis.

3. Take the Placement Test

Students are required to take the College Placement Test prior to registering for courses. The college may waive placement tests for students who have SAT scores of 500 on writing, reading and/or math or ACT scores of 21 on reading, english and/or math (if the SAT or ACT was taken within the past five years). The Placement Test assesses students' readiness for college-level courses by evaluating their reading, writing and mathematics skills. The results of these assessments assist the College in placing students in courses at the appropriate level to assist in their successful completion of courses. Placement in Developmental Studies coursework is based upon (1) scores on the COMPASS test taken during the admissions process, (2) referral by instructors, or (3) student request. If a student's placement test results indicate a need for additional growth in reading, writing and/or math, the College will provide special advising concerning specific course selection.

The College Placement Test is computerized and untimed. Students may retake the test once during a six month period for a $3.00 fee. Students with documented disabilities may make special arrangements to take the test by contacting the Academic Skills Center.

Students who enter Craven Community College with only high school credit in foreign language may elect to begin their foreign language instruction in the first level course for the language of their interest such as FRE 111, GER 111 or SPA 111, or may take a department exam.

4. Meet with an Advisor

Students should meet with an advisor in the Student Center to discuss their personal and professional goals and to develop an academic plan. Advisors are available in the Student Center Monday, Thursday, and Friday between 8 a.m. – 5 p.m. Tuesday and Wednesday the hours are 8 a.m. – 6 p.m. at both New Bern and Havelock campuses. Walk-in service and appointments are available. Summer hours may vary.

4. Register and Attend New Student Orientation

If you are new to Craven you will need to register for a new student orientation session, Panther PRIDE3. During orientation, new students learn valuable information about Craven and the resources available to assist them in reaching their goals. Students will receive general advising and will leave prepared to register for their first semester. For additional information on registering for a Panther PRIDE3 session please contact the First Year Experience Coordinator at (252) 638-4463 or register online at: http://www.cravencc.edu/firstyearexperience/index.cfm

Admissions Classifications

Regular Status: Students who have completed all admissions requirements and are enrolled in a Program of Study.

Provisional Status: Students who have not completed all admissions requirements may be admitted and enrolled for one semester. Provisional students will be allowed for subsequent semesters only upon completion of admissions requirements.

Visiting Status: Students enrolled at other institutions may be admitted as visiting students with letters/statements from their home institutions for registration.

Special Status: Students not seeking a degree, diploma or certificate may be admitted and enrolled as Special students. Special students are required to complete an application and residency statement, and provide evidence of prerequisite satisfaction (unofficial documents are acceptable). Special students wishing to be reclassified as Regular students must complete admissions requirements as indicated for Regular Status.

Freshman: Students who have earned fewer than 30 semester hours of credit

Sophomore: Students who have earned more than 30 semester hours of credit

Full-time Student: Students who are registered for 12 or more semester hours of credit

Part-time Student: Students who are registered for fewer than 12 semester hours of credit

Residency Status

Students are classified as residents for tuition purposes if they have established the legal residence requirements found at www.northcarolina.edu/legal/residence/committee/manual/The_Manual_081408.pdf. Active duty military stationed in North Carolina, along with their spouses and dependents, may qualify for the in-state rate. The forms required to qualify for this benefit are available at our Cherry Point, Havelock and New Bern offices.

Resident status is initially determined by information provided on the student's admission application. Further documentation may be required to change a student's resident status. All students are charged the appropriate rate of tuition and fees depending on the number of credits taken and the student's state residence.

Medical

A physical exam may be required when deemed necessary by college officials, particularly in limited admissions programs.

Readmission

Former Craven Community College students who were previously enrolled but have not attended the College for one year or more are required to complete a new application.

Credit by Examination

Students can receive credit for college courses under the credit by examination policy. The College recognizes and awards credit for the following testing programs:

1. APP – Advanced Placement Program
2. CLEP – College Level Examination Program
3. DSST – DANTES Subject Standardized Tests
4. IBCC - International Baccalaureate College Credit

The College awards credit for APP, CLEP and DSST examinations based on the credit recommendations of the American Council on Education for comparable courses it offers. A maximum of 20 semester hours credit is allowed under the Credit by Examination Policy. Credit will apply towards graduation requirements in the student's program; however, quality points are not awarded.

A student desiring college credit through these programs must have the applicable testing agency forward the examination results to the College. Credit will be awarded based upon established criteria.

Departmental Exams

A student may receive credit by taking a departmental exam for a course in which he/she evidences previous work or educational experience. Students must first register and pay tuition for a given class in order to take a departmental exam and earn credit for the course. If the student does not successfully pass the examination, he/she may elect to remain in the course for credit or may elect to withdraw from the course. Courses completed by departmental examination are not used in computing a student's full-time or part-time enrollment status. Quality points are not assigned for credit by exam. However, course credit and the credit hours are counted toward graduation requirements. Most colleges and universities do not accept Credit by Exam (CE) grades in transfer.

Procedures are as follows:

- The student submits the Credit by Exam form to the appropriate Academic Dean.
- If approved for a Credit by Exam opportunity, the Academic Dean makes the arrangements with the student for registration and for administering the departmental exam.
- Following successful completion of the exam, the Academic Dean will notify the Registrar by submitting the Credit by Exam form.
- Credit will be awarded for a grade of "C" or higher. Credit hours will be posted on the student's permanent record using the grade symbol "CE."

Students should contact Academic Deans as early as possible to schedule any exam to be used as a prerequisite verification for a higher level transfer course.

Transcript Requests

Transcripts will not be released for a student who has an outstanding financial obligation to the College. All student records are held in confidence by the College. Transcripts will be made available only upon request of the student. A statement authorizing release must be signed by the student before a transcript will be sent to other colleges, employers, or other agencies. Authorization for release of transcript forms are available in Student Services and online. There is a fee for each transcript.

Confidentiality

The College qualifies as an educational institution within the meaning of the Family Educational Rights and Privacy Act (FERPA), and therefore all education records are private to the student and the College with the exceptions set forth in this Policy and as provided by law. Students shall be granted rights of access to their records and such records shall be open to revision only as indicated in this Policy and upon the terms and conditions established by the College. See this policy in its entirety at

http://www.cravencc.edu/about/policies.cfm

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment into a curriculum program. Anyone not in continuous enrollment for more than one year (not including Summer) will be readmitted under the requirements of the catalog current at the time of their reenrollment. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. The Catalog of Record is established for the convenience of the College and to inform a student about the curriculum expectations at the time of a student's enrollment. The Catalog of Record is not a contract between the College and students. The College can modify or eliminate curriculum programs without regard to any Catalog of Record. Whenever reasonably possible, the College will attempt to provide prior notice to students about curriculum and policy changes, but such changes may be implemented at any time. Whenever a policy or curriculum change adversely affects a student's course of study established under a particular Catalog of Record, the College will attempt to advise the student about their options and course of study consistent with the College's accreditation requirements and policies, and North Carolina law and regulation.

Consent Form for Release of Nondirectory Information

Students should notify the Registrar if they do not want directory information to be released. Directory information includes student name, address, telephone number, dates and place of birth, etc.

Educational Partnerships

High School Students Partnerships

The Craven EDGE (Earn a Degree, Graduate Early)

College Credits for Traditional and Nontraditional (Private/Home-Based) High School Students

High School Students currently enrolled and academically qualified high school students have three options for earning college credit:

1. Enrollment in state-approved face-to-face courses.

2. Enrollment in state-approved online [Learn and Earn Online (LEO)] courses.

3. Enrollment in self-supporting courses.

High School Students

1. Must meet all admissions requirements, course prerequisites, and registration deadlines [additional is information available in this Catalog and the CCC Web site (http://www.cravencc.edu/)].

2. Must meet with their high school counselors and obtain written approval from high school representatives and their parents/guardians prior to enrollment in college classes. Approval forms are available in their high school Guidance Offices and on the CCC Web site.

3. May enroll in both online and face-to-face CCC courses as long state age requirements are met.

4. Must enroll in all coursework prior to graduation. Students are not required to complete college coursework by this date.

5. Will earn dual high school credit at the discretion of their local high schools.

6. Should have good study and organizational skills.

Option 1
Enrollment in State-Approved Face-to-Face Classes

- Students must be a high school junior or senior, age 16 or above.
- Though exclusions apply, state-approved face-to-face courses include classes from the following disciplines: Mathematics (MAT), Science (BIO, CHM, GEL, etc.), Technology (CIS, EGR, etc.), and Technical/Vocational/Career (ACC, AUT, CJC, COS, OST, etc.).
- Students must meet all course prerequisites. Specific course information including prerequisites, corequisites, descriptions, credits, and approval of course articulation/transferability are available in this Catalog.
- Course prerequisites may include completion of developmental course requirements or earning satisfactory scores on the Craven Community College Placement Test. SAT scores of 500 or higher on the corresponding components of the SAT may be substituted for the Craven Community College (CCC) Placement Test. Corresponding SAT components include the Writing Component (corresponds to the CCC Developmental English Requirement); the Critical Reading Component (corresponds to the CCC Developmental Reading Requirement), and the Math Component (corresponds to the CCC Developmental Math Requirement).
- Students must be enrolled in high-school on at least a half-time basis.
- Tuition and fees are free.
- Students are responsible for purchasing their textbooks.
- Students are responsible for their transportation to-and-from the College.
- Students should receive high school credit for coursework completed at CCC but prior (written) approval must be provided by local high school representatives in order for high school credit to be considered.
- Students should receive high school honors credit and college credit for most college/university transfer courses within the Associate in Arts (AA) Degree (A10100), the Associate in Fine Arts (AFA) Degree (A10200), and the Associate in Science (AS) Degree (A10400). Specific college/university admissions/degree requirements may vary and prior written approval must be provided by local high school representatives in order for high school credit to be considered.
- Although exceptions may apply, Associate in Applied Science Degrees (for example, A25100, A45360, etc.) and the diploma/certificate options within these disciplines are generally not transferable to baccalaureate and university programs. A complete listing of degrees granted by CCC is available in this Catalog and the CCC Web-site (http://www.cravencc.edu/).
- As long as state age requirements are met, students may enroll in both online (beginning their freshman year of high school) and face-to-face (age 16 or above) courses.
- Courses may be taught on the New Bern and Havelock CCC Campuses and within the West Craven High School Community.
- Completion of a CCC Orientation is required.
- High school students enrolled in CCC classes may be granted access to any of the services provided to any CCC student, including library access, academic support, and use of campus-based computers.
- High school students are held to the same academic, behavioral, and attendance standards as traditional (adult) CCC students.
- Family Information Sessions are held each semester to provide students and parents with the most up-to-date information. Announcements about these events are provided at local high schools, through high school Guidance Offices, and on the CCC Web-site.
- Free courses are dependent upon the availability of (State) funds and subject to change without notice.

Option 2
Enrollment in State-Approved Learn and Earn Online (LEO) Classes

- Students must be high school freshmen, sophomores, juniors, or seniors.
- Though exclusions apply, state-approved online courses include classes from the following disciplines:Mathematics (MAT), Science (BIO, CHM, GEL, etc.), Technology (CIS, EGR, etc.), and Technical/Vocational/Career (ACC, AUT, CJC, COS, OST, etc.).
- Students must meet course prerequisites. Specific course details including prerequisites, corequisites, descriptions, credits, and approval of course articulation/transferability are available in this Catalog and on the CCC Web-Site.
- Course prerequisites may include completion of developmental course requirements or earning satisfactory scores on the CCC Placement Test. SAT scores of 500 or higher on the corresponding components of the SAT may be substituted for the CCC Placement Test. Corresponding SAT components include the Writing Component (corresponds to the CCC Developmental English Requirement); the Critical Reading component (corresponds to the CCC Developmental Reading Requirement), and the Math Component (corresponds to the CCC Developmental Math Requirement).
- Students must be enrolled in high-school when the course begins.
- Tuition and fees are free.
- Textbooks are free for public school students.
- Although access to a good quality computer and the Internet are recommended, transportation to-and-from the CCC campus is not required.
- Courses may be completed from home, from local high schools, from the CCC campus, etc. All assignments will be submitted to the college instructor through an online format.
- Students should receive high school credit for approved College coursework completed at CCC but prior (written) approval must be provided by local high school representatives in order for high school credit to be considered.
- Students should receive high school honors credit and college credit for most college/university transfer courses within the Associate in Arts (AA) Degree (A10100), the Associate in Fine Arts (AFA) Degree (A10200), and the Associate in Science (AS) Degree (A10400). Specific college/university admissions/degree requirements may vary and prior written approval must be provided by local high school representatives in order for high school credit to be considered.
- Although exceptions may apply, Associate in Applied Science Degrees (for example, A25100, A45360, etc.) and the diploma/certificate options within these disciplines are generally not transferable to baccalaureate and university programs. A complete listing of degrees granted by CCC is available in this Catalog and the CCC Web-site (http://www.cravencc.edu/).
- As long as state age requirements are met, students may enroll in both online (beginning their freshman year of high school) and face-to-face (age 16 or above) courses.
- Completion of a CCC Orientation is recommended.
- Good study skills, good computer skills, and completion of a Distance Education Orientation are highly recommended.
- High school students enrolled in CCC classes may be granted access to any of the services provided to any CCC student, including library access, academic support, and use of campus-based computers.
- High school students are held to the same academic, behavioral, and attendance standards as traditional (adult) CCC students.
- Family Information Sessions are held each semester to provide students and parents with the most up-to-date information. Announcements about these events are provided at local high schools, through high school Guidance Offices, and on the CCC Web-site.
- Free courses are dependent upon the availability of (State) funds and subject to change without notice.
- Additional information is available at, http://www.nclearnandearn.gov/

Option 3
Enrollment in Self-Supporting Classes

- Classes not approved in Option 1, above, may be provided in a face-to-face format on a Self-Supporting basis. Though a few exclusions may apply, these classes may include options from Humanities/Fine Arts (ART, COM, ENG, FRE, GER, HUM, MUS, PHI, REL, SPA, etc), the Social/Behavioral Sciences (ANT, ECO, GEO, HIS, POL, PSY, SOC, etc.), and various electives (ACA, PED, etc.).
- Self-Support classes are not supplemented by outside funds. Therefore, high school students should anticipate that tuition/fee rates will exceed those typically charged to adult students.
- In order for the college to effectively manage its resources, Self-Support classes may require a minimum number of enrollees and must be requested one-month prior to the beginning of the Early Registration Period.
- For enrollment details on Face-to-Face Classes, see Option 1, above.
- For enrollment details on Online Classes, see Option 2, above.
- For additional information or to request a Self-Supporting class, please contact the CCC Director of Educational Partnerships.

Innovative High School Programs:

College Credits for Early College Students and Early College-EAST Students

Craven Early College (CEC) and Early College-EAST (EC-EAST) are headquartered on the Craven Community College New Bern and Havelock campuses. These public high schools are designed for high school students who are ready to do focused, college-level coursework but who may not thrive in a traditional high school setting. Both Craven Early College and Early College-EAST are joint projects of Craven Community College and the Craven County Schools.

Innovative Programs

- Both Craven Early College and Early College-EAST are part of the national initiative of "new schools" championed by the Bill & Melinda Gates Foundation and the network of "Learn and Earn" high schools endorsed by the state.
- CEC and EC-EAST enroll new classes of ninth-graders every fall. Acceptance is based on a lottery system.
- Craven Early College and Early College-EAST students, after five years of enrollment, will have the opportunity to graduate with their high school diplomas and their two-year associate's degrees or their high school diplomas and two years of transferable college credit.
- With an associate's degree in hand, Craven Early College and Early College-EAST graduates will be able to enter the workforce right away or be prepared to transfer to a four-year degree program with two years of credits.
- Craven Early College students do not have to pay tuition and are eligible for school system transportation.
- These innovative programs follow the College's calendar rather than the public school system's calendar.

University Connections: College/University Transfer Options

General Information: Transfer Agreements

The University of NC System–The NC Community College System Agreement

Students can complete the Associate in Arts (AA) and Associate in Science (AS) degree programs with Craven Community College and upon acceptance by one of the state universities, may enter as a junior. Students transferring prior to completion of an Associate degree can transfer a block of core curriculum courses which UNC institutions will accept as a completion of their lower division general education requirements. Students transferring to senior institutions other than those of the University of North Carolina System should ask for assistance in planning their transfer program.

The Comprehensive Articulation Agreement (CAA) between the University of North Carolina System and the North Carolina Community College System (NCCCS) guarantees the transfer of courses that make up Associate in Arts (AA) and Associate in Science (AS) programs into bachelor's degree programs at UNC-System universities.

Individual courses selected from the AA and AS offerings are evaluated by senior institutions on a course-by-course basis. Students wishing to transfer individual courses (not the General Education core or the completed degree) are advised to work closely with an academic advisor to select the courses that best suit their educational needs.

The General Education core of the AA and the AS degrees (44 to 46 SHC) transfers to meet the general education core of the bachelor's degree, provided a "C" or higher is earned in all transferred classes.

The Associate in Arts or the Associate in Science degree transferred under the CAA guarantees junior status. Requirements for some major programs at the senior institution may require additional pre-specialty courses beyond the general education core. Students will still be required to meet the foreign language and/or health and physical education requirements of the receiving college/university.

The Comprehensive Articulation Agreement (CAA) does NOT guarantee acceptance into any specific college or university. However, completion of the Associate in Arts or the Associate in Science degree under the terms of the CAA does qualify students for admission to a UNC-System school under the Transfer Assured Admissions Policy.

Complete details of the CAA are found at the University of NC System Web site:
http://www.northcarolina.edu/
http://www.northcarolina.edu/aa/articulation/index.htm, and
http://www.northcarolina.edu/content.php/assessment/reports/studentinfo/caa.htm.

Transfer of Community College Coursework to N.C. Private Colleges

In addition to the 16 UNC System universities that are part of the Comprehensive Articulation Agreement (CAA) between The University of NC System and The NC Community College System (NCCCS), 25 private NC colleges have created their own Independent Comprehensive Articulation Agreement (ICAA) with the NCCCS. The Admissions Office at the following institutions may be contacted for more information:

Barton	Belmont-Abbey
Bennett	Brevard
Campbell	Catawba
Chowan	Gardner-Webb
J.C. Smith	Lees-McRae College
Livingston	Louisburg
Mars Hill	Montreat
Mount Olive	NC Wesleyan
Peace	Pfeiffer
Queens	St. Andrews
St. Augustine	Salem College
Shaw	Warren Wilson
Wingate	

East Carolina University

Wachovia Partnership East at Craven Community College

Craven's New Bern Campus is the headquarters for Wachovia Partnership East's Coastal Consortium which serves residents in Craven, Pamlico, Jones, Carteret, and Onslow counties.

Through the ECU Wachovia Partnership East Program, students are able to complete their first two years of general education coursework at Craven Community College and then complete the remainder of their teaching degree from ECU. Degrees offered include:

BS Elementary Education

BS Special Education

BS Middle Grades Education

Special Education and Middle Grades education are offered entirely online and field placements are made within the area. The Elementary Education degree delivered mostly online with a few face-to-face evening classes at the Craven Community College "hub site" in New Bern. Although students will continue to work with their CCC advisors until completion of their transfer degrees, students

may contact the Partnership-East Coordinator for additional information: (252) 638-6492/faulkena@cravencc.edu/The Wachovia-Partnership Office [Business Information Technology Building, Suite 116 (New Bern Campus)].

Seamless Transfer and Military Outreach

Students who complete their Associate's Degree with CCC may complete bachelor's degrees in the following program areas at East Carolina University (ECU):

- Birth-Kindergarten Education – AAS to BSBK
- Business – AA to BSBA (entirely online)
- Business Education – AAS to BSBE (entirely online)
- Communication – AA to BS (entirely online)
- Health Services Management – AA to BS (entirely online)
- Industrial Technology/Industrial Distribution & Logistics – AAS (variety of options) to BS
- Industrial Technology/Industrial Supervision – AAS (variety of options) to BS
- Industrial Technology/Information and Computer Technology – AAS (variety of options) to BS
- Industrial Technology/Manufacturing Systems – AAS (variety of options) to BS
- Information Technologies – AAS to BSBE (entirely online)
- Management
- Management & Information Systems
- Marketing, Operations and Supply Chain Management
- Registered Nurse/Bachelor of Science in Nursing – ADN to RN/BSN

Although students will continue to work with their CCC advisors until completion of their transfer degree, they may contact the ECU Associate Director for Military Outreach for more information: (252) 444-6003/800-398-9275/The ECU Military Outreach Office [IAT Building, Suite 114 (Havelock Campus)].

North Carolina State University

The NCSU College of Engineering at Craven Community College

In addition to the courses provided in the Comprehensive Articulation Agreement (CAA), CCC students can earn a bachelor's degree from the NC State College of Engineering without leaving home. After completing their general education, math, and science courses at Craven Community College, students are able to "transfer" to NCSU through innovative techniques including high definition interactive video technology, "live" engineering courses on the CCC campus, and by utilizing prerecorded lectures from NCSU professors. Hands-on laboratory experiences are provided on the Havelock campus using state-of-the-art equipment.

Craven's Havelock campus is the home of NC State's Mechanical Engineering System BSE program. In the BSE program, students can earn a Bachelor of Science in engineering (BSE) with a concentration in mechanical engineering systems without ever leaving CCC.

BSE students take general education, math, and science courses from Craven Community College and engineering courses from NC State. For the engineering courses, students use high definition interactive video at the Havelock campus to participate in courses taught at the Raleigh campus. In addition, students participate in live courses taught by NC State personnel in Havelock and utilize prerecorded lectures from NC State professors. Hands-on laboratory experiences are provided in Havelock using state of the art equipment. All BSE courses are sequenced to accommodate the full-time or part-time student attending day or evening classes.

2+2 Engineering Transfer Program at NCSU, UNC-Charlotte, N.C. A&T, and ECU

Engineering bound students who desire a discipline other than Mechanical Engineering Systems can participate in Craven's 2+2 Engineering transfer program with NC State. CCC engineering students can participate in Craven's 2+2 transfer program. The 2+2 Engineering Program provides students with an opportunity to begin at Craven Community College and then transfer to any of the engineering schools in North Carolina, including NCSU, UNC-Charlotte, N.C. A&T, or ECU, where they can

finish their degrees in 2-3 years (pending admission by their respective universities and Colleges of Engineering).

Although CCC engineering students will continue to work with their CCC advisors until completion of their transfer degree, they may contact the NCSU Engineering Program Coordinator for more information: (252) 444-3357/wbfortne@ncsu.edu/ The NC State College Of Engineering Office [Room 108 Redd Building (CCC Havelock Campus)].

Southern Illinois University, Carbondale

Craven Community College (CCC) students can earn a Bachelor of Science Degree in Aviation Management at Southern Illinois University (SIUC). Craven Community College and SIUC have an articulation / partnership agreement. After obtaining their AAS Aviation Systems Technology Degree at CCC students are able to transfer to SIUC under the Capstone program for their general education (core curriculum) and their A&P license requirements. Only 48 semester hours of major courses at SIUC are required. SIUC major courses are offered in an accelerated weekend format. Students may contact the Cherry Point SIUC office for more information.

Mount Olive College

In addition to transfer options for AS and AA degrees, students who have completed the Associate of Applied Science degree (AAS), may transfer up to 64 semester hours toward the Bachelor of Applied Science degree (BAS). Technical program credits earned by students wishing to complete the BA/BS degree will be evaluated on an individual basis. Nontraditional sources of credit are also available and include Credit Through Testing (AP Exams, CLEP Exams, etc.) and Military Training Credit.

Other College/University Connections

Additional Transfer Options

In addition to the courses provided in the Comprehensive Articulation Agreement (CAA), transfer opportunities are continuously being developed with other N.C. Community College System (NCCCS) Programs and baccalaureate/university programs across the state and throughout the country, with a variety of options provided at the New Bern, Cherry Point and Havelock campuses. For up-to-date information about new and developing articulation agreements, students may contact their advisors, the CCC Student Services Division [(252) 638-7200/CCC Student Center]. The CCC Cherry Point Branch Office [(252) 444-6000/smithj@cravencc.edu], the Havelock Campus [(252) 444-6005/wynnc@cravencc.edu], the Office of Educational Partnerships [(252) 638-7382/forrests@cravencc.edu/BIT Building, Suite 116], and the CCC Web site.

Service Member's Opportunity College Program (SOCMAR/SOCNAV)

Craven Community College is a member of SOCMAR/SOCNAV, the degree program for the Marine Corps and Navy, consisting of accredited colleges which offer degree programs on or accessible to Marine Corps Navy installations worldwide. These civilian colleges accept credits from network colleges, enabling military personnel and their dependents to continue working toward a degree even when transferred. The agreement with the home college provides a plan for program completion and also guarantees that graduation programs will not be changed as long as minimum residency and academic requirements (25% of coursework and 2.0 Grade Point Average are met). Service members are eligible for a SOC contract after completing six semester hours of college level coursework.

Tuition and additional or special college fees that apply to in-state and out-of-state students are subject to change. A student payment plan is available for students, who should be familiar with refund policies. The College provides financial aid and scholarship opportunities for students who qualify.

Tuition 2011-2012*

In-state (per semester/credit hour) $56.50
Maximum In-state tuition $904.00
Out-of-state(per semester/credit hour) $248.50
Maximum Out-of-State Tuition $3,976.00

College Fees*

Computer Use and Technology–per semester $16.00
Student Activity – Fall and Spring only..... $32.00
Transcript Fee (each) $5.00
Security/Parking per semester $10.00
each additional sticker.....$2.00
Returned Check, per check $20.00
Summer School supply per course $10.00
GED – to take the whole exam.....$7.50
GED – to re-take the writing portion only.....$2.50
Parking Fine.....$5.00
Graduation – Cap, Gown and Tassel $30.00
Graduation Fee $15.00
Graduation – Associate Degree Hood $30.00
Optional Student Accident Insurance $2.00
(per semester)
Placement Fee for Retesting $3.00

Library Fines:
per day for overdue books .....$ .10
per day for overdue videos.....$1.00
per page for personal printing .....$ .10
per page for photocopies .....$ .10
replacement library card $1.00

Test proctoring (non-students) $20.00
Nursing Admissions Testing $25.00
Professional Liability Insurance (Nursing and Medical Assisting) – annual fee $16.00
Nursing Badge Replacement $50.00
Nursing Math Test $4.00

Course Specific Fees

Many courses have special fees associated with them. These are listed in the Course Description section with the applicable course.

**Fees are subject to change upon approval of the College Board of Trustees. Tuition rates are subject to change by action of the N.C. General Assembly.*

Early Registration for Students

Enrolled full-time degree-seeking students are encouraged to register early for the next semester to obtain seats in desired courses. See Academic Calendar for specific dates.

Student Payment Plan

For $25 per semester, students may spread the cost of their tuition and fees over a four month period without interest charges by individually contracting with Nelnet. Consult the Student Center for details.

Refund Policies

1. A refund shall not be made except under the following circumstances:

a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of classes of the academic semester or term as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

b. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the official 10 percent point of the term.

c. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

d. A 100 percent refund shall be made if the student officially withdraws from a contact

hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.

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

3. Where a student, having paid the required tuition for a semester dies during that term (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

4. For a class which the College collects receipts which are not required to be deposited into the State Treasury account, the College shall adopt local refund policies.

Refund policies are determined by NCCCS, and dates are published in the course schedules each semester and on the college's Web site:

www.cravencc.edu/admissions/tuition.cfm

For additional information about refunds, contact the Business Office staff at 638-7268.

Title IV Federal Refund Policy

Title IV Federal Financial Aid students who withdraw or stop attending the college during the first 60% of the semester will have their financial aid recalculated according to the Higher Education Amendments of 1998, 34 CFR part 668.22. Some grant recipients may owe repayment to both the institution and the Federal government as the result of this recalculation.

Withdrawal from Course(s)

Students who receive financial aid from any of the following sources: Federal Programs (Title IV)-Pell Grant, Supplemental Education Opportunity Grant (SEOG), Federal Family Education Loans and State Grants may be responsible for repaying a portion of their aid if they drop or stop attending classes during the refund period.

Withdrawal from classes may also affect eligibility for financial aid for the following semester or academic year. Students will be notified if monies are due the College.

Financial Indebtedness

Any student who fails to resolve any outstanding debt to the college (i.e. tuition, bookstore, library fees, parking fine, graduation, promissory note, financial aid, equipment, supplies debt, or any other required payment) will not be permitted to register or receive graduation diplomas, academic or financial aid transcripts. In addition, past due accounts will be turned over for collection through the NC Dept. of Revenue's Setoff Department program, through the State Employees Debt Collection Act and a collection agency.

Financial Aid

A variety of financial aid options are available to Craven Community College students. Eligibility for these programs depends on the student's academic progress, family income and assets. Due to the length of processing time, applicants are encouraged to submit necessary paperwork as early as possible for financial aid consideration. Please do not wait to be formally accepted by Craven Community College before applying for aid. The priority deadline for processing financial aid paperwork for fall semester is June 1.

The College's Financial Aid Office is available to assist students in researching and applying for financial aid and for assistance with completing a Free Application for Federal Student Aid (FAFSA).

General Eligibility Requirements

To be eligible for financial aid at Craven Community College, a student must:

- be officially admitted
- be a U.S. citizen or eligible non-citizen
- meet the minimum academic criteria specified for each financial aid program (see "Academic Progress" in this section)
- not be in default of any prior student loan or owe monies to any Federal Student Aid Program.
- be enrolled in an eligible degree program
- have a valid Social Security number (unless from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau).
- demonstrate financial need (except for unsubsidized Stafford Loan).
- be a high school graduate or have a General Education Development (GED) certificate or pass an exam approved by the U.S. Department of Education.
- not have a drug conviction for an offence that occurred while receiving federal student aid (such as grants, loans, or work-study).
- be registered with Selective Service if you are a male and 18 to 25 years of age (go to www.sss.gov for more information).

For federal financial aid programs, an applicant must meet **one** of the following conditions in order to be considered an independent for the 2011-2012 academic year:

- be born before January 1, 1988
- be a veteran of the U.S. Armed Forces
- be married
- be an orphan or a ward of the court, or have been a ward of the court until age 18
- be enrolled in a graduate or professional educational program
- have legal dependents (other than a spouse or children) who receive more than one-half their support from you
- be currently serving on active duty in the U.S. Armed Forces
- have children who receive more than one-half of their support from you
- in foster care since turning age 13
- currenty or in post, student was an emancipated minor
- currently or was in a legal guardianship
- currently homeless or at risk of being homeless

How to Apply

In order to apply for financial aid, a student must file a Free Application for Federal Student Aid (FAFSA). Students must file the FAFSA electronically by visiting www.fafsa.ed.gov. There is no fee with this application. Early Fall semester applicants with need, who file before March 1, will receive first consideration for campus-based aid programs, which are subject to funding limitations. Late applications are placed on a waiting list throughout the year. A student may receive one source of aid or a combination of federal and state aid. However, the amount of aid received is limited by the student's educational cost, family contribution and aid availability. If selected for verification, the student and family must provide documentation of all 2010 taxable income (signed copies of 1040, 1040A or 1040EZ; with W-2's) and non-taxable income (disability, child support, etc.). All non-taxable income information provided should be representative of the last calendar year (2010 for the 2011-2012 aid year).

Transfer Students

Craven Community College encourages all transfer students to seek a credit evaluation of coursework taken at prior institutions in order to determine if they have satisfied the necessary academic progress criteria to qualify for financial aid.

Summer Sessions

Please contact the Financial Aid Office for further information and requirements for summer aid.

Regulations Governing Federal Assistance

Students who receive financial aid must attend all courses for which they are registered during a semester to receive funds. If the Financial Aid Office learns that a student never attended or stopped attending a particular course (or courses), that student's financial aid may be affected.

Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant provides grants ranging from $400 to $5,550 per year to all eligible applicants. *Students must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov after Jan. 1. The application should list Craven Community College (code 008086) as one of the colleges. The Financial Aid Office will receive the information electronically in order to determine eligibility for all Federal Aid. Although the federal government allows the FAFSA to be filed by June 30, 2012, the receipt of a valid result must be on file with the Craven Community College Financial Aid Office by the student's last day of class.

For students required to take developmental courses, federal aid funds will only pay for 30 credits attempted of developmental study. Students holding baccalaureate degrees are ineligible for the Federal Pell Grant, but must file the FAFSA to receive other aid consideration.

*Subject to change.

Other Federal Financial Aid

Federal Supplementary Education Opportunity Grant (SEOG)

High-need students may be eligible to receive Federal SEOG grants of $1,200 per year. Students who have earned a bachelor's degree are not eligible. FAFSA is required and funding is limited.

Federal College Work-Study (FCWS)

Eligible students may work part-time while in college to help defray their educational cost. Salary starts at $7.25 per hour (subject to change) for 10 to 20 hours of work per week. FAFSA is required and funding is limited.

Federal Subsidized and Unsubsidized Direct Loans

Students in their first year may borrow up to a maximum of $5,500 for dependent students and $9,500 for independent students per academic year. Students who are considered to be in their "sophomore" year may borrow up to a maximum of $6,500 for dependent students and $10,500 for independent students.

The amount for which a student is eligible is limited by the student's educational costs minus other aid received. FAFSA is required.

Students who receive funds on or after July 1, 2011 will have a fixed interest rate of 4.5% (subject to change each July). An origination fee of 3% may be deducted by the bank for each loan received. An additional insurance fee of up to 1% may also be deducted by the bank.

Repayment begins six months after a student graduates, leaves school or drops below half-time, with approximately 10 years to repay the loan. In addition, regulations mandate that an entrance interview be given to students prior to disbursement of loan funds and an exit interview be given before a student graduates, leaves school or drops below half-time study.

Should a Direct Loan borrower's attendance drop below six credits, any subsequent loan disbursements will be cancelled. Students who later re-enroll will be required to reapply for further loan consideration.

Loan information is subject to change. Please see the financial aid Web page at www.cravencc.edu for

most current information and procedures. Completion of FAFSA is required each year.

Parent Loan for Undergraduate Students (PLUS)

Parents (of dependent students) may apply for a Federal Parent Loan for Undergraduate Students (PLUS) at a fixed interest rate of 8.5% for loans disbursed after July 1, 2008. Repayment begins 60 days after receipt of the loan check; however, deferral provisions are available. The maximum loan is based upon the cost of education minus any other aid received. FAFSA is required. Parents must submit a PLUS request form to the Financial Aid Office. An origination fee of 3% is deducted proportionately from each loan disbursement. Note: An additional insurance fee of up to 1% may also be deducted. See the financial aid Web page at www.cravencc.edu for most current information and procedures.

Veterans Benefits

Eligible veterans and dependents of disabled or deceased veterans are invited to take advantage of the College's educational offerings. The College cooperates with the Department of Veterans' affairs (DVA) and the North Carolina Department of Veterans' Affairs in assisting eligible veterans/dependents with their education benefits. Most curriculum courses are approved for veteran training, as well as the General Education Development (GED) Certificate and the Adult High School Diploma Programs (AHSD). The VA Coordinator in the Student Center will assist veterans and their dependents through the process of acquiring benefits.

Vocational Rehabilitation

Any physically handicapped student may be eligible for assistance through the Federal Vocational Rehabilitation program. In order to qualify, a student must have a mental or physical disability which is a handicap to employment. There must also be a reasonable expectation that as a result of vocational rehabilitation services, the person can become gainfully employed. Each rehabilitation program is designed individually with the student.

The amount of the award is based on need and the type of program in which the student is enrolled. It generally pays for tuition, fees, some books and supplies and in some cases, for supportive services such as transportation and interpreter services.

To apply, the student must contact the Vocational Rehabilitation office nearest the student's home, or contact the North Carolina Division of Vocational Rehabilitation Services, P.O. Box 26053, 805 Ruggles Drive, Raleigh, NC 27611-6053 or call (919) 733-3364.

Academic Progress Standards – Federal Programs

The federal government has established satisfactory academic progress standards for the following Title IV federal student aid programs: Pell Grant, subsidized loan, unsubsidized loan, SEOG and college work-study.

Satisfactory academic progress requirements are monitored at the end of every enrollment period.

The requirements are:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Pass two-thirds (67%) of all coursework attempted. Coursework attempted includes withdrawals, automatic withdrawals, incompletes, repeated courses and courses taken at CCC prior to the receipt of Federal Student Aid. Developmental coursework or courses taken at another institution do not count toward courses attempted or passed.
3. Complete degree requirements within 150% of the published program length. All coursework accepted for credit in the program of study will count toward the maximum. Students who exceed the maximum time frame will not be eligible for any additional Federal Student Aid.

Students enrolled in all associate degree programs are allowed a total of 97 credits attempted.

Total credits attempted is defined as all credits attempted at Craven Community College after the drop/add period, including withdrawals, repeated coursework, incompletes, failed courses, medical withdrawals and any transfer credits accepted toward your degree.

**Minimum credits accumulated is defined as all credits passed at Craven Community College and any transfer credits accepted toward a degree.

***Developmental coursework and accepted transfer credits are not calculated in the CGPA (Cumulative Grade Point Average).

Appeal Process/Reinstatement of Federal Aid Eligibility

Based upon mitigating circumstances, students may be granted exceptions to the College's satisfactory academic progress policy. To apply for an exception, students must:

- Submit a letter requesting reinstatement of Federal aid eligibility to the Director of Financial Aid.
- Submit documentation (doctor's note, police report, social services report, obituary, etc.) with their request

Students will be notified in writing if an exception has been granted or denied.

State Aid

North Carolina Community College Grant (NCCCG)

The North Carolina Community College Grant is a need-based grant established to help meet the educational costs of NC residents attending community colleges. The student must be a NC resident, be enrolled at least half-time (6 credit hours), be enrolled in an eligible curriculum program, must be meeting the Satisfactory Academic Progress requirements and must be meeting the Federal Pell eligibility requirements (except for the EFC requirement) established by the federal government. This grant does not have to be repaid. To qualify, a student must complete the Free Application for Federal Student Aid by the published deadline and list a NC Community College as one of the top three choices of institutions. Annual awards will be made based on student's established need and enrollment status.

North Carolina Education Lottery Scholarship (ELS)

The North Carolina Education Lottery Scholarship was created by the 2005 General Assembly to provide financial assistance to NC students with need. It is available for students in UNC campuses, Community College Campuses, and non-profit College Campuses where students currently receive state aid. To be eligible for this grant, students must be undergraduate N.C. residents enrolled at least half-time. Students must meet all Pell Grant eligibility rules and have an expected family contribution (EFC) less than or equal to $5,000, *(subject to change).*

Child Care Program

The North Carolina General Assembly appropriates funds for child care services for student parents in community colleges. This is approved for a year at the time only. Single parents receive first priority. Applicants must have demonstrated financial need, be enrolled at least half-time in a college transfer, technical or vocational degree or diploma program at Craven Community College and be willing to complete a Free Application for Federal Student Aid. Applicants must not be receiving child care funds from the Department of Social Services. Child care must be provided by a legal child care provider. Interested students must complete a Child Care Program application and submit a copy of their notification from the Department of Social Services, documenting their application status. Students must also maintain satisfactory academic progress according to Craven Community College.

Craven Community College Scholarships

The College Foundation offers a variety of scholarships, grants-in-aid and financial awards established for entering, returning and graduating students.

The College's scholarships are awarded annually by the Scholarship and Financial Assistance Committee (except where noted). Recipients of these scholarships are selected based upon donor criteria which could include: demonstrated financial need, academic achievement, faculty recommendations and the availability of scholarship funds.

All scholarship forms (Entering Freshmen Scholarships, President's Scholarships, Returning Student Scholarships) are available after Jan. 15 from the College Web site or the Financial Aid Office. Applicants are encouraged to apply for scholarships online at www.cravencc.edu.

A student needs to file only one application for a given category of scholarship (one application will submit the student's name for consideration for all of the entering scholarships). Students awarded scholarships based upon recommendations of faculty departments and/or by the Committee on Scholarship and Financial Assistance will be notified in June.

■ Scholarship Opportunities

Craven Community College offers a variety of scholarships. Most are based on financial need and academic achievement. Scholarship applications should be completed in early spring for the next academic year. Criteria and award amounts are determined by the sponsors and are subject to change. Contact the Financial Aid Office for additional information and requirements.

Advising Services

The Student Center at the New Bern Campus provides information, advising, and registration assistance for all students at the College. All students should periodically visit the Center to review their progress towards their educational goals or to seek assistance in all aspects of the college experience.

Students are encouraged to seek the assistance of the advising staff for any academic, career, or personal concerns that might arise. Advising sessions are confidential. It is not necessary to make an appointment to see an advisor. In situations where counseling is required, advisors will assist with appropriate referrals.

Advising services are available at both the New Bern and Havelock campuses during the following hours:

New Bern Campus – Student Center

Havelock Campus – Redd Building

Monday, Thursday, and Friday 8 a.m.–5 p.m.

Tuesday and Thursday – 8 a.m.–6 p.m.

Summer hours may vary.

First-Year Advising Requirement

All degree seeking first-year students are required to meet with an assigned academic advisor prior to registration for their second and third semesters. This requirement is enforced by the placement of a "First-year Advising Required" registration hold on their account. These students will not be able to register for courses in the following semester until they have met with their academic advisor. This procedure was instituted to ensure students receive the proper academic advice and take the classes needed for their curriculum and transfer plans. Even after student have completed their first year, they are encouraged to continue meeting with their academic advisor each semester.

First-Year Advising Checklist

- Sign-up for a meeting time with your advisor during the advising period prior to registration. Not sure who your advisor is? Go to WebAdvisor – Academic Profile – My Profile.
- Preview you Degree Audit in the WebAdvisor (under Academic Planning).
- Search the course schedule, creating a list of courses with plenty of alternates, BEFORE your meeting. Bring this list to your appointment.
- Be prepared to discuss course options, address academic problems or concerns, make decisions about he upcoming semester, and explore program options.
- Make sure you arrive for your appointment on time.
- Your advisor will release your advising hold after your meeting so that you can register using WebAdvisor once registration is opened for the next semester.

Registration

The academic year is composed of two semesters— Fall and Spring—each of which consists of 16 instructional weeks. Shorter sessions, including 12-week and eight week sessions, are also provided for students. Summer session courses are a minimum of eight weeks.

Registration occurs according to the Academic Calendar, typically one month prior to the semester start. Students may make an appointment to talk with an advisor to develop an educational plan. A payment plan for tuition and fees is available in Student Services. Students meeting certain criteria may register online through WebAdvisor, an online portal for students to register, to check grades and to locate course information. Students are encouraged to register early to have a better selection of course offerings. Once enrolled in courses, students may drop or add courses according to the Academic Calendar. Students will not be able to register for a class after the class has begun.

To register:

1. Complete the Application.
2. Take the Placement Test (new students) or see an Advisor (currently enrolled students).
3. Visit Financial Aid if seeking financial assistance.
4. Attend orientation (new students).
5. Select courses based on your Program of Study.
6. Register for classes.
7. Pay tuition and fees or make arrangements to participate in the Payment Plan through the Student Center.

Student E-mail

Each student registered with the College receives a student e-mail account, which is the college's official means for contacting students. Information critical to student success and academic standing is communicated through this means. Students are responsible for regularly checking their e-mail account.

Credit Load

Students should enroll in the number of courses that will allow for successful completion. In general, students should plan on spending one hour of study outside the scheduled classroom time for each hour of credit awarded in a course. Semester hour credit is awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory work depending on the type of laboratory, and one semester hour of credit for each ten hours of cooperative education work experience. See Course Descriptions for particular course credit information.

Course Overload Petition

Students may register for 19 semester hours credit for fall or spring semesters without restriction. With the approval of the Professional Academic Advisor or Faculty Advisor, a student who has earned a cumulative average of 3.0 in all work may take more than 19 hours. The approval for extra load must be signed by the advisor and properly documented.

Students enrolled for summer semesters are cautioned that 19 semester hours credit is an exceptionally heavy load. Twelve semester hours is the recommended summer course load.

Prerequisites

A prerequisite course is one that must be completed prior to registration for another course. Course prerequisites are listed in this Catalog directly under the course description. Check the Catalog carefully prior to attempting to register for a class. All prerequisites must be met prior to beginning a course although prerequisites can be in progress when a student registers.

Unsuccessful Prerequisite Completion

After final course grades are posted at the end of a semester, a student will be dropped from any preregistered course for which the student has failed the prerequisite course. Notice of the dropped class will be sent to the student by college email, and an attempt will be made to telephone the student. It's the responsibility of the student to register for a replacement class, either through Web Advisor or with the assistance of a Professional Academic Advisor or Faculty Advisor. Failure to do so may impact financial aid.

Certain courses require a grade of C in the prerequisite course to maintain course registration. These grade requirements are noted in the prerequisite listed in the course description in the college catalog. Continued registration in these courses depends on completion of the prerequisite with a grade of C. Students receiving a grade of D will be removed as described above.

Corequisites

A corequisite is a course that must be completed at the same time as another course. Course corequisites are listed in the Course Description section of this Catalog.

Auditing a Course

Students wishing to audit courses must complete a Permit to Audit form and be registered for the course. The audit student receives no course credit; however, students auditing classes may participate in class projects, class work, class discussions, and take examinations. In the event of limited classroom space, priority for a classroom seat must go to the student enrolled for credit.

A change from audit to credit is permitted only during the registration period. Students may change a course from credit to audit through the last day to withdraw. (See the Academic Calendar for date.)

Procedures for changing credit to audit during registration period.

1. Obtain a Permit to Audit Courses form in Student Services.
2. Complete the Permit to Audit Courses form and have Financial Aid sign the audit form (Financial Aid can be affected by this change).
3. Submit the completed form to Student Services. Students may change a course from credit to an audit through the last day to withdraw.

NOTICE: Financial Aid and Veterans' Benefits are not available for audited courses.

Repeating a Course

Students may repeat a course as many times necessary to receive a passing grade. Students who audit or receive a passing grade may repeat a course twice. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation. Students who receive transfer credit for a course may repeat it twice.

Students will not receive veterans benefits for repeating a course for which they have already passed or received transfer credit, with the exception ADN or LPN programs. Military students will not receive tuition assistance for courses previously covered by tuition assistance. Financial aid students may repeat one course for the purpose of receiving a higher grade.

If a student wishes to retake a previously passed course more than three times for personal benefit or otherwise, the student must pay the actual cost of the course, based on the current rate for self-supporting courses (this cost is at a higher tuition rate).

Students planning to transfer to other colleges or universities should note that these institutions may include all course attempts when calculating their grade point averages for admissions purposes, and may not honor this school's computations.

Withdrawals

Student Course Withdrawal

After registration, students cannot add classes, but may withdraw from a course through the last day to withdraw from class (see the Academic Calendar). This procedure must be completed before students miss 20% of the class meetings or 10% of class meetings for developmental courses. Withdrawal from a course can affect financial aid awards, but does not affect a student's grade point average. A student should first talk to the instructor and advisor to see if there is any way to remain in the course. If not, the student must (1) complete a Registration Change Form, (2) have an advisor sign the form, and (3) submit the form to Student Services.

Instructor/Course Withdrawal

Faculty may elect to withdraw a student from class for excessive absences. See individual course syllabus for faculty expectation for attendance.

Official Withdrawal from the College

To withdraw from all of the current semester's courses, a student must complete the college withdrawal form found in the Student Center. The student should discuss withdrawing with an advisor.

Students' financial aid and future academic records may be affected by a withdrawal and should be discussed with a Financial Aid professional.

Course Substitution

Under extenuating circumstances, a student may request approval of a course substitution to comply with a required course in the relevant Program of Study. Course substitution requires final approval by the appropriate Academic Dean; the form can be obtained from an advisor or Academic Dean.

Cancellation of Classes

The College reserves the right to cancel any class due to insufficient enrollment, limitation of funds, lack of qualified staff availability, or lack of physical facilities. Students enrolled in cancelled classes will be notified and will have an opportunity to register for available courses. Students should be sure that the College has a current phone number and home address and that they regularly check their student e-mail account.

Change of Program

Students seeking a change of program should complete a Request for Change of Program form obtained from the Student Services or an advisor. The change shall be effective at the beginning of the next semester, or later, as specified by the student. A student's grade point average will not be recalculated when a student changes his/her program.

A complete listing of the programs of study for all college transfer degrees, applied degrees and the general education degree can be found in this Catalog.

Parking Permits

All students are required to obtain and properly display a parking permit. Parking permits and Campus Parking Rules and Regulations are available from Student Services and the Havelock office. Short-term parking for visitors to the New Bern campus is available adjacent to the Brock Administration Building and to the Havelock campus adjacent to the Redd building. Eligibility for a handicapped parking space generally requires display of the Handicapped Placard from the North Carolina Division of Motor Vehicles. Applications for the Handicapped Placard are available from the office of the Campus Security.

Graduation

Eligibility for graduation is based on the following criteria:

- The minimum number of course credit hours prescribed in the program of study has been completed. A student receiving an Associate Degree must complete a minimum of 25 percent of the respective program credit hours at Craven Community College.
- All courses have been completed with a cumulative quality point average of at least 2.0.
- Students who intend to transfer credits from another school to meet Craven graduation requirements must complete these requirements within three years of the last term they attended Craven.
- All financial obligations to the College have been met.
- All graduating associate degree students are required to take the ETS Proficiency Profile Assessment. The ETS Assessment is designed to measure the academic skills developed through our general education courses. The ETS Proficiency Profile Assessment is administered in the Academic Skills Centers on the New Bern and Havelock campuses.

Graduation Application

It is the responsibility of the student to make application for graduation. Students should see an advisor to confirm that requirements have been met. Graduation applications are filed with the Registrar. (See Academic Calendar for dates). The student may purchase his/her cap and gown in the campus bookstore and pay their diploma fee in the College Business Office. (All Graduation Fees are nonrefundable.)

Craven Community College is committed to providing students an opportunity to be successful in their educational goals. A wide variety of learning support systems are available to assist students.

Academic Skills Center

An Academic Skills Center (ASC) is located on both campuses. The Jane Moore Stubbs ASC on the New Bern Campus is located in Barker Hall. The Havelock ASC is located in the Redd Building. Both campuses have a Computer Lab, Writing Lab, and Math Lab. The Centers offer workshops on special topics and assist student with special needs. Students are strongly encouraged to take advantage of the rich resources available to assist in their learning.

The Computer Lab offers a wide range of tutorial software, word processing programs, and research materials. Knowledgeable student assistants are available.

The Math Lab and Writing Lab are staffed by instructors and advanced students who can offer assistance with any level of math or writing.

Make-up Exams are administered per instructor guidelines.

A Student Help Desk is available for Blackboard and technical support in the ASC during college operating hours when classes are in session.

New Bern ASC Hours (Fall and Spring)
Monday – Thursday 8 a.m.to 7 p.m.
Friday 8 a.m. to 5 p.m.

Havelock ASC Hours
Monday – Thursday 8 a.m.to 7 p.m.
Friday 8 a.m. to 5 p.m.

Summer hours vary.

Disability Services

The College is committed to working with students with different learning styles and those with documented learning disabilities.

If a student believes that disability-related issues have affected or may affect academic progress, he/she may voluntarily supply documentation about the disability and its specific impact on educational experiences to the Academic Skills Center Director. If the student supplies such documentation, the College will keep it confidential and use it only as part of efforts to increase access by individuals with disabilities in accordance with ADA mandates. If a student chooses **not** to supply this information, he/she will not be eligible for accommodations.

Because each individual situation and each service, program, and activity are different, accommodation decisions are made on a case-by-case basis. It is the College's policy to afford disabled persons every reasonable opportunity to receive the benefits and services provided by the College and to succeed. The College strives to keep the lines of communication open between students with disabilities who require reasonable accommodation and those instructors and other College personnel who are responsible for the services, programs, and activities.

Library

Both the New Bern Campus and the Havelock Campus offer library resources to meet the curricular and instructional needs of Craven Community College students, faculty, and staff, and the informational and leisure needs of the community as a whole. The library provides a number of resources and services including electronic resources, a teacher resource center, computer lab, wireless internet access, and laptops that can be checked out for use in the library.

Users may also arrange to get materials from other institutions through our interlibrary loan system. Additional resources are available online through the library's Web site: www.cravencc.edu/educational/learningresources.cfm.

Affiliation with the college is not required for library usage. Anyone who lives in Craven County and is over the age of 18 may apply for a library card and borrow items.

Student Life

While academics are of primary importance at the College, learning and development outside the classroom is also critical. For that reason, participation in student organizations is encouraged. Students wishing to join a club should contact the faculty advisor for that club. Names of club advisors can be obtained in Student Services or the college web site. All student organizations must be approved by the administration and the Student Government Association (SGA). Each organization must meet and adhere to the criteria and procedures established by the administration and SGA. The following are active clubs.

- **Accounting Club** – The objectives of the CCC Accounting Club shall be (1) to provide the opportunity for leadership training and professional development (2) to serve on the campus and in the community (3) to encourage participation in group activities (4) to promote good fellowship and high scholarship and (5) to promote the adoption and application of high social, business, and professional standards.
- **Alumni Association** – The Alumni Association gives its members an opportunity (1) to advance the growth and development of the College, (2) to enhance their personal, educational, and professional development as well as that of other alumni, and (3) to establish, promote, and maintain mutual benefits through relationships with the college community and its alumni.
- **Associate Degree Nursing Club (ADN)** – the purpose of the Club shall be the promotion of scholarship, the development leadership, and the promotion of service and the cultivation of fellowship among members. Any student enrolled in the Associate Degree Nursing program may be a member of the Club.
- **Automotive Technology Club** – The purpose of the Automotive Technology Club is (1) to promote professional competency among students who are training to be automotive technicians, (2) to research, coordinate, and provide opportunities for educational field trips to observe and learn about various aspects of the automotive industry, (3) to host guest speakers/instructors from the automotive industry in order to become informed about current trends and new products, and (4) to assist club members in finding industry-related jobs within the local area.
- **Bible Club** – The Craven Community College Bible Club is a non-denominational gathering of students who desire to study the Holy Bible and apply it to their daily lives. The purpose of the club is to promote an understanding of the Bible, influence unity and morality among students and faculty, and to offer positive contributions toward academic achievement, overall success and well-being.
- **Book Society (A)** – The purpose of the A Book Society is to discuss books and spread the appreciation of and for literature while taking part in community service that is somehow related to literature.
- **Business and Banking Clu**b – The purpose of the Business and Banking Club is (1) to provide the opportunity for leadership training in service, (2) to serve on the campus and in the community, (3) to encourage participation in group activities, and (4) to promote good fellowship and high scholarship.
- **CCC Ambassadors** – The Craven Community College Student Ambassador Program is a group of students that are selected to represent the College at various events. Students that are selected to the program must have a 3.5 or higher and have recommendations from faculty and staff.
- **Communications Club** – The Communication Club purpose is to (1) promote print communications at Craven Community College (2) to provide an opportunity for club members serve together productively, and (3) to promote better understanding and cooperation among members of the faculty and students.
- **Craven Early College Club (CEC)** – The purpose of the CEC Club shall be (1) to promote teamwork and leadership qualities (2) to promote professional competency (3) to raise awareness of CEC and it's educational vision, mission, and goals (4) to provide an opportunity for club members to serve together productively and (5) to provide structure for the development of academic, social, athletic, fiscal, and service projects.

- **Criminal Justice Society** – The purpose of the Criminal Justice Society is (1) to enhance the image of the College, (2) to increase the community awareness of the criminal justice system, (3) to provide association for the criminal justice students, and (4) to promote a sense of unity and academic support.
- **Encore!** – is Craven Community College's singing ambassadors and the group of students performs throughout the community.
- **Fine Arts Club** – The purpose of the Fine Arts Club is (1) to promote professional competency, (2) to provide an opportunity for members to serve together productively, and (3) to promote better understanding and cooperation among members of the faculty and students.
- **Fitness Health and Wellness (FHW)** – The club objective is (1) to serve as a support organization for students that would like to become more educated about full body fitness and healthy eating (2) to help students enjoy themselves through divers ways of becoming fit and (3) to build not only fit people but also healthy relationships that last a lifetime. Club Motto: Fit Together—Building fit people and healthy relationships.
- **Forensics Society** - The purpose of the Forensics Society is (1) to promote professional competency in public speaking, (2) to provide an opportunity for members to serve the College and community in forensic activity, and (3) to promote better understanding and cooperation among members of the speech faculty and students.
- **The Forum Clu**b – at Craven Community College strives to promote and enhance awareness through documentaries about social, economic, and political issues. It provides a forum in which balanced discussions can take place between students and the community at large. We also provide social events such as Contra Dancing to bring students and the community together for dancing / entertainment in a safe and fun environment.
- **Havelock Student Association** – The purpose of the Havelock Student Association shall be (1) to promote student activities on the Havelock campus and (2) to promote more communication and cooperation between the New Bern Campus and Havelock Campus.
- **History Club** – The purpose of the club shall be to promote a better understanding of history's cultures and historical events.
- **International Club** – The purpose do the Club shall be (1) to promote an appreciation of International cultures as reflected in art, music, literature, film and other media (2) to develop ties with the International community in and around New Bern as a means of both serving and better understanding such community (3) to provide leadership opportunities for its members (4) to enhance the language skills of students of the Spanish, French, and German languages through both educational and recreational means (5) to assist students in the acquisition of those skills that will best prepare them to function effectively and successfully in the multi-cultural, multi-lingual, competitive marketplace.
- **Male Mentoring Empowerment Group (MMEG)** –Male Mentoring Empowerment Group (MMEG) - The purpose of the club shall be (a) offer workshops and/or sessions, which will facilitate discussion groups and/or refer male student's to receive and exchange information and provide assistance in several areas (b) to engender fellowship and camaraderie among members (c) to retain and support males through the completion of their post-secondary goals (d) to promote community awareness and involvement.
- **Multicultural Society** – The purpose of the Multicultural Society is (1) to develop a better understanding of minority special problems and concerns, (2) to develop community awareness of minority issues, and (3) to foster among students a better understanding of the vital role minorities play in society.
- **National Vocational/Technical Honor Society** – The purpose of the National Vocational/Technical Honor Society is (1) to encourage scholastic achievement, skill development, service leadership, citizenship, and individual responsibility, (2) to cultivate and champion a stronger, more positive image for work force education in society.

- **Panthers Baseball Club** – The Panthers Baseball Club is the official baseball athletic club team of Craven Community College. All players must be a student and meet the eligibility of the National Club Baseball Association (NCBA) which is the governing association in which the club plays. Any eligible student is able to try-out for the team in beginning of each semester.
- **Phi Theta Kappa** – The purpose of Phi Theta Kappa, a national honor society of two-year colleges, is to promote scholarship, the development of leadership, and service by cultivating fellowship among qualified students. Each candidate for membership must have a 3.5 GPA.
- **Rotaract Club** – The purpose of the Rotaract organization is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, ant to promote better relations between all people worldwide through a framework of friendship and service.
- **Student Activities Board** - The Student Activities Board (SAB) primary function is to provide educational, social, cultural, and some recreational activities for the College community. SAB will be responsible for cultural celebrations, cookouts, Founders Day celebration, and other co-curricular activities that can enhance incoming and continuing students at Craven or register online at: http://www.cravencc.edu/firstyearexperience/index.cfm
- **Student Government Association** – The Student Government Association(SGA) shall be the representative organization of the Student Body of Craven Community College (the "College"), and in that capacity shall assure positive communication and promote activities that are in keeping with the best interests of the College and its Student Body. All curriculum students who pay student activity fees of the College, both part-time and full-time, shall be members of the Student Body.

Each year new clubs and organizations are formed by students with different interests. Contact the Student Life Coordinator in the Student Center.

Students Rights and Responsibilities

The policies and procedures related to students are developed and enforced to ensure that all students have a positive educational experience while attending the college, and that the College operates in a manner that fulfills its mission. Consistent with its educational mission, the College desires to promote student understanding of the balance between individual privileges and college responsibilities, as well as to provide everyone in the college community a safe environment, conducive to student learning and success. Students are expected to familiarize themselves and to be accountable for information contained in all college publications (catalog, student handbooks, information provided through student e-mail, course schedules, syllabi etc.) relating to student responsibilities.

In general, all students are expected to conduct themselves in a manner that promotes and supports both students' educational endeavors and objectives of the College.

These policies address a number of student-related issues:

- Acceptable Use of Technology
- Accommodation of Individuals with Disabilities
- Drug and Alcohol Use
- Sexual and other unlawful Harassment
- Appeal Procedures
- Student Code of Conduct and Disciplinary Policy
- Student Appeals for Grades and Discipline
- Tobacco Free Campus
- Student Grievance Procedure
- Governance, and
- Publications

Students should view these and other student policies and procedures in their entirety on our Web site at www.cravencc.edu/about/policies.cfm

English as a Second Language

English as a Second Language is designed to teach immigrants and refugees basic survival skills for our culture and society. Through these classes, they learn to speak, read, and write the English language. They may also study for their citizenship. Advanced studies include preparation for the GED. Distance Education (Learn at Home) coursework is also available through videos and Internet access. Contact (252) 638-7265 for more information.

College and University Visits

Four-year college and university representatives schedule visits on campus to talk with students interested in attending their institutions. These visits are scheduled and advertised through Student Services and student e-mail.

Career and Transfer Services

Craven Community College offers a variety of career and transfer services with the primary purpose of educating and assisting students in effectively developing, evaluating and implementing career and educational plans. Career and Transfer Services offers self-assessments, career counseling, transfer planning resources, resume and cover letter critiques, and a variety of workshops. The establishment of a Career and Transfer Resource Center is currently underway. For additional information see: http://www.cravencc.edu/careerservices/

New Student Orientation - Panther PRIDE3

To make the most of your first year at college, you are required to enroll in New Student Orientation; Panther PRIDE3. Orientation gives students a head start in making meaningful connections and introduces new students to a host of resources to assist you with meeting your academic and personal goals. It will prepare you for your first day of classes and also help you begin your journey toward graduation. For additional information on registering for a Panther PRIDE3 session please contact the First Year Experience Coordinator at (252) 638-4463 or register online at: http://www.cravencc.edu/firstyearexperience/index.cfm

First-Year Experience "FYE" Programs

The FYE Program at Craven Community College is designed to "Engage" incoming students inside and outside of the classroom, "Enrich" students' lives with various opportunities to grow and develop personally and professionally, and "Empower" them to initiate, lead and pursue their passion. The College is committed to making sure that each student succeeds and wants their "Craven" experience to be rewarding. First-year students are encouraged to take advantage of the wonderful resources that FYE Programs can provide to ensure they are successful as college students. For additional information see: http://www.cravencc.edu/firstyearexperience/index.cfm

Fitness Center

A Fitness Center for students and staff is located in the Student Center on the New Bern Campus. Credit wellness and activity classes are offered in the Fitness Center along with "open lab" hours designated throughout the week. Free weights, yoga DVDs, and various exercise equipment are available for use.

TRiO Student Support Services

Student Support Services is one of the nine federally funded TRiO grant program, distributed to institutions through competitive grants, sponsored by the Department of Education. TRiO programs were established to help students overcome class, social, academic and cultural barriers to higher education.

Craven Community College's program is funded to assist 180 qualified and deserving program eligible students by providing the fundamental academic support needed to reduce the barriers to succeeding in college. Program staff works individually with each student to help achieve his/her academic goals.

Student Services and Learning Support

The goal of TRiO Student Support Services is to help students successfully transition into college and progress to graduation and/or transfer. Assistance to program participants is provided through number free services. Student Support Services offers:

- Academic tutoring,
- Advice and assistance in course selection, and
- Assistance in completing financial aid applications.

Student Support Services also provides education designed to improve the financial and economic literacy and assist students enrolled in applying for admission to, and obtaining financial assistance for enrollment in four¬-year programs. Eligibility for TRiO Student Support Services is determined by federal regulations. To qualify, a student must a low income U.S. Citizen or permanent resident and meet one of the following criteria:

- Be a first generation college student (neither parent has a bachelor's degree)
- Have a documented disability

For additional information contact 638-1236.

Food Service

Food service is available in the Student Center on the New Bern campus through River Bend Deli. Vending machines are located in the Student Lounges on both campuses and coffee and snacks can be purchased in the Bookstore.

Bookstore

Follett Higher Education Group operates bookstores at both the New Bern campus and the Havelock campus where students may purchase textbooks, supplies and other items. The Havelock campus has limited service, generally prior to and the first few days of each semester.

The cost of textbooks and other materials varies. Students may return books for a refund within seven business days of class. Books purchased after the first day of class may be returned within two business days from the date of the receipt. An appropriate register receipt must accompany all books returned to the bookstore. Used or damaged books will not be accepted for return.

Textbooks for highly enrolled courses are on reserve in the Library for limited use.

Craven Community College is committed to supporting a learning-centered environment that prepares students for the 21st century global community in which we live. Faculty are dedicated to student success and high academic standards.

Course Syllabi

Course syllabi represent the instructor's expectations and the student's obligations for successful completion of a course. It is the student's responsibility to read, understand, and follow a course syllabus. By taking a course, each student is promising to perform according to the requirements in the syllabus. Although a syllabus is not a legal contract, students will be fully accountable for performing according to the instructor's expectations as set forth in the syllabus. A syllabus may be modified at any time by the instructor, and it is the student's responsibility to be aware and understand any syllabus changes. Syllabus changes normally will be in writing, but instructors may make any change by verbal announcement during class. Instructors may make syllabus changes for the purposes of adapting to circumstances required for a particular course, maximizing educational opportunities, or reflecting changes in College policy or North Carolina law and regulation.

Academic Dishonesty

Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences. Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other projects with an intent to defraud. Faculty may take action to address cases involving academic dishonesty as they deem appropriate. Repeated acts of academic dishonesty will be referred to the Vice President of Student Services, who has the authority to administer more severe disciplinary actions according to the Student Code of Conduct.

Academic Information

Grade Descriptions

A 10-point grading system is used to determine letter grades in curriculum-level courses. The letter grades, as described below, correspond to quality points used in calculating grade point averages

Letter Grade	Letter Definition	Description	Quality Points/GPA
A (90-100)	Excellent	Successful mastery of all course requirements as specified by the instructor with excellent quality of performance.	4
B (80-89)	Above Average	Successful completion of all course requirements as specified by the instructor with high quality of performance.	3
C (70-79)	Average	Successful completion of all course requirements as specified by the instructor with an average quality of performance.	2
D (60-69)	Below Average	Successful completion of all course requirements as specified by the instructor with a minimal quality of performance.	1
F	Failing	Failure to successfully complete all course requirements as specified by the instructor.	0
I	Incomplete Grade	Temporary grade assigned at the discretion of the instructor subject to approval of the Academic Dean for extenuating circumstances.*	0
W	Withdrawal	Official withdrawal from the course without academic penalty.	0
AU	Audit	Audit. Curriculum courses ONLY.	0
AW	Automatic Withdrawal	Instructor withdrawal of the student from course for excessive absences without academic penalty.	0
CE	Credit by Examination	Credit by Examination. Curriculum courses ONLY.	0
FG	Forgiveness Grade	Previous failure to successfully complete all course requirements, but cumulative grade point average recalculated under the College forgiveness policy.	0
NA	Never Attended	The instructor withdrew the student who never attended from course without academic penalty.	0

It is the student's responsibility to contact the instructor regarding work to be completed for the removal of the "I" grade.* ***A Grade of "I" must Be Removed During the First Eight Weeks of the next Semester or it Automatically Becomes an "F."* *(example: Spring semester incomplete grades must be removed no later than the first eight weeks of the next Fall semester. Associate Degree Nursing and Practical Nursing students must remove an incomplete grade prior to the beginning of the next semester of study.) This policy may be waived through petition to and approval of the Executive Vice President.*

Grade Descriptions for Developmental Studies Courses

Developmental Studies courses are designated by course numbers below 100 and do not earn quality points or count towards a student's GPA. They are designed to enhance the skill sets of students who do not place into curriculum-level courses.

Letter Grade	Letter Definition	Definition	Description
SA	90-100	Highly Satisfactory	Successful mastery of all course requirements as specified by the instructor with a high quality of performance.
SB	80-89	Satisfactory	Successful completion of all course requirements as specified by the instructor with a satisfactory quality of performance.
U	(Below 80)	Unsatisfactory	Failure to successfully complete all course requirements as specified by the instructor.

Computation of Quality Point Average (QPA)

To calculate quality points, multiply the number of credits of a course by the numeric value of the grade earned. For example: An A (4 quality points) in Expository Writing (3 credits) produces 12 quality points (4 x 3 = 12) or a C (2 quality points) in Calculus I (4 credits) produces 8 quality points (2 x 4 = 8).

To determine academic average for a given semester, divide the quality points earned by the number semester hours credit calculated for the Semester Grade Point Average (GPA). The same formula, dividing the total number of quality points by the total number of credits calculated is used to calculate the cumulative Quality Point Average (CumGPA).

The letter for each subject will be converted to a quality point equivalent. The quality points are then multiplied by the semester hours. The total quality points are then divided by the total hours to give the quality point average.

Example:

Class	Grade	Quality Points		Semester Hours Credit		Total Quality Points
ACA 115	A	4	x	1	=	4
EDU 111	B	3	x	2	=	6
PSY 150	D	1	x	3	=	3
EDU 112	C	2	x	2	=	4
HEA 110	C	2	x	3	=	6
Totals				11		23

Divide: 23 divided by 11 equals 2.09

Your quality point average is 2.09

Grade Reports

Students' grades will be posted after each semester on Web Advisor, the College's online portal for student information.

Change of Grade

Students are responsible for checking the accuracy of their grades with the instructors. Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may be changed only upon written explanation and authorization from the faculty to the Registrar using the Change of Grade Report form. Extraordinary circumstances will be referred to the instructor's supervisor. Students may appeal a disputed grade through the Student Grade Appeals process.

Good Academic Standing

Students maintaining a cumulative quality point average of 2.0 are considered to be in good academic standing with the college. Students whose averages fall below 2.0 will be notified. Students not maintaining good academic standing will be encouraged to consider a different program of study, developmental studies, lighter course load and/or work schedule, extra study in the Academic Skills Center, or assistance of a tutor. During the next enrolled semester, the student should show significant progress toward satisfying graduation requirements. Some programs or curricula within the College have different, specific, or higher academic requirements which shall supersede general statements made in the General Catalog or other college publications. Each student shall be responsible for knowing and understanding the specific rules, regulations, and standards which apply in the program or curriculum in which he or she is enrolled.

Academic Recognition

Dean's List

To recognize students with outstanding scholastic records, the College publishes a Dean's List shortly after each semester. To qualify for the Dean's List, a student must complete a minimum course load of 12 curriculum credit hours and achieve a 3.5 quality point average for the semester without a grade of "Incomplete". Students achieving an overall 3.5 or better quality point average in programs will be recognized at graduation.

Phi Theta Kappa

The purpose of Phi Theta Kappa, a national honor society of two-year colleges, is to promote scholarship, the development of leadership, and service by cultivating fellowship among qualified students. Each candidate for membership must have a 3.5 GPA.

Grade Appeal

The purpose of the Student Final Grade Appeal Process is to provide a student with a mechanism to appeal a disputed final grade, while respecting the academic authority of the instructor. This process recognizes the following:

- Every student has a right to receive a final grade based upon a fair and unprejudiced evaluation determined by a method that is applied consistently and is neither arbitrary nor capricious; and,
- Instructors have the right to assign a final grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

The following procedure will enable a student to exercise this right:

1. Any appeal of a final grade should be initiated within two weeks of the start of the following semester by the student conferring with the instructor to determine that there has been no mistake and to present his or her case.
2. If the case is not resolved by the instructor, the instructor will suggest that the student complete a "Student Grade Appeal" form which should be signed and dated by the instructor and submitted by the student to the department Chair/Dean who will hear his or her appeal. The submitted "Student Grade Appeal" form should have the course syllabus and any relevant coursework attached. This should be completed within two weeks from the date of the grade appeal meeting with the instructor.
3. If the case cannot be resolved at the department level, the student should submit to the supervising dean a copy of the "Student Grade Appeal" with appropriate signatures and dates and request an appointment.

This should be completed within two weeks from the date of the grade appeal meeting with the department chair/program director.

4. If the issue is unresolved, the student may submit within two weeks a copy of the "Student Grade Appeal" which includes the dean's signature to the Chief Academic Officer (CAO). The CAO may at his/her discretion create a committee of three individuals to hear the student's appeal. The committee should consist of a member of the Student Government Association, a faculty member from the same department as the appealed instructor if possible (but excluding the department chair and appealed instructor), and a third member of the CAO's choice.
5. The committee will make a recommendation to the CAO. The CAO will confer with the instructor for final determination. The student should be notified of the decision in writing within two weeks of the request. This decision is final.

Timeliness – Processing at each step cannot exceed two weeks; however, the time may be extended by agreement of both parties or by extenuating circumstances as decided by the administrator to whom the grievance is presented. If the administrator at each step does not meet processing time limitations, the student may then request higher administrative assistance in obtaining requested relief.

Academic Forgiveness

A student who has not been enrolled in curriculum courses in the College for 36 consecutive months since his/her last grade of "F" may request that the Registrar reevaluate the student's academic records. This policy will allow a student to request that any previously earned grades of "F" be removed from the calculations of the cumulative grade point average. Prior to the reevaluation, the student must enroll in the College and complete at least 12 credit hours with a minimum of a "C" (quality point average of 2.0) in each course. Previously earned grades of "F" will still be reflected on the transcript; however, at the student's request, the Registrar will recalculate the student's cumulative quality point average as appropriate. This reevaluation will be done only once for each student.

Academic Probation

A student whose academic progress is unsatisfactory, based on a GPA below 2.0 for two successive semesters, will be placed on academic probation and notified by the College to make an appointment with an Advisor to discuss specific actions to improve academic performance.

Implementation

1. The Vice President for Student Services notifies the student and his/her advisor of the student's probationary status.
2. The student schedules an appointment with an advisor.
3. The advisor and the student explore various measures for remediation, including, but not limited to, the following:
   - reduction in course load;
   - referral to the Academic Skills Center for workshops and/or tutoring assistance;
   - success and study skills courses;
   - referral for career exploration;
   - guidance into another program of study;
   - reading and/or other preparatory courses; and/or
   - reduction of non-scholastic activities.

   Note: A student on academic probation may not hold elective office, or serve on college committees, or officially represent the College
4. The results of the exploration session are documented on the appropriate Academic Probation form, which is signed by both the student and the advisor. A copy of the form is given to the student and sent to the Records Office to be filed in the student's Permanent Record.

Academic Separation

A student on academic probation whose academic progress remains unsatisfactory as demonstrated by three successive semesters of GPA less than 2.0, will be separated from the College for a period of one regular (16 week) Fall or Spring semester plus the

adjoining Summer session, and must reapply to the college at the end of the separation.

Implementation of Academic Separation

The Vice President for Student Services notifies the student and his/her advisor of the student's academic Separation status.

The student must apply for readmission before returning to coursework in subsequent semesters.

Readmission

Students who have been separated from the College for academic reasons must apply for readmission. Consideration of applications for readmission of students who have been separated from the College for any reason will be made in light of the applicant's prior academic and disciplinary record, evidence of growth and maturity, credits earned at another institution, and time elapsed since leaving the College.

Students readmitted to the College after an academic separation will automatically be placed on academic probation for a period of one semester and may be required to participate in an appropriate support program and a term of probation. Additionally, students who are readmitted to the College must meet the graduation requirements of the current CCC catalog.

Field Trips

Each student participating in a field trip must sign a Release Form which must be returned to the appropriate Dean/designee prior to the field trip. No student will be allowed to travel without a signed Release Form.

Other

Persons attending a class, lab or shop must be registered students.

Craven Community College is open to the public generally from 7:30 a.m. to 7 p.m. Monday through Thursday, and from 7:30 a.m. to 5 a.m. on Friday. Hours are subject to change and will be posted.

When inclement weather or other conditions warrant closing the College, students are notified through the college's web site. Local TV and radio stations are notified, and the information is posted on the College's Twitter.

Associate Degrees

Craven Community College is authorized by the Commission on Colleges of the Southern Association for Colleges and Schools (SACS) to award five degrees – the Associate in Arts (AA), the Associate in Science (AS), the Associate in Fine Arts (AFA), the Associate in General Education (AGE), and the Associate in Applied Science (AAS).

The Associate in Arts, the Associate in Science, and the Associate in Fine Arts degrees are designed for students who intend to transfer to four-year colleges or universities. The Associate in General Education is designed to meet the needs of students who are primarily interested in only two years of college. The Associate in Applied Science degree is awarded in professional/technical fields and is designed to prepare the graduate for the demands of the work force.

Certificate/Diploma Programs

Craven Community College also offers a number of certificate and diploma programs. These programs are shorter in duration than degree programs and are designed to develop job-entry skills at the collegiate level.

General Degree Requirements

The following academic standards apply to all degrees:

- A minimum of 25% of the respective program credit hours must be completed at Craven Community College;
- All courses must be completed with a cumulative grade point average (GPA) of at least 2.0;
- Students applying for graduation from Craven Community College must meet all graduation requirements within three years from the last term enrolled as a Craven Community College student;
- All financial obligations to the College must be met.

The degree earned depends upon the educational and career goals of the individual. Each of the degrees offered at Craven Community College is listed by degree title on the pages that follow with a description of the purpose, goals, and specific course requirements.

General Education Learning Outcomes

Assessment of student learning outcomes is an essential component of effective instruction, whereby results of outcomes assessment guide curriculum development for continuous improvement. The institution is also mandated by our accrediting agency, the Southern Association of Colleges and Schools (SACS), to document the process, results, and improvement plans related to the assessment of student learning outcomes. In the Associate of Arts, Associate of Science, Associate of Fine Arts, Associate of General Education, and Associate in Applied Science degree programs, students must complete a series of general education core courses. Upon completion of these degree programs, students must demonstrate certain competencies which are collectively known as the General Education Learning Outcomes.

Upon completion of an Associate degree, Craven Community College students should be able to:

- Demonstrate an understanding of global diversity, global events, and global issues.
- Effectively use oral, written, and nonverbal communication skills.
- Apply basic mathematical skills and knowledge.
- Research, analyze, synthesize and evaluate information.
- Demonstrate the ability to work collaboratively with others in an atmosphere of mutual respect.
- Utilize technology to facilitate learning.

ACADEMIC PROGRAMS

Program	Award	Program Code	Page
*Accounting	AAS	A25100	46
*Accounting: Payroll Accounting	Certificate	C25100	48
*Accounting: Payroll Accounting	Diploma	D25100	49
*Accounting: Small Business Accounting	Certificate	C25100A	49
Art Education	AA	A1010A	50
*Associate in Arts	AA	A10100	52
Associate in Fine Arts: Art	AFA	A10200	54
Associate in Fine Arts: Music	AFA	A10200	56
*Associate in General Education	AGE	A10300	58
Associate in Science	AS	A10400	60
Automotive Systems Technology	AAS	A60160	62
Automotive Systems Technology – Drivetrain	Certificate	C60160A	64
Automotive Systems Technology – Electrical/Electronic	Certificate	C60160B	64
Automotive Systems Technology – Undercar	Certificate	C60160C	65
Automotive Systems Technology – Engine Performance	Certificate	C60160D	65
Aviation Systems Technology	AAS	A60200	66
Basic Law Enforcement Training (BLET)	Certificate	C55120	68
Biotechnology	AAS	A20100	70
*Business Administration	AAS	A25120	72
Business Administration, Accounting, Economics, Finance, and Marketing	AA	A1010B	74
*Business Administration – Banking	Certificate	C25120D	76
*Business Administration – Customer Service	Certificate	C25120F	76
*Business Administration – Marketing	Certificate	C25120E	76
*Business Administration – Office Applications	Certificate	C25120C	77
*Business Administration – Small Business Management	Certificate	C25120A	77
*Business Administration – Small Business Startup	Certificate	C25120B	77
*Business Administration: Operations Management	AAS	A2512G	78
Business Administration: Operations Management – Human Resource Management	Certificate	C2512GA	80
*Business Administration: Operations Management – Project Management	Certificate	C2512GB	80

***These programs are available in a completely online format.**

Program	Award	Program Code	Page
*Business Administration: Operations Management – Total Quality Management	Certificate	C2512G	80
Communications/Communications Studies	AA	A1010O	82
Computer-Integrated Machining Technology	AA	A50210	84
Computer-Integrated Machining Technology – Basic Machinist	Certificate	C50210A	86
Computer-Integrated Machining Technology – CNC Multi-Axis	Certificate	C50210E	87
Computer-Integrated Machining Technology – CNC Operator	Certificate	C50210C	86
Computer-Integrated Machining Technology – CNC Programmer	Certificate	C50210D	86
Computer-Integrated Machining Technology – Die Making	Certificate	C50210F	87
Computer-Integrated Machining Technology – Intermediate Machinist	Certificate	C50210B	86
Computer-Integrated Machining Technology – Metrology	Certificate	C50210H	87
Computer-Integrated Machining Technology – Mold Making	Certificate	C50210G	87
Computer Science	AA	A1010T	88
Computer Technology Integration (CTI) emphasis in Business Applications	AAS	A25500A	90
CTI – A+ Prep	Certificate	C25500U	101
CTI – Cisco CCNA Prep	Certificate	C25500V	102
CTI – Cyber Security Administration	Certificate	C25500O	94
CTI – Cyber Security Concepts	Certificate	C25500M	93
CTI – Cyber Security Core	Certificate	C25500L	94
CTI – Cyber Security Technician	Certificate	C25500P	94
CTI – Database Specialist	Certificate	C25500A	96
CTI – emphasis in Business Applications	Diploma	D25500A	90
Computer Technology Integration (CTI) emphasis in Cyber Security	AAS	A25500E	92
CTI – emphasis in Cyber Security	Diploma	D25500E	93
Computer Technology Integration (CTI) emphasis in Database Systems	AAS	A25500B	95
CTI – emphasis in Database Systems	Diploma	D25500B	95

***These programs are available in a completely online format.**

Program	Award	Program Code	Page
Computer Technology Integration (CTI) emphasis in IT Support	AAS	A25500C	97
CTI – emphasis in IT Support	Diploma	D25500C	98
Computer Technology Integration (CTI) emphasis in IT Support – Medical	AAS	A25500D	99
Computer Technology Integration (CTI) emphasis in Network Management	AAS	A25500F	100
CTI – emphasis in Network Management	Diploma	D25500F	101
Computer Technology Integration (CTI) emphasis in Software and Web Development	AAS	A25500G	104
CTI – emphasis in Software and Web Development	Diploma	D25500G	105
CTI – Entry Level Computer Technician	Certificate	C25500X	98
CTI – Information Assurance Concepts	Certificate	C25500N	94
CTI – Information Assurance Management	Certificate	C25500Y	94
CTI – IT Accounting Tech	Certificate	C25500F	92
CTI – IT Government/Contracting	Certificate	C25500G	96
CTI – IT Project Management Specialist	Certificate	C25500I	96
CTI – IT Tech Support - Medical	Certificate	C25500H	100
CTI – IT Tech Support Specialist	Certificate	C25500E	98
CTI – Linux Operating Systems	Certificate	C25500T	102
CTI – Network Management Core	Certificate	C25500R	102
CTI – Office Systems Specialist	Certificate	C25500D	92
CTI – Operating Systems Specialist	Certificate	C25500B	103
CTI – Operating Systems Survey	Certificate	C25500W	103
CTI – Productivity Software	Certificate	C25500C	92
CTI – Security+ Prep	Certificate	C25500Q	94
CTI – Visual Basic Development Specialist	Certificate	C25500K	105
CTI – Web Development Specialist	Certificate	C25500J	105
CTI – Windows Operating Systems	Certificate	C25500S	103

***These programs are available in a completely online format.**

Program	Award	Program Code	Page
Cosmetology	Certificate	C55140	108
Cosmetology	Diploma	D55140	106
Criminal Justice	AA	A1010D	110
*Criminal Justice Technology	AAS	A55180	112
*Criminal Justice Technology	Certificate	C55180	114
*Criminal Justice Technology	Diploma	D55180	115
*Criminal Justice Technology – Correctional Technology	Certificate	C55180A	114
*Criminal Justice Technology – Homeland Security/ Terrorism	Certificate	C55180B	114
*Criminal Justice Technology – Law Enforcement Management	Certificate	C55180C	114
Early Childhood Associate	AAS	A55220	116
Early Childhood Associate	Certificate	C55220	118
Early Childhood Associate	Diploma	D55220	118
Electrical Engineering Technology	Diploma	D40180	120
Electrical Engineering Technology-Electrical Facilities Maintenance	Certificate	C40180B	122
Electrical Engineering Technology-Electrical Maint Specialization Commercial	Certificate	C40180C	123
Electrical Engineering Technology-Electrical Maint Specialization Residential	Certificate	C40180A	124
Electronics Engineering Technology	AAS	A40200	124
Electronics Engineering Technology – Electronic Technician	Certificate	C40200B	124
Electronics Engineering Technology – Intro to Electronics	Certificate	C40200A	124
Elementary Education	AA	A1010R	126
Engineering	AS	A1040D	128
English	AA	A1010E	130
Entrepreneurship	AAS	A25490	130
Esthetics Technology	Certificate	C55230	108
Health Information Technology	AAS	A45360	132
*History	AA	A1010H	134
Infant/Toddler Care	Certificate	C55290	118

***These programs are available in a completely online format.**

Program	Award	Program Code	Page
Manufacturing Technology	AAS	A50320	140
Manufacturing Technology: Composites	AAS	A5032D	142
Mechanical Engineering Technology: Drafting and Design	AAS	A40320	142
Mechanical Engineering Technology: Drafting and Design – Design	Certificate	C40320A	142
Mechanical Engineering Technology: Drafting and Design – Blueprint Reading: Composites	Certificate	C40320B	142
Mechanical Engineering Technology: Drafting and Design – Blueprint Reading: Machining/Manufactering	Certificate	C40320C	142
Medical Assisting	AAS	A45400	144
Medical Assisting	Diploma	D45400	144
*Medical Office Administration	AAS	A25310	146
Medical Office Administration	Diploma	D25310	148
*Medical Office Administration – Billing/Scheduling	Certificate	C25310	149
*Medical Office Administration – Coding	Certificate	C25310C	149
*Medical Office Administration – General Office	Certificate	C25310B	149
*Medical Office Administration – Integrated Technology	Certificate	C25310D	149
*Medical Office Administration – Medical Office Receptionist	Certificate	C25310E	149
*Medical Office Administration – Transcription	Certificate	C25310A	149
Middle Grades Education	AA	A1011A	152
NC Division of Child Development Credential			119
Nursing	AAS	A45110	154
Nursing: Practical Nursing	Diploma	D45660	156
Pharmacy Technology	Diploma	D45580	158
Physical Education	AA	A1010J	160
Physical Therapy Assistant	AAS	A45620	160
*Psychology	AA	A1010L	164
School – Age Education	AAS	A55440	166
School – Age Education (College Transfer Prep)	AAS	A55440T	164
Social Work	AA	A1010Q	168
Sociology	AA	A1010N	170
Special Education	AA	A1010Z	172

***These programs are available in a completely online format.**

Program	Award	Program Code	Page
Welding Technology	Diploma	D50420	174
Welding Technology – Entry Level Welding	Certificate	C50420A	174
Welding Technology – Handymen Welding	Certificate	C50420C	176
Welding Technology – Inert Gas Welding	Certificate	C50420B	176
Welding Technology – Pipe Welding	Certificate	C50420D	176
Additional Program Codes			
Craven Early College/Early College EAST Enrollment		T90930	
Dual Enrollment		T90980	
Huskins Enrollment		T90970	
Learn and Earn Online Enrollment		T90920	

Career Program Options 177

Transfer Course Options 179-182

ACCOUNTING (A25100)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ACC 120	Principles of Financial Acct	4
BUS 110	Intro to Business	3
CIS 110 CIS 111	Intro to Computers, or Basic PC Literacy	3/2
MAT 115	Mathematical Models	3

Spring Semester – Year One		Credits
ACC 121	Principles of Managerial Acct	4
ACC 131	Federal Income Taxes	3
ACC 140	Payroll Accounting	2
CTS 130	Spreadsheets	3
ECO _	Economics	3

Summer Semester – Year One		Credits
ENG 111	Expository Writing	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 3)	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
ACC 180	Practices in Bookkeeping	3
ACC 215	Ethics in Accounting	3
ACC 220	Intermediate Accounting I	4
BUS 115	Business Law I	3
MKT 120	Principles of Marketing	3
_____	Accounting Major Elective	2-3

Spring Semester – Year Two		Credits
ACC 225	Cost Accounting	3
ACC 240	Govt and Not-for-Profit Acct	3
ACC 269	Audit and Assurance Servs	3
COM 231	Public Speaking	3
_____	Accounting Major Elective	5-6
	Total Credits	**73**

See p. 177 for Career Program Economics, Humanities/Fine Arts and Social/Behavioral Sciences courses lists.

Program Description

Craven Community College's 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, analyze, process, and communicate essential information about financial operations.

For degree completion, students are required to successfully complete 73 semester hour credits (SHC) of courses. Students study financial and managerial accounting, taxes, governmental and not-for-profit accounting, bookkeeping, auditing, and payroll accounting. In addition to 10 required courses in accounting principles, theories, and practice, students learn about business law, finance, and economics. Related skills are developed through the study of communications, social sciences and humanities, and computer applications, including spreadsheets. Students may complete the program online, as well as in traditional face-to-face formats.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Analyze, classify and record transactions for profit organizations.
- Produce payroll records, record payroll for employers and employees, and file various payroll reports.
- Demonstrate mastery of accounting skills for adjusting entries, correction of accounting errors, payroll, inventory, depreciation, and internal controls and fraud prevention.

Career Opportunities

The Accounting program prepares students to begin their careers assisting accountants as full-charge bookkeepers, junior accountants, accounting clerks or office managers. An accounting assistant provides bookkeeping capabilities to a variety of employers through such responsibilities as accounts receivable/payable, payroll, balance sheets, and income statements, billing, and bank statement reconciliation. Entry level accounting positions are offered in many types of organizations, including

- accounting firms
- small businesses
- manufacturing firms
- banks
- hospitals
- school systems
- governmental agencies.

With work experience and additional education, an individual may advance in the accounting profession.

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

Accounting Major Elective courses – 8 hours required

		Credits
ACC 132	NC Business Taxes	2
ACC 150	Acc Software Apps	2
BUS 116	Business Law II	3
BUS 125	Personal Finance	3
BUS 139	Entrepreneurship	3
BUS 153	Human Resource Mgt	3
BUS 225	Business Finance	3
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
DBA 110	Database Concepts	3
MKT 223	Customer Service	3
OST 184	Records Management	3

■ ACCOUNTING – PAYROLL ACCOUNTING (C25100)

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Acct	4
ACC 132	NC Business Taxes	2
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Apps	2
CIS 110 CIS 111	Intro to Computers, or Basic PC Literacy	3/2
CTS 130	Spreadsheets	3
	Total Credits	**16-17**

ACCOUNTING – PAYROLL ACCOUNTING (D25100)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ACC 120	Principles of Financial Acct	4
ACC 131	Federal Income Taxes	3
CIS 110 CIS 111	Intro to Computers, or Basic PC Literacy	3/2
MAT 115	Mathematical Models	3

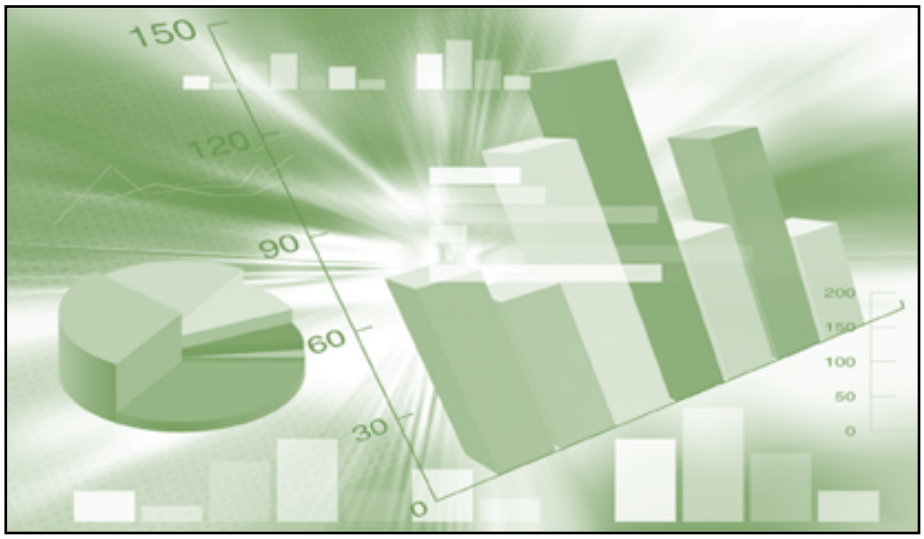
Spring Semester – Year One		Credits
ACC 132	NC Business Taxes	2
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Apps	2
MKT 223	Customer Service	3
CTS 130	Spreadsheets	3
OST 184	Records Management	3

Summer Semester – Year Two		Credits
BUS 115	Business Law I	3
BUS 153	Human Resource Mgt	3
COM 231	Public Speaking	3
	Total Credits	**37-38**

ACCOUNTING – SMALL BUSINESS ACCOUNTING (C25100A)

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Acct	4
ACC 131	Federal Income Taxes	3
ACC 132	NC Business Taxes	2
ACC 150	Accounting Software Apps	2
BUS 139	Entrepreneurship	3
CIS 111	Basic PC Literacy	2
	Total Credits	**16**



ART EDUCATION (A1010A)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

Fall Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
ART 114	Art History Survey I	3
ART 121	Two-Dimensional Design	3
ART 131	Drawing I	3
_____	Social/Behav Science Core	3

Spring Semester		Credits
*ENG 112	Argument-Based Research	3
ART 115	Art History Survey II	3
ART 122	Three-Dimensional Design	3
*MAT 140 *MAT 161	Survey of Mathematics, or College Algebra	3
*HEA 110	Personal Health/Wellness	3
_____	Transfer Elective	3

Fall Semester		Credits
ENG _	Literature Core	3
_____	Natural Science Core	4
MAT _	Math Core Group II	3/4
_____	Humanities/Fine Arts Core	3
*PSY 150	General Psychology	3

Spring Semester		Credits
HIS __	History Core	3
_____	Social/Behav Science Core	3
_____	Natural Science Core	4
*ART 135	Figure Drawing	3
*PED _	Transfer Elective	1
	Total Credits	**64**

Program Description

The Associate in Arts degree program in Art Education has been designed for those students who plan to transfer and continue their art education degree at a four-year college or university. Students enrolled in this program acquire an understanding of art history, design, and application to prepare them to work in an educational setting. The liberal arts requirements provide a foundation in mathematics, natural sciences, social and behavioral sciences, and in other areas of the humanities and fine arts.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Art instructor
- Entrepreneur
- Gallery manager
- Graphic designer

Transfer Opportunities

Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the signatory institutions offering the baccalaureate degree as listed at www.northcarolina.edu/content.php/aa/planning/traditional/htm or in the NC Independent Colleges and Universities Handbook which is available online at www.ncicu.org/publications. Students are encouraged to contact the senior institution to confirm degree offerings.

Grade point average requirements vary, and admission is competitive across the several programs in Art Education at four-year colleges and universities. Admission to teacher licensure programs requires satisfactory scores on the PRAXIS I and II.

Contact Information

Chair for English,
Communications and Fine Arts
(252) 638-3745

Admissions Office
(252) 638-7227

ASSOCIATE IN ARTS (A10100)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

Fall Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT _	Math Core Group I	3/4
_____	Humanities/Fine Arts Core	3
_____	Social/Behav Science Core	3
*HEA 110 *PED 110	Personal Health/Wellness, or Fit and Well for Life	3/2

Spring Semester		Credits
*ENG 112	Argument-Based Research	3
_____	Humanities/Fine Arts Core	3
HIS __	History Core	3
MAT _	Math Core Group II	3/4
_____	Transfer Elective	1-4
_____	Transfer Elective	1-4

Fall Semester		Credits
ENG _	Literature Core	3
_____	Natural Sciences Core	4
_____	Social/Behav Science Core	3
_____	Transfer Elective	1-4
_____	Transfer Elective	1-4

Spring Semester		Credits
_____	Natural Sciences Core	4
_____	Humanities/Fine Arts Core	3
_____	Social/Behav Science Core	3
_____	Transfer Elective	1-4
_____	Transfer Elective	1-4
	Total Credits	**64**

Program Description

At Craven Community College, areas of study under the Associate in Arts (AA) degree span a wide range of academic interests. Typically, these areas include specific studies in the social sciences, humanities, communication, education, the arts, and criminal justice. Craven Community College offers 14 pre-majors, which are not separate degrees, but are Associate in Arts degrees focused on a specific major. The pre-major completed will be noted on the Associate in Arts degree. For more specific information, consult the individual Associate in Arts pre-major program descriptions within this catalog. Students should also meet regularly with an advisor to determine the best course of study for their particular area of interest.

For degree completion, students are required to successfully complete 44 semester hour credits (SHC) of General Education courses. These General Education areas include: English, fine arts/humanities, social sciences, natural sciences, and mathematics and represent the ***General Education Core*** of the AA. In addition to completing the General Education Core, students are required to successfully complete 20 SHCs of ***Other Required Hours*** which allow the student to explore personal areas of interest or begin the specialization of a major area, and one semester hour of ***Academic Success Skills*** which prepares students for college-level academic work and is highly recommended to be taken in the first semester of attendance.

Diploma

Students may receive a ***Transfer Core Diploma*** upon completion of the 44-hour General Education Core plus their Academic Success Skills course with a grade of "C" or higher in all transfer courses. This diploma is noted on the transcript and verifies to the senior university or college to the General Education (Basic Studies) requirements of the bachelor's degree are complete. The Transfer Core Diploma contains all courses indicated here except HEA, PED and the selections named "transfer electives."

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM Course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

The Associate in Arts degree program serves as the foundation for students who will complete their bachelor's degree at a four-year institution. They may then pursue careers in a number of areas, including:

- the social sciences
- the arts
- the humanities
- education and communication
- business administration.

In addition, successful completion of a bachelor's degree can also lead to continued study on the graduate level. For a more complete list of career opportunities, consult the individual Associate in Arts program description in this catalog.

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for English, Communications and Fine Arts
(252) 638-3745

Chair for Social Sciences and Humanities
(252) 514-0684

Chair for Math and Science
(252) 638-7345

Admissions Office
(252) 638-7227

ASSOCIATE IN FINE ARTS: Art (A10200)

Degree Awarded: Associate in Fine Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
ART 114	Art History Survey I	3
ART 121	Two-Dimensional Design	3
ART 131	Drawing I	3
_____	Social/Behav Science Core	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
ART 115	Art History Survey II	3
ART 122	Three-Dimensional Design	3
*ART 135	Figure Drawing	3
*MAT 140 *MAT 161	Survey of Mathematics, or College Algebra	3
HEA 110, PED 110, ART___	Personal Health/Wellness, or Fit and Well for Life, or AFA - Level 1 Art Course	2-3

Third Semester		Credits
ENG _	Literature	3
_____	Natural Science Core	4
_____	Humanities/Music Core	3
ART _	AFA - Level I Art Course	3
ART _	AFA - Level I Art Course	3

Fourth Semester		Credits
HIS __	History Core	3
_____	Social/Behav Science Core	3
ART _	AFA - Level I Art Course	3
ART _	AFA - Level I Art Course	3
ART _	AFA - Level I Art Course	3
	Total Credits	**64**

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

ART 121 is a prerequisite for any studio art course in two-dimensional art with the exception of ART 131. ART 122 is a prerequisite of any studio art class in three-dimensional art. These prerequisites apply within the Fine Arts degree, not to the courses themselves.

Students planning to transfer to bachelor-level programs should select courses in their third and fourth semesters from AFA Level I courses and take their AFA Level II courses at their senior institution. Students not planning on transferring may opt to take AFA Level II courses in place of AFA Level I courses.

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Program Description

The Associate in Fine Arts (AFA) degree with a concentration in Art is designed to transfer into baccalaureate degree programs for students who wish to complete a Bachelor in Fines Arts (BFA) degree in Art or a Bachelor of Arts (BA) degree with a major in Art. The curriculum provides General Education courses required of liberal arts students and art specialization courses required by four year institutions. The purpose of the AFA degree is to provide the first two years of preparation for those students interested in careers in applied art.

The AFA degree is not part of the Comprehensive Articulation Agreement (CAA) and is not uniformly transferable to all 16 state universities and colleges in the North Carolina University System. The degree focuses on continued training in Art to enhance the portfolio of students seeking competitive admission to bachelor's degree programs.

Upon transfer, students will still be required to meet the General Education Core requirements of the receiving college or university as well as foreign language and/or health and physical education requirements of the receiving college or university. The AFA is also appropriate for students who want additional training in art for their present career, without the need to pursue a bachelor's degree.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Articulate and critique different fine art theories.
- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Graphic artist
- Digital artist/Photographer
- Sculptor (wood, metal, stone, etc.)
- Art restoration
- Fashion
- Jewelry
- Interior designer
- Animator
- Painter
- Ceramics artist
- Art historian/Curator
- Cartoonist
- Educator
- Artistic director
- Talent scout/Agent
- Critic (newspaper, online blogging, etc.)
- Commercial/newspaper photographer
- Marketing
- Product/industrial design
- Illustrator

Transfer Opportunities

All courses within the AFA will transfer to UNC-system schools; however, universities without BFA degrees may transfer specialized art courses as electives.

Academic advisors are the best source of information in preparing specific portfolio requirements for university programs.

Contact Information

Chair for English, Communications and Fine Arts
(252) 638-3745

Chair for Math and Science
(252) 638-7345

Admissions Office
(252) 638-7227

ASSOCIATE IN FINE ARTS: Music (A10200)

Degree Awarded: Associate in Fine Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MUS 111	Fundamentals of Music	3
MUS 151	Class Music I	1
MUS _	AFA Music Course	1-4
MUS _	AFA Music Course	1-4
_____	Social/Behav Science Core	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
MUS 121	Music Theory I	4
MUS 152	Class Music II	1
MUS 161	Applied Music I	2
MUS _	AFA Music Course	1-4
*MAT 140 *MAT 161	Survey of Mathematics, or College Algebra	3

Third Semester		Credits
ENG _	Literature	3
_____	Natural Science Core	4
_____	Humanities/Fine Arts Core	3
MUS 162	Applied Music II	2
MUS _	AFA Music Course	1-4
MUS _	AFA Music Course	1-4

Fourth Semester		Credits
HIS __	History Core	3
_____	Social/Behav Science Core	3
MUS 261	Applied Music III	2
MUS _	AFA Music Course	1-4
MUS _	AFA Music Course	1-4
	Total Credits	**64**

Program Description

The Associate in Fine Arts (AFA) degree with a concentration in Music is designed to transfer into baccalaureate degree programs for students who wish to complete a Bachelor in Fines Arts (BFA) degree in Music, a Bachelor's of Music (BM) degree, or a Bachelor of Arts (BA) degree with a major in Music. The curriculum provides General Education courses required of liberal arts students and music specialization courses required by four year institutions. The purpose of the AFA degree is to provide the first two years of preparation for those students interested in careers in applied music.

The AFA degree is not part of the Comprehensive Articulation Agreement (CAA) and is not uniformly transferable to all 16 state universities and colleges in the North Carolina University System. The degree focuses on continued training in Music to enhance performance skills of students seeking competitive admission to bachelor's degree programs.

Upon transfer, students will still be required to meet the General Education Core requirements of the receiving college or university as well as foreign language and/or health and physical education requirements of the receiving college or university. The AFA in Music is also appropriate for students who want additional training in music for their present career, without the need to pursue a bachelor's degree.

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

AFA Music Elective courses should be selected to meet the audition requirements for the student's specific area of music (voice or instrument).

The Humanities/Fine Arts Cores should be from a discipline area outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Articulate and critique different fine art theories.
- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Professional performing artist (singer, instrumentalist, etc.)
- Music radio announcer
- Church musician, Musical ministry, Organist
- Musical director
- Musicologist, Music librarian
- Music theorist (music composer, song-writer, arranger)
- Conductor (band director, choir director, opera conductor)
- Audio editor
- Communications (broadcaster, station manager, radio announcer)
- Artistic director
- Talent scout/Agent

Transfer Opportunities

All courses within the AFA will transfer to UNC-system schools; however, universities without BFA degrees may transfer specialized music courses as electives.

Academic advisors are the best source of information in meeting audition requirements for university programs.

Contact Information

Chair for English,
Communications and Fine Arts
(252) 638-3745

Admissions Office
(252) 638-7227

ASSOCIATE IN GENERAL EDUCATION (A10300)

Degree Awarded: Associate in General Education

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA _	College Success Skills	1/2
ENG 111	Expository Writing	3
_____	Humanities/Fine Arts Core	3
*HEA 110 *PED 110	Personal Health and Wellness, or Fit and Well for Life	3/2
_____	Course No.≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4

Second Semester		Credits
ENG 112 or ENG 114	Argument-Based Research or Prof Research and Reporting	3
_____	Social/Behav Science Core	3
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4

Third Semester		Credits
_____	**Natural Science or MAT	4/3
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4

Fourth Semester		Credits
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
_____	Course No. ≥ 110 exc ACA and COE	1-4
	Total Credits	**64**

Program Description

The Associate in General Education (AGE) is designed to meet the needs of students who are primarily interested in only two years of college. However, the AGE may also be used by students who need to take specific courses to transfer to a specialized major at a four year college or university. Students wishing to use this degree for transfer are highly encouraged to consult with an advisor to determine the best course of study to accomplish their educational goals.

The AGE is not part of the Comprehensive Articulation Agreement (CAA), which is an agreement between the North Carolina University System (UNC-System) and the North Carolina Community College System that guarantees, if certain criteria are met, the transfer of courses from a North Carolina community college into a bachelor degree program at the UNC-System universities. However, college transfer courses taken within the Associate in General Education degree will be transferable on a course-by-course basis. A student completing this degree may combine a variety of college transferable general education courses with industrial or service technologies core courses to obtain an associate's degree that is applicable to their specific job or career goal.

**Recommended course. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

***MAT 115, MAT 120, or MAT 121 may be used in this category but are not transferable into university programs at most UNC-System schools.*

Only one ACA course can be used for this degree.

No more than 7 semester hour credits may be taken from courses with HEA or PED prefixes

*Cooperative education courses (COE) can **not** be used for this degree.*

Students wishing to use this degree for transfer are highly encouraged to consult with their advisor to determine the best course of study to accomplish their educational goals.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to form logical conclusions through the use of basic mathematical or scientific methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Describe the role and value of the arts and humanities in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Job advancement
- Clerical support
- Entry level office positions
- Local, state, federal government positions

Transfer Opportunities

While this degree is not designed for transfer, individual courses may transfer to four-year colleges or universities on a course-by-course basis.

Contact Information

Admissions Office
(252) 638-7227

ASSOCIATE IN SCIENCE (A10400)

Degree Awarded: Associate in Science

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
_____	**Natural Science Core	4
*MAT 171	Precalculus Algebra (or higher)	3/4
_____	Social/Behav Science Core	3
_____	Natural Science or MAT Core	4/3

Second Semester		Credits
ENG 112*	Argument-Based Research	3
_____	**Natural Science Core	4
MAT _	Math Core Group II	3/4
_____	Humanities/Fine Arts Core	3
_____	Natural Science or MAT Core	4/3
_____	Natural Science or MAT Elec	4/3

Third Semester		Credits
ENG _	Literature	3
_____	Natural Science or MAT Elec	4/3
_____	Natural Science or MAT Elec	4/3
_____	Natural Science or MAT Elec	4/3
HIS __	History Core	3

Fourth Semester		Credits
_____	Natural Science or MAT Elec	4/3
_____	Natural Science or MAT Elec	4/3
_____	Social/Behav Science Core	3
_____	Humanities/Fine Arts Core	3
	Total Credits	**64**

Program Description

The Associate in Science (AS) degree program is designed specifically for students who plan to transfer to senior colleges and universities to continue study for a bachelor's degree in programs that emphasize mathematics and science or who plan to enter a health field such as nutrition, pre-dental, pre-med, or pre-vet. This degree gives mathematics/science students the flexibility to match a program to their individual goals, backgrounds and talents.

The course distribution in mathematics and science is designed to provide a solid foundation in the basics of natural and physical sciences/mathematics; future advanced coursework will build on this foundation. The general education elective credits round out the curriculum in this degree program. Students should consult an advisor for specific advice about pursuing a particular discipline within this area.

For degree completion, students are required to successfully complete 44-46 semester hour credits (SHC) of General Education courses. These General Education areas include: English, fine arts/humanities, social sciences, natural sciences, and mathematics and represent the General Education Core of the AS. In addition to completing the General Education Core, students are required to successfully complete 18-20 SHCs of Other Required Hours which allow the student to explore personal areas of interest or begin the specialization of a major area, and one semester hour of Academic Success Skills which prepares students for college-level academic work and is highly recommended to be taken in the first semester of attendance.

**Recommended course. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

***These Natural Science Core courses must complete a sequence from BIO, CHM, or PHY*

The Humanities/Fine Arts Cores should be from two discipline areas outside of Literature.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History.

Students not planning to complete the AS degree before transferring to a UNC-system university should take special care to select courses to match the specific requirements of the receiving institution. For example, North Carolina State University requires specific Humanities and Social Science courses to meet General Education requirements in certain programs. Students should consult an academic advisors for this information.

Diploma

Students may receive a Transfer Core Diploma upon completion of the 44-46 hour General Education Core plus their Academic Success Skills course with a grade of "C" or higher in all transfer courses. This diploma is noted on the transcript and verifies to the senior university or college to the General Education (Basic Studies) requirements of the bachelor's degree are complete. The Transfer Core Diploma contains all courses indicated here except these selections named "Natural Science or Mat Elec."

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Before initiating study for an A.S. degree, a student must have achieved a mathematical proficiency which includes intermediate level algebra. At Craven Community College, this means that a student must have tested beyond Intermediate Algebra (MAT 080). If this is not the case the student must speak with an advisor in order to choose the proper preparatory courses.

Student Learning Outcomes

Graduates of this program will be able to:

- Integrate content across and between scientific disciplines.
- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Professional degrees or working in private sector firms in the various fields
- Research and development or laboratory opportunities in private and public sector
- Positions in education on primary or secondary level
- Excellent background for other fields requiring mathematics/science proficiency, including:
  - Biology
  - Pre-professional training for medicine, dentistry, veterinary science, pharmacy, etc.
  - Environmental sciences
  - Teaching or research
  - Chemistry
  - Engineering
  - Mathematics
  - Physics

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Math and Science
(252) 638-7345

Admissions Office
(252) 638-7227

AUTOMOTIVE SYSTEMS TECHNOLOGY (A60160)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
AUT 110	Intro to Auto Technology	3
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab*	1
AUT 161	Basic Auto Electricity	5
AUT 186	PC Skills for Auto Techs	3
MAT 121	Algebra/Trigonometry I	3

Spring Semester – Year One		Credits
AUT 141	Suspension and Steering Sys	3
AUT 171	Automotive Climate Control	4
AUT 181	Engine Performance	3
AUT 181A	Engine Performance Lab*	1
ENG 111	Expository Writing	3
_____	Automotive Major Elective	1

Summer Semester – Year One		Credits
CIS 111	Basic PC Literacy	2
ENG 114	Prof Research and Reporting	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab*	1
AUT 163	Advanced Auto Electricity	3
AUT 183	Engine Performance 2	4
_____	Automotive Major Elective	1

Spring Semester – Year Two		Credits
AUT 221	Auto Transmission/Transaxles	3
AUT 231	Man Trans/Axles/Drivetrains	3
AUT 231A	Man Trans/Axles/Drtrains Lab*	1
AUT 284	Emerging Auto Technologies	4
_____	Humanities/Fine Arts (Choose one from Lists 1, 4)	3
_____	Automotive Major Elective	1
	Total Credits	**69**

See p. 177 for Career Program Humanities/Fine Arts course lists.

Major Elective courses – Choose a total of 3 hours

		Credits
AUT 141A	Suspension and Steering Systems Lab*	1
AUT 163A	Advanced Auto Electricity Lab*	1
AUT 212	Auto Shop Management	3
AUT 221A	Auto Transmission/Transaxles Lab*	1
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 113	Co-op Work Experience I	3
COE 121	Co-op Work Experience II	1
COE 122	Co-op Work Experience II	2
COE 131	Co-op Work Experience III	1

*Denotes a corequisite. Lab must be taken with corresponding class.

Program Description

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

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on automotive technology theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmissions, transaxles, engine repair, climate control, and manual drive trains. Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair facilities throughout the automotive service industry. This curriculum complies with the standard approved by the State Board of Community Colleges.

Craven Community College's program, shop, and instructors have been accredited by NATEF and the National Institute for Automotive Service Excellence (ASE)

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Follow NATEF standards to demonstrate proficiency in: engine repair; engine performance; automatic transmission and transaxle; manual drive train and axle; suspension and steering; brakes; electrical/electronic systems; and in heating and air conditioning.

Career Opportunities

Upon completion of the program students may be hired by

- automobile dealership
- automotive repair and maintenance facilities
- automotive parts, accessories, and tire facilities
- federal government
- local government

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with East Carolina University.

Contact Information

Chair of Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

AUTOMOTIVE SYSTEMS TECHNOLOGY – DRIVETRAIN (C60160A)

Certificate Awarded

Course		Credits
AUT 110	Intro to Auto Technology	3
AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
AUT 221	Auto Transmission/Transaxles	3
AUT 221A	Auto Transmission/Transaxles Lab	1
AUT 231	Manual Trans/Axles/Drivetrains	3
AUT 231A	Manual Trans/Axles/Drivetrains Lab	1
	Total Credits	**15**

AUTOMOTIVE SYSTEMS TECHNOLOGY – ELECTRICAL/ ELECTRONIC (C60160B)

Certificate Awarded

Course		Credits
AUT 110	Intro to Auto Technology	3
AUT 161	Basic Auto Electricity	5
AUT 163	Advanced Auto Electricity	3
AUT 163A	Advanced Auto Electricity Lab	1
AUT 186	PC Skills for Auto Techs	3
	Total Credits	**15**

AUTOMOTIVE SYSTEMS TECHNOLOGY – UNDERCAR (C60160C)

Certificate Awarded

Course		Credits
AUT 110	Intro to Auto Technology	3
AUT 141	Suspension and Steering	3
AUT 141A	Suspension and Steering Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems	1
AUT 186	PC Skills for Auto Techs	3
	Total Credits	**14**

AUTOMOTIVE SYSTEMS TECHNOLOGY – ENGINE PERFORMANCE (C60160D)

Certificate Awarded

Course		Credits
AUT 110	Intro to Auto Technology	3
AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
AUT 183	Engine Performance II	4
AUT 284	Emerging Auto Technologies	4
	Total Credits	**15**

AVIATION SYSTEMS TECHNOLOGY (A60200)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
AVI 110	Aviation Maintenance General	15
CIS 111	Basic PC Literacy	2*
Spring Semester – Year One		**Credits**
AVI 120	Airframe Maintenance I	12
ENG 111	Expository Writing	3
Fall Semester – Year Two		**Credits**
AVI 130	Airframe Maintenance II (A-term)	9
AVI 230	Airframe Maintenance III (B-term)	7
ENG 114	Professional Research and Reporting	3
_____	Social/Behavioral Sciences (Choose one from Economics or Social/Behavioral Science List 1)	3
Spring Semester – Year Two		**Credits**
AVI 250	Powerplant Maintenance II	6
MAT 115	Mathematical Models	3
Fall Semester – Year Three		**Credits**
AVI 240	Powerplant Maintenance I (A-term)	6
AVI 260	Powerplant Maintenance III (B-term)	9
HUM 110	Technology and Society	3
	Total Credits	**91**

See p. 177 for Career Program Economics and Social/Behavioral Sciences course lists.

*COE 111 (2 semesters) or COE 112 (1 semester) may be substituted for CIS 111

Program Description

The Aviation Systems Technology program provides individuals with the knowledge and skills to qualify for an aircraft mechanic's certificate with airframe and/or powerplant ratings. The curriculum is approved by the Federal Aviation Administration (FAA) under 14 CFR Part 147, which governs aviation maintenance schools.

Coursework includes aviation mathematics, FAA regulations, basic electricity, and aircraft drawings; aircraft structures, systems and components; aircraft engines theory, systems and components; and aircraft inspections. The program requires 91 SHCs for degree completion and takes two full years (fall, spring and summer). Students receive hands-on training with a number of simulators and actual aircraft.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Apply technical data to make repairs to aircraft structures.
- Write an aircraft logbook entry for work performed.
- Identify the major operational sections of an aircraft turbine engine.

Career Opportunities

Upon graduation, students enter the work force as mechanics with

- air carriers
- aircraft manufacturers
- repair stations
- fixed base operators
- flight schools
- government aviation operations.

Some students also find employment while enrolled in the program through the Student Career Experience Program at Fleet Readiness Center East, Cherry Point Marine Corps Air Station.

Transfer Opportunities

While the AAS is a degree leading to possible job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with East Carolina University and a BS Degree in Aviation Management with Southern Illinois University.

Contact Information

Director for Aviation Systems Technology
(252) 447-5727

Admissions Office
(252) 638-7227
or
(252) 444-6012

BASIC LAW ENFORCEMENT TRAINING (C55120)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Fall or Spring Semester – Year One		Credits
CJC 100	Basic Law Enforcement Training	19
	Total Credits	**19**

Program Description

The certificate level program in Basic Law Enforcement Training is designed to give students essential skills required for entry-level employment as law enforcement officers.

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

The 19 SHC program is available through day and night academies. The day academy takes one semester for students to complete, and the night academy takes a few weeks more. Both academies involve Saturday and evening classes. All schedules are subject to change.

Admission Criteria

A candidate for BLET admission must meet these Commission Standards and supply appropriate paperwork to the School Director prior to the first day of class:

- BLET Interview conducted by the School Director prior to registration
- Citizen of the United States (copy of birth certificate or citizenship paperwork)
- 20 years of age (19 if 20 before course completion and with prior Commission approval)
- Possess a minimum 10th grade reading level (using approved test)
- High School Diploma or GED (Diplomas earned through correspondence enrollment are not recognized towards educational requirements. Transcripts/copy of high school diploma)
- Valid Driver's License (copy)
- Documentation of military background (If applicable)

- Criminal/arrest history (Certified criminal record check for local and state records for the time period since the trainee has become an adult and from all locations where the trainee has resided since becoming an adult, in both married and maiden names (required). An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check will satisfy this requirement.)
- Medical Examination (Medical examination report, properly completed by a physician licensed to practice medicine in North Carolina, a physician's assistant or a nurse practitioner, to determine the individual's fitness to perform the essential job functions of a criminal justice officer.)

Based on the guidelines of the North Carolina Department of Justice, Criminal Justice Standards Division, applicants may be denied entry into the BLET Program.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate knowledge of constitutional, criminal and civil law for North Carolina that would be applicable for an entry-level law enforcement officer.
- Demonstrate the physical and mental ability to perform the duties of an entry-level law enforcement officer.
- Successfully complete the North Carolina State BLET Comprehensive Written Exam.

Career Opportunities

After successfully completing Basic Law Enforcement Training, graduates are prepared for employment in

- state law enforcement
- municipal police departments
- county sheriff's offices
- company police

Additional Educational Opportunities

Upon successful completion of CJC 100, a student enrolling in the Associate in Applied Science Degree program in Criminal Justice Technology will be given credit for CJC 120, CJC 131, CJC 132, CJC 221, and CJC 231. Students should contact Student Services for details.

Contact Information

Director for Criminal Justice/BLET
(252) 638-7282

Admissions Office
(252) 638-7227

BIOTECHNOLOGY (A20100)
In Association with Pitt Community College

Degree Awarded: Associate in Applied Science (by Pitt Community College)

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One (Craven CC)		Credits
ACA 111	College Student Success	1
BIO 111	General Biology I	4
CHM 131 131A CHM 151	Introduction to Chemistry and Intro to Chemistry Lab, or or General Chemistry	4
ENG 111	Expository Writing	3
MAT 115, MAT 161, MAT 175	Mathematical Models, or College Algebra or or Precalculus	3/3/4

Spring Semester – Year One (Craven CC)		Credits
BIO 112	General Biology II	4
BIO 275	Microbiology	4
CHM 132	Organic and Biochemistry	3
CIS 110 WEB 110	Intro to Computers, or Internet/Web Fundamentals	3
ENG 111	Expository Writing	3

Summer Semester – Year One (Craven CC)		Credits
ENG 112 ENG 114	Argument-Based Research, or Professional Research and Reptg	3
HUM 115 HUM 160 or	Critical Thinking, Intro to, or Film, or Humanities/Fine Arts (Choose one from Lists 5, 6)	3
_____	Social/Behavioral Science (Choose one from List 2)	3

Year Two (Pitt CC)		Credits
BTC 181	Basic Lab Techniques	4
BTC 250	Principles of Genetics	3
BTC 270	Recombinant DNA Tech	4
BTC 281	Bioprocess Techniques	3
BTC 285	Cell Culture	3
BTC 272, BTC 286, PHY 110 PHY 110A, PHY 125 PHY 151*	Industrial Biology, Immunological Techniques, Conceptual Physics and Conceptual Physics Lab Health Sciences Physics, or College Physics I	4
BTC 288 or COE 112*	Biotech Lab Experience, or Co-op Work Experience	2
	Total Credits	**67**

Cooperative Agreement

Craven Community College has established a collaborative agreement with Pitt Community College that allows students to take a majority of their courses at Craven and the remaining courses at Pitt Community College. Pitt Community College awards the Associate in Applied Science Degree in Biotechnology after the completion of 67 total SHC.

Program Description

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

Coursework 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.

**PHY 151 and COE 112 may be taken at Craven Community College*

See p. 177 for Career Program Humanities and Fine Arts and Social/Behavioral Sciences course lists.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Career Opportunities

Graduates may find employment in various areas of industry and government, including

- research and development
- manufacturing
- pharmaceuticals
- forensic laboratories
- sales
- customer service

Contact Information

Chair for Math and Science
(252) 638-7345

Admissions Office
(252) 638-7227

BUSINESS ADMINISTRATION (A25120)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ACC 120	Principles of Financial Acct	4
BUS 110	Intro to Business	3
ENG 111	Expository Writing	3
MAT 115	Mathematical Models	3

Spring Semester – Year One		Credits
ACC 121	Principles of Managerial Acct	4
BUS 137	Principles of Management	3
BUS 240	Business Ethics	3
CIS 110	Introduction to Computers	3
ENG 114	Professional Research and Reptg	3

Summer Semester – Year One		Credits
CTS 130	Spreadsheets	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
BUS 115	Business Law I	3
ECO _	Economics	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
_____	Business Administration Major Elective	6

Spring Semester – Year Two		Credits
BUS 153	Human Resource Mgt	3
BUS 225	Business Finance	3
BUS 239	Business Applications Seminar	2
COM 231	Public Speaking	3
_____	Business Administration Major Elective	6
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 3, 4)	3
	Total Credits	**74**

Business Administration Major Elective courses – 12 hours required

		Credits
ACC 131	Federal Income Taxes	3
ACC 132	North Carolina Business Taxes	2
BAF 110	Principles of Banking	3
BAF 111	Teller Training	2
BUS 116	Business Law II	3
BUS 125	Personal Finance	3
BUS 217	Employment Law and Regs	3
BUS 139	Entrepreneurship	3
BUS 253	Leadership and Mgt Skills	3
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
COE 122	Co-op Work Experience II	2
COE 131	Co-op Work Experience III	1
DBA 110	Database Concepts	3
ISC 131	Quality Management	3
MKT 123	Fundamentals of Selling	3
OMT 110	Intro to Operations Mgt	3

See p. 177 for Career Program Economics, Humanities/ Fine Arts and Social/Behavioral Sciences course lists.

Program Description

Craven Community College's Associate in Applied Science degree in Business Administration 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 and processes and an understanding of business organizations in today's global economy.

Coursework in the 74 SHC program includes business concepts such as accounting, business law, economics, management and marketing. The application of the core concepts is further developed through the study of computer applications, communication, and team building. Students have an opportunity to strengthen interpersonal and conceptual skills such as motivation, performance appraisal, decision making and problem solving. Students may complete the program online, as well as in traditional face-to-face formats.

Through these skills, students will have a sound business education base for lifelong learning. The Business Administration curriculum prepares graduates to begin their careers as management trainees and first line supervisors as well as for higher level management positions in either profit or nonprofit organizations.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Describe how to establish and sustain a strong customer service culture for a business.
- Demonstrate how basic economic principles, such as supply and demand, set the framework for business.
- Show how a strong market framework can allow a business to thrive.
- Evaluate the use of financial resources in business decision-making to maximize the success of a business.
- Develop a plan to integrate all of a business' resources to achieve business goals.

Career Opportunities

- supervisor
- management trainee
- business owner/entrepreneur
- financial insurance planning and sales
- human resource specialist

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

BUSINESS ADMINISTRATION, ACCOUNTING, ECONOMICS, FINANCE, AND MARKETING (A1010B)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
ECO 251	Microeconomics	3
_____	Humanities/Fine Arts Core	3
ACC 120	Prin of Financial Accounting	4
*MAT 161	College Algebra	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
HIS __	History Core	3
_____	Humanities/Fine Arts Core	3
ACC 121	Prin of Managerial Accounting	4
MAT 263	Brief Calculus	3

Third Semester		Credits
ENG _	Literature Core	3
*PSY 150	General Psychology	3
MAT 151	Statistics	3
and		
MAT 151A	Statistics I Lab	1
_____	Natural Science Core	4
CIS 110	Intro to Computers	3

Fourth Semester		Credits
_____	Natural Science Core	4
_____	Humanities/Fine Arts Core	3
*SOC 210	Intro to Sociology	3
ECO 252	Prin of Macroeconomics	3
*HEA 110,	Personal Health and Wellness, or	
*PED 110,	Fit and Well for Life, or	
*BUS 115	or Business Law I	3/2/3
	Total Credits	**64**

Program Description

The Associate in Arts degree program in Business Administration, Accounting, Economics, Finance, and Marketing has been designed for those students who plan to transfer and continue their business education at a four-year college. This degree is designed to parallel the bachelor's degree requirements at most four-year colleges in the region. After transfer, graduates may major in areas such as: management, marketing, finance, or human resource management. Students enrolled in this degree program acquire an understanding of the relationship between the liberal arts/social sciences and the management of business enterprises. The required mathematics, science and economics courses provide a solid grounding for making proper business decisions.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Recommended course. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place.* ***MAT 140* *can* ***NOT*** *be used for this degree. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Management trainee
- Business owner/entrepreneur
- Finance management
- Insurance planning and sales
- Human resource manager

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

Because degree requirements vary at transferring institutions, majors are urged to see an advisor and contact the Admissions Office of the transfer institution.

Contact Information

Chair for Social Sciences and Humanities
(252) 514-0684

Admissions Office
(252) 638-7227

BUSINESS ADMINISTRATION – BANKING (C25120D)

Certificate Awarded

Course		Credits
BAF 110	Principles of Banking	3
BAF 111	Teller Training	3
BUS 110	Introduction to Business	3
BUS 125	Personal Finance	3
MKT 123	Fundamentals of Selling	3
MKT 223	Customer Service	3
	Total Credits	**18**

BUSINESS ADMINISTRATION - CUSTOMER SERVICE (C25120F)

Certificate Awarded

Course		Credits
BUS 110	Introduction to Business	3
BUS 240	Business Ethics	3
MKT 120	Principles of Marketing	3
MKT 123	Fundamentals of Selling	3
MKT 223	Customer Service	3
	Total Credits	**15**

BUSINESS ADMINISTRATION - MARKETING (C25120E)

Certificate Awarded

Course		Credits
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
MKT 120	Principles of Marketing	3
MKT 123	Fundamentals of Selling	3
MKT 223	Customer Service	3
	Total Credits	**15**

BUSINESS ADMINISTRATION – OFFICE APPLICATIONS (C25120C)

Certificate Awarded

Course		Credits
BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
BUS 139	Entrepreneurship	3
CIS 110	Introduction to Computers	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
	Total Credits	**18**

BUSINESS ADMINISTRATION – SMALL BUSINESS MANAGEMENT (C25120A)

Certificate Awarded

Course		Credits
ACC 120	Prin of Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 225	Business Finance	3
BUS 139	Entrepreneurship	3
MKT 120	Principles of Marketing	3
	Total Credits	**16**

BUSINESS ADMINISTRATION – SMALL BUSINESS STARTUP (C25120B)

Certificate Awarded

Course		Credits
ACC 120	Prin of Financial Accounting	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 139	Entrepreneurship	3
BUS 225	Business Finance	3
	Total Credits	**16**

BUSINESS ADMINISTRATION: Operations Management (A2512G)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ACC 120	Principles of Financial Acct	4
BUS 110	Intro to Business	3
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
OMT 110	Intro to Operations Mgt	3

Spring Semester – Year One		Credits
ACC 121	Principles of Managerial Acct	4
BUS 137	Principles of Management	3
ISC 121	Environ Health and Safety	3
OMT 112	Materials Management	3
_____	Business Administration Ops Mgt Major Elective	3

Summer Semester – Year One		Credits
BUS 153	Human Resource Mgt	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 3)	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
BUS 115	Business Law	3
ECO 251	Principles of Microeconomics	3
ISC 131 ISC 132	Quality Management, or Mfg Quality Control	3
ISC 210	Ops and Production Planning	3
MAT 115	Mathematical Models	3
MKT 120	Principles of Marketing	3

Spring Semester – Year Two		Credits
BUS 225	Business Finance	3
_____	Business Administration Ops Mgt Major Elective	6
COM 231	Public Speaking	3
OMT 260	Issues in Operations Mgt	3
Total Credits		**75**

Business Administration: Operations Management Major Elective courses – 6 hours required

		Credits
ACC 225	Cost Accounting	3
BUS 139	Entrepreneurship	3
BUS 217	Employment Law and Regs	3
BUS 234	Training and Development	3
BUS 240	Business Ethics	3
BUS 253	Leadership and Mgt Skills	3
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
CTS 130	Spreadsheet	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
ISC 220	Lean Manufacturing	3
MKT 223	Customer Service	3
OMT 222	Project Management	3
SPA 120	Spanish for the Workplace	3

See p. 177 for Career Program Economics, Humanities/Fine Arts and Social/Behavioral Sciences course lists.

Program Description

Operations Management is a concentration under the Business Administration curriculum. The program is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries. Craven's operations management program involves 75 SHC of study and emphasizes analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Key program concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical and information resources.

Part of an operations manager's job is to come up with ways to make processes more efficient. Traditional factory methods, such as mass assembly lines, have given way to "lean" production techniques, which give managers more flexibility. Service operations are also requiring that staffing and other resources quickly react to changing customer demands. Operations management courses in materials management, environmental safety, and operations and production planning give students the tools to create teams for high performing service and manufacturing operations. Students may complete the program online, as well as in traditional face-to-face formats.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Design facility layout, considering capacity, process (including sequence and use of equipment, personnel and technology), and location to maximize efficient operation of the business.
- Determine inventory and material requirements for the business.
- Describe service and product design for the business.
- List employee operations needed to have a safe working environment that complies with OSHA standards.

Career Opportunities

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
- inventory/materials management

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with East Carolina University.

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

BUSINESS ADMINISTRATION: OPERATIONS MANAGEMENT – Human Resource Management (C2512GA)

Certificate Awarded

Course		Credits
BUS 110	Introduction to Business	3
BUS 153	Human Resource Management	3
BUS 217	Employment Law and Regs	3
BUS 234	Training and Development	3
CIS 110	Intro to Computers	3
OMT 110	Intro to Operations Mgt	3
	Total Credits	**18**

BUSINESS ADMINISTRATION: OPERATIONS MANAGEMENT – Total Quality Management (C2512G)

Certificate Awarded

Course		Credits
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
ISC 121	Environ Health and Safety	3
ISC 131 ISC 132	Quality Management, or Manufacturing Quality Control	3
MKT 223	Customer Service	3
OMT 110	Intro to Operations Mgt	3
	Total Credits	**18**

BUSINESS ADMINISTRATION OPERATIONS MANAGEMENT – Project Management (C2512GB)

Certificate Awarded

Course		Credits
CIS 110	Intro to Computers	3
CTS 240	Project Management	3
ISC 131	Quality Management, or	
ISC 132	Mfg Quality Control	3
ISC 220	Lean Manufacturing	3
OMT 110	Intro to Operations Mgt	3
OMT 222	Project Management	3
	Total Credits	**16**

COMMUNICATIONS/ COMMUNICATION STUDIES (A10100)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
*MAT 140 *MAT 161	Survey of Mathematics, or College Algebra	3
COM 110	Intro to Communications	3
PSY 150	General Psychology	3
*HEA 110	Personal Health/Wellness	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
COM 120	Interpersonal Communications	3
HIS __	History Core	3
*MAT 151 MAT 151A	Statistics, and Statistics I Lab	3 1
COM 231	Public Speaking	3
*PED_	PE elective	1

Third Semester		Credits
ENG __	Literature Core	3
_____	Natural Science Core	4
*SOC 210 *SOC 225	Intro to Sociology, or Social Diversity	3
*COM 130	Nonverbal Communication	3
ART __ MUS __	Fine ARts Core, or Fine Arts Core	3

Fourth Semester		Credits
_____	Natural Science Core	4
DRA _ , HUM _, PHI _ , REL _ , or ___	Humanities Core or Foreign Language	3
_____	Social/Behav Science Core	3
*COM 140	Intercultural Communication	3
_____	Humanities/Fine Arts Core	3
	Total Credits	**64**

Program Description

The Associate in Arts degree program in Communications is designed to prepare students for transfer into a bachelor's degree program in communication studies. Students will gain a basic understanding of the skills necessary to communicate in various contexts, communication theory, and techniques in interpersonal, group, public, intercultural, and mass communication and practice the effective exchange of information in a variety of formats. The study of communication provides excellent preparation for careers in business, government, public service, and education. The skills and abilities one learns as a Communications major can be more generally applied to any career requiring expertise in the use of written or oral communication.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Two semesters of Foreign Language are required for ECU University Connections.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Editor
- Speech writer
- Labor relations specialist
- Mediator
- Public information officer
- Media relations specialist
- Public affairs officer
- Director of corporate relations
- Advertising specialist
- Educator
- Lobbyist
- Elected official

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for English,
Communications and Fine Arts
(252) 638-3745

Admissions Office
(252) 638-7227

COMPUTER-INTEGRATED MACHINING TECHNOLOGY (A50210)

Degree Awarded: Associate in Applied Science

First Semester – Year One		Credits
ACA 111	College student Success	1
MAC 111	Machine Technology I	6
MAC 131	Blueprint Reading/Mech	2
WLD 112	Basic Welding	2
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2

Second Semester – Year One		Credits
MAC 112	Machine Technology	6
MAC 132	Blueprint Reading: Mech	2
MAC 153	Compound Angles	2
MAC 126	CNC Metal Fabrication	2
_____	Major Elective	

Summer Semester – Year One		Credits
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
MAT 120	Geometry/Trigonometry	3

First Semester – Year Two		Credits
MAC 233	Applications in CNC	6
MAC 153	Compound Angles	2
MAC 226	CNC Metal Fabrication	2
ENG 114		
_____	Major Elective	
_____	Major Elective	

Second Semester – Year Two		Credits
MAC 224	Advanced Milling	2
MAC 229	CNC Programming	2
MAC 222	Advanced Turning	2
HUM	Elective	
_____	Major Elective	
_____	Major Elective	
	Total Credits	68-73

Program Description

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Computer Information Technology Major Elective courses – 5 hours required

		Credits
COE 111	Co-op Work Exp. I	1
COE 121	Co-op Work Exp. II	1
COE 131	Co-op Work Exp. III	1
MAC 228	Advanced CNC Processes	3
MAC 231	CNC Graphics Prog. Turning	3
MAC 232	CNC Graphics Prog. Milling	3
MAC 243	Die Making I	4
MAC 245	Mold Construction	4
MAC 248	Production Procedures	2
MEC 142	Physical Metallurgy	2

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

- Perform the following tasks in a safe manner: precision measurement, layout, drilling, sawing, turning, milling and grinding.
- Interpret mechanical work drawings and produce complex parts using a variety of machines.

Career Opportunities

Graduates should qualify for employment in

- aerospace product and parts manufacturing
- motor vehicle parts manufacturing
- metalworking machinery manufacturing
- machine shops
- other industrial settings

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with East Carolina University.

Contact Information

Chair of Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – BASIC MACHINIST (C50210A)

Certificate Awarded

Course		Credits
BPR 111	Blueprint Reading	2
MAC 111	Machine Technology I	6
MAC 121	Intro to CNC	2
MAC 123	CNC Turning	2
MAC 124	CNC Milling	2
	Total Credits	**14**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – INTERMEDIATE MACHINIST (C50210B)

Certificate Awarded

Course		Credits
BPR 121	Blueprint Reading: Mechanical	2
MAC 112	Machine Technology II	6
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 126	CNC Metal Fabrication	2
	Total Credits	**14**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – CNC OPERATOR (C50210C)

Certificate Awarded

Course		Credits
BPR 111	Blueprint Reading	2
BPR 121	Blueprint Reading: Mechanical	2
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 126	CNC Metal Fabrication	2
MAC 226	CNC EDM Machining	2
MAC 248	Production Procedures	2
	Total Credits	**16**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – CNC PROGRAMMER (C50210D)

Certificate Awarded

Course		Credits
DFT 151	CAD I	3
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 229	CNC Programming	2
MAC 231	CNC Graphics Prog: Turning	3
MAC 232	CNC Graphics Prog: Milling	3
	Total Credits	**15**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – CNC MULTI-AXIS (C50210E)

Certificate Awarded

Course		Credits
MAC 153	Compound Angles	2
MAC 228	Advanced CNC Processes	3
MAC 229	CNC Programming	2
MAC 233	Application in CNC Machining	3
MAC 234	Advanced Multi-Axis Machining	3
	Total Credits	**15**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – DIE MAKING (C50210F)

Certificate Awarded

Course		Credits
BPR 111	Blueprint Reading	2
MAC 111	Machine Technology I	6
MAC 243	Die Making I	4
	Total Credits	**12**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – MOLD MAKING (C50210G)

Certificate Awarded

Course		Credits
BPR 121	Blueprint Reading: Mechanical	2
MAC 112	Machine Technology II	6
MAC 245	Mold Construction I	4
	Total Credits	**12**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – METROLOGY (C50210H)

Certificate Awarded

Course		Credits
BPR 111	Blueprint Reading	2
BPR 121	Blueprint Reading: Mechanical	2
DFT 151	CAD 1	3
DFT 153	CAD III	3
ISC 212	Metrology	2
MAC 114	Introduction to Metrology	2
MAC 160	Coordinate Measuring Machine	3
	Total Credits	**17**

COMPUTER SCIENCE (A1010T)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT 271	Calculus I	4
CSC 120	Computing Fundamentals I	4
_____	Social/Behav Science Core	3

Second Semester		Credits
ENG 112	Argument-Based Research	3
MAT 272	Calculus II	4
PHY 251	General Physics I	4
CSC 130	Computing Fundamentals II	4
_____	Social/Behav Science Core	3

Third Semester		Credits
ENG _	Literature Core	3
MAT 167	Discrete Mathematics	3
PHY 252	General Physics II	4
_____	Humanities/Fine Arts Core	3
HIS __	History Core	3

Fourth Semester		Credits
*MAT 280, *CHM 151, *BIO 111	Linear Algebra, General Chemistry I, or General Biology I	3/4/4
_____	Social/Behav Science Core	3
_____	Humanities/Fine Arts Core	3
_____	Humanities/Fine Arts Core	3
*HEA 110 *PED 110	Personal Health and Wellness, or Fit and Well for Life	3/2
	Total Credits	**64**

Program Description

The Associate in Arts degree program in Computer Science is designed for students of mathematics and science who wish to pursue a bachelor's degree in Computer Science at senior colleges and universities. Its goal is to prepare the students for a successful transfer into such degree programs.

The curriculum is structured to emphasize scientific applications and the theoretical concepts which underlie computer design and development, languages, and systems. The program provides the core courses that would be encountered in the first two years of study at most four-year institutions.

Associate degree core courses in calculus, discrete math, physics, and computing fundamentals constitute the nucleus of this program. Selected courses in the liberal arts support and enhance this central core.

Computer Science is a rapidly developing field; curriculum requirements change frequently and vary among the programs and tracks at different universities. In choosing courses to meet both general education core requirements and other required hours, students should seek advice based on the program and track into which they desire to transfer. Students must be proficient in the programming language(s) and programming environment(s) used at the receiving institution.

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

To initiate this plan of study, students must have tested into calculus (MAT 271) or higher on the mathematics placement test. Students who do not meet the math requirement can be successful in reaching their academic goals by taking foundation courses and extending the program beyond two years.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Computer engineering
- Computer systems analysis
- Education
- Computer programming
- Cryptology
- Applied mathematics
- Financial analysis

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Math and Science
(252) 638-7345

Admissions Office
(252) 638-7227

Computer Technology Integration Program

CTI–EMPHASIS IN BUSINESS APPLICATIONS (A25500A)

Degree Awarded: Associate in Applied Science

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Network and Security Foundation	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Spring Semester – Year One		Credits
CIS 115	Intro to Prog and Logic	3
CTS 120	Hardw/Software Support	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
DBA 240	DB Analysis & Design	3
WEB 110	Internet/Web Fundmtls.	3

Summer Semester – Year One		Credits
ENG 114	Prof. Rsrch and Reporting	3
HFA _	Hum/Fine Arts Option	3
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
ACC 120	Prin of Financial Acctg.	4
CTS 115	Info Sys Business Concepts	3
CTS 230	Advanced Spreadsheet	3
CTS 240	Project Management	3
DBA 230	DB in Corp. Environs	3
____ _	CTI Major Elective	3

Spring Semester – Year Two		Credits
ECO 251	Prin of Microeconomics	3
NOS 130	Windows Single User	3
___ __	CTI Major Elective	4
	Total Credits	72

Computer Technology Integration Business Major Elective courses – 5 hours required

		Credits
COE 111	Co-Op Work Experience	1
SEC 110	Security Concepts	3
WEB 210	Web Design	3
CSC 139	Visual Basic Programming	3
OST 164	Text Editing Applications	3
OST 184	Records Management	3
CTS 155	Tech Support Functions	3
ACC 150	Accounting Software Appl	2
MKT 223	Customer Service	3
CTS 285	Systems Analysis and Design	3
CTS 289	System Support Project	3
CTS 287	Emerging Technologies	3

CTI–EMPHASIS IN BUSINESS APPLICATIONS (D25500A)

Diploma Awarded

Fall Semester – Year One		Credits
CIS 110	Introduction to Computers	3
CTI 110	Web Pgm and DB Foundtn.	3
CTI 120	Network and Security Foundation	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Spring Semester – Year One		Credits
CTS 120	Hardw/Software Support	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
DBA 240	DB Analysis & Design	3
WEB 110	Internet/Web Fundmtls.	3

Summer Semester – Year One		Credits
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 230	Advanced Spreadsheet	3
CTS 240	Project Management	3
DBA 230	DB in Corp. Environs	3
CTS 115	Info Sys Business Concepts	3

Spring Semester – Year Two		Credits
NOS 130	Windows Single User	3
	Total Credits	48

Program Description

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as Information Technology analysts, designers, technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information. Students will select a cluster of classes that highlight specific technical paths such as Business Applications, Cyber Security, Database Systems, IT Support, IT Support-Medical, Network Management, and Software and Web Development. Each emphasis leads to certificates and diplomas within the program, and ultimately students graduate with an AAS degree in CTI with an emphasis in the identified track.

Coursework develops a student's ability to communicate professionally. Students also learn to apply programming logic principles, identify security risks, select appropriate hardware and software computer components, evaluate operating system performance and use various business software applications.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies that rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams from Microsoft, Comp-TIA, CISCO and others.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Apply programming logic principles to database and web development.
- Identify security risks to a networked information system.
- Choose hardware and software components for a computer system.
- Evaluate appropriate operating system configurations for various scenarios.

Career Opportunities

Graduates should qualify for entry-level positions with industry, small business, service occupations, and government offices as

- computer support specialists
- database administrators
- information systems managers
- telecommunications specialists
- web developers.

CTI students can train and test for a variety of industry-recognized certifications, including A+, Security+ and Net+. Students can register for IT certification testing through an authorized Prometric Testing Center. Register for exams at www.prometric.com.

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with East Carolina University.

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

Computer Technology Integration Program

CTI–EMPHASIS IN CYBER SECURITY (A25500E)

Degree Awarded: Associate in Applied Science

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Network and Security Foundation	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Spring Semester – Year One		Credits
CTS 120	Hardw/Software Support	3
DBA 120	Database Programming	3
NET 125	Networking Basics	3
NOS 130	Windows Single User	3
SEC 110	Security Concepts	3
SEC 160	Secure Administration I	3

Summer Semester – Year One		Credits
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3
ENG 114	Prof. Rsrch and Reporting	3
HFA _	Hum/Fine Arts Elective	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
NOS 120	Linux Single User	3
NOS 230	Windows Administration I	3
SEC 150	Secure Communications	3
CCT 250	Network Vulnerabilities	3

Spring Semester – Year Two		Credits
ECO 251	Prin of Microeconomics	3
NOS 220	Linux Administration I	3
NET 289	Networking Project	3
_____	CTI Major Elective	7
	Total Credits	74

OFFICE SYSTEMS SPECIALIST CERTIFICATE (C25500D)

Certificate Awarded

Course		Credits
CIS 110	Introduction to Computers	3
CTS 130	Spreadsheet	3
CTS 230	Advanced Spreadsheet	3
DBA 110	Database Concepts	3
DBA 240	Database Analysis and Design	3
	Total Credits	15

IT ACCOUNTING TECH CERTIFICATE (C25500F)

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Accounting	4
ACC 150	Accounting Software Applications	2
CIS 110	Introduction to Computers	3
CTS 130	Spreadsheet	3
CTS 230	Advanced Spreadsheet	3
	Total Credits	16

PRODUCTIVITY SOFTWARE CERTIFICATE (C25500C)

Certificate Awarded

Course		Credits
CIS 110	Introduction to Computers	3
CTS 130	Spreadsheet	3
CTS 230	Advanced Spreadsheet	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
DBA 230	Databases in Corp Environs	3
	Total Credits	18

CTI Cyber Security AAS Major Elective courses – 7 hours required

		Credits
COE 111	Co-Op Work Experience	1
DBA 210	Database Administration	3
DBA 221	SQL Server DB Prog II	3
CTS 287	Emerging Technologies	3
CTS 240	Project Management	3
CTS 155	Tech Support Functions	3
CTS 130	Spreadsheet	3
CTS 230	Advanced Spreadsheet	3
CIS 115	Intro to Programming and Logic	3
CSC 139	Visual Basic Programming	3
CSC 239	Adv Visual Basic Programming	3
NET 126	Routing Basics	3
NET 260	Internet Dev and Support	3
BUS 135	Principles of Supervision	3
BUS 137	Principles of Management	3
BUS 234	Training and Development	3
BUS 240	Business Ethics	3
MED 121	Medical Terminology I	3
OST 149	Medical Legal Issues	3
HIT 218	Management Principles in HIT	3

CTI–EMPHASIS IN CYBER SECURITY (D25500E)

Diploma Awarded

Fall Semester – Year One		Credits
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Network and Security Foundation	3
NOS 110	Op. Sys. Concepts	3
ENG 111	Expository Writing	3
CIS 110	Intro to Computers	3

Spring Semester – Year One		Credits
NET 125	Networking Basics	3
NOS 130	Windows Single User	3
SEC 110	Security Concepts	3
SEC 160	Secure Administration I	3
CTS 120	Hardw/Software Support	3

Summer Semester – Year One		Credits
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
NOS 230	Windows Administration I	3
SEC 150	Secure Communications	3
NOS 120	Linux Single User	3
CTS 115	Info Sys Business Concepts	3

Spring Semester – Year Two		Credits
NOS 220	Linux Administration I	3
	Total Credits	48

CYBER SECURITY CONCEPTS (C25500M)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundation	3
NET 125	Networking Basics	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
	Total Credits	12

Computer Technology Integration Program

CYBER SECURITY ADMINISTRATION (C25500O)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundation	3
NET 125	Networking Basics	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
SEC 160	Secure Administration I	3
	Total Credits	15

CYBER SECURITY TECHNICIAN (C25500P)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundation	3
NET 125	Networking Basics	3
SEC 110	Security Concepts	3
SEC 160	Secure Administration I	3
CCT 250	Network Vulnerabilities	3
	Total Credits	15

CYBER SECURITY CORE (C25500L)

Certificate Awarded

Course		Credits
CTS 115	Info Sys Business Concepts	3
CTI 110	Web, Pgm, & DB Foundation	3
CTI 120	Network and Security Foundation	3
NOS 110	Operating Systems Concepts	3
ENG 111	Expository Writing	3
	Total Credits	15

INFORMATION ASSURANCE CONCEPTS (C25500N)

Certificate Awarded

Course		Credits
CTS 115	Info Sys Business Concepts	3
SEC 110	Security Concepts	3
CTI 120	Network and Security Foundation	3
NOS 110	Operating Systems Concepts	3
CTI 110	Web, Pgm, and DB Foundation	3
ENG 111	Expository Writing	3
	Total Credits	18

INFORMATION ASSURANCE MANAGEMENT (C25500Y)

Certificate Awarded

Course		Credits
ENG 111	Expository Writing	3
SEC 110	Security Concepts	3
CTS 115	Info Sys Business Concepts	3
SEC 160	Secure Administration I	3
CTI 120	Network and Security Foundation	3
	Total Credits	15

SECURITY + PREP (C25500Q)

Certificate Awarded

Course		Credits
CTI 110	Web, Pgm, & DB Foundation	3
CTI 120	Network and Security Foundation	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
	Total Credits	12

CTI–EMPHASIS IN DATABASE SYSTEMS (A25500B)

Degree Awarded: Associate in Applied Science

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Network and Security Foundation	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Spring Semester – Year One		Credits
CIS 115	Intro to Prog and Logic	3
CSC 139	Visual Basic Programming	3
CTS 120	Hardw/Software Support	3
DBA 110	Database Concepts	3
DBA 120	Database Programming	3
DBA 240	DB Analysis & Design	3

Summer Semester – Year One		Credits
ENG 114	Prof. Rsrch & Reporting	3
HFA _	Hum/Fine Arts Option	3
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 155	Tech Support Functions	3
CTS 240	Project Management	3
DBA 230	DB in Corp. Environs	3
*DBA 220 *DBA 221	Oracle DB Programming SQL Server DB Prog II	3

Spring Semester – Year Two		Credits
SEC 110	Security Concepts	3
CTS 285	Systems Analysis and Design	3
CTS 289	System Support Project	3
ECO 251	Prin of Microeconomics	3
_____	CTI Major Elective	4
	Total Credits	74

CTI–EMPHASIS IN DATABASE SYSTEMS (D25500B)

Diploma Awarded

Fall Semester – Year One		Credits
CIS 110	Intro to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Network and Security Foundation	3
NOS 110	Op. Sys. Concepts	3
ENG 111	Expository Writing	3

Spring Semester – Year One		Credits
CIS 115	Intro to Prog and Logic	3
CSC 139	Visual Basic Programming	3
CTS 120	Hardw/Software Support	3
DBA 110	Database Concepts	3
DBA 120	Database Programming	3
DBA 240	DB Analysis & Design	3

Summer Semester – Year One		Credits
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 240	Project Management	3
DBA 230	DB in Corp. Environs	3
*DBA 220 *DBA 221	Oracle DB Programming SQL Server DB Prog II	3
	Total Credits	48

Computer Technology Integration Program

CTI Database Systems AAS Major Elective courses – 4 hours required

		Credits
COE 111	Co-Op Work Experience	1
DBA 220 DBA 221	Oracle DB Programming II, or SQL Server DB Prog II	3
DBA 223	MySQL DB Programming II	3
DBA 210	Database Administration	3
CTS 287	Emerging Technologies	3
WEB 210	Web Design	3
WEB 250	Database Driven Websites	3
CSC 239	Adv Visual Basic Programming	3
NOS 130	Windows Single User	3
NOS 230	Windows Administration I	3
CTS 130	Spreadsheet	3
CTS 230	Advanced Spreadsheet	3

■ DATABASE SPECIALIST CERTIFICATE (C25500A)

Certificate Awarded

Course		Credits
CTI 110	Web, Pgm, & DB Foundation	3
DBA 110	Database Concepts	3
DBA 120	Database Programming	3
DBA 240	Database Analysis and Design	3
DBA 230	Databases in Corp Environs	3
*DBA 220 *DBA 221 *DBA 223	Oracle DB Programming II, or SQL Server DB Prog II, or MySQL DB Programming II	3
	Total Credits	18

■ IT GOVERNMENT/CONTRACTING CERTIFICATE (C25500G)

Certificate Awarded

Course		Credits
CIS 110	Introduction to Computers	3
CTI 120	Network and Security Foundation	3
CTS 130	Spreadsheet	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
SEC 110	Security Concepts	3
	Total Credits	18

■ IT PROJECT MANAGEMENT SPECIALIST CERTIFICATE(C25500I)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming and Logic	3
CTS 285	Systems Analysis and Design	3
CTS 289	System Support Project	3
OMT 222	Project Management	3
CTS 240	Project Management	3
CIS 110	Introduction to Computers	3
	Total Credits	18

CTI–EMPHASIS IN IT SUPPORT (A25500C)

Degree Awarded: Associate in Applied Science

Fall Semester		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Network and Security Foundation	3
NOS 110	Op. Sys. Concepts	3
ENG 111	Expository Writing	3

Spring Semester – Year One		Credits
CIS 115	Intro to Prog and Logic	3
CTS 120	Hardw/Software Support	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
NOS 130	Windows Single User	3

_____

Summer Semester – Year One		Credits
ENG 114	Prof. Rsrch and Reporting	3
HFA _	Hum/Fine Arts Option	3
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 155	Tech Support Functions	3
CTS 240	Project Management	3
NET 125	Networking Basics	3
NOS 230	Windows Administration I	3
____ _	CTI Major Elective	1

Spring Semester – Year Two		Credits
ECO 251	Prin of Microeconomics	3
CTS 285	Systems Analysis and Design	3
CTS 289	System Support Project	3
SEC 110	Security Concepts	3
WEB 110	Internet/Web Fundmtls.	3
NET 260	Internet Dev and Support	3
	Total Credits	74

CTI IT Support AAS Major Elective courses – 7 hours required

		Credits
COE 111	Co-Op Work Experience	1
CSC 139	Visual Basic Programming	3
CSC 239	Adv Visual Basic Programming	3
CTS 230	Advanced Spreadsheet	3
CTS 287	Emerging Technologies	3
DBA 120	Database Programming	34
DBA 230	Databases in Corp Environs	3
DBA 240	Database Analysis and Design	35
MKT 223	Customer Service	3
NET 126	Routing Basics	3
WEB 210	Web Design	3

Computer Technology Integration Program

CTI–EMPHASIS IN IT SUPPORT (D25500C)

Diploma Awarded

Fall Semester – Year One		Credits
CIS 110	Intro to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Network and Security Foundation	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Spring Semester – Year One		Credits
CTS 120	Hardw/Software Support	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
NOS 130	Windows Single User	3

Summer Semester – Year One		Credits
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 155	Tech Support Functions	3
NET 125	Networking Basics	3
NOS 230	Windows Administration I	3

Spring Semester – Year Two		Credits
NET 260	Internet Development and Support	3
SEC 110	Security Concepts	3
	Total Credits	48

ENTRY LEVEL COMPUTER TECHNICIAN (C25500X)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundation	3
NOS 110	Operating Systems Concepts	3
NOS 130	Windows Single User	3
SEC 110	Security Concepts	3
	Total Credits	12

IT TECH SUPPORT SPECIALIST CERTIFICATE (C25500E)

Certificate Awarded

Course		Credits
CTS 120	Hardware Software Support	3
CTS 155	Tech Support Functions	3
CTI 120	Network and Security Foundation, or	
NET 125	Networking Basics	3
NOS 110	Operating Systems Concepts	3
NOS 130	Windows Single User	3
MKT 223	Customer Service	3
	Total Credits	18

CTI–EMPHASIS IN IT SUPPORT-MEDICAL (A25500D)

Degree Awarded: Associate in Applied Science

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
CTI 110	Web Pgm and DB Foundtn.	3
CTI 120	Net & Sec Foundtn.	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Spring Semester – Year One		Credits
CTS 120	Hardw/Software Support	3
NET 125	Networking Basics	3
NOS 130	Windows Single User	3
OST 149	Med Legal Issues	3
OST 148	Med. Coding Billing & Ins.	3
SEC 110	Security Concepts	3

Summer Semester – Year One		Credits
ENG 114	Prof. Rsrch & Reporting	3
HFA _	Hum/Fine Arts Option	3
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 155	Tech Support Functions	3
CTS 240	Project Management	3
MED 121	Medical Terminology I	3
NOS 230	Windows Administration I	3
_____	CTI Major Elective	3

Spring Semester – Year Two		Credits
DBA 120	Database Programming	3
ECO 251	Prin of Microeconomics	3
OST 243	Medical Office Simulation	3
_____	CTI Major Elective	4
	Total Credits	74

CTI IT Support Medical AAS Major Elective courses – 7 hours required

		Credits
COE 111	Co-Op Work Experience	3
NET 126	Routing Basics	3
NET 260	Internet Dev and Support	3
SEC 150	Secure Communications	3
SEC 160	Secure Administration I	3
HIT 218	Management Principles in HIT	3
CSC 139	Visual Basic Programming	3
CSC 239	Adv Visual Basic Programming	3
CTS 130	Spreadsheet	3
CTS 230	Advanced Spreadsheet	3
DBA 210	Database Administration	3
DBA 221	SQL Server DB Prog II, or	3
DBA 220	Oracle DB Programming II, or	3
DBA 223	MySQL DB Programming II	3

Computer Technology Integration Program

MEDICAL OFFICE TECH CERTIFICATE (C25500H)

Certificate Awarded

Course		Credits
CIS 110	Introduction to Computers	3
CTI 120	Network and Sec Foundation	3
DBA 110	Database Concepts	3
MED 121	Medical Terminology I	3
OST 148	Medical Coding Billing & Insurance	3
OST 243	Medical Office Simulation	3
	Total Credits	18

CTI–EMPHASIS IN NETWORK MANAGEMENT (A25500F)

Degree Awarded: Associate in Applied Science

Fall Semester		Credits
ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Net & Sec Foundtn.	3
NET 125	Networking Basics	3
NOS 110	Op. Sys. Concepts	3

Spring Semester – Year One		Credits
CTS 120	Hardw/Software Support	3
DBA 120	Database Programming	3
NET 126	Routing Basics	3
NOS 130	Windows Single User	3
SEC 110	Security Concepts	3

Summer Semester – Year One		Credits
HFA _	Hum/Fine Arts Option	3
ENG 111	Expository Writing	3
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
NET 225	Routing and Switching I	3
NOS 230	Windows Administration I	3
NOS 120	Linux Single User	3
____ _	CTI Major Elective	4

Spring Semester – Year Two		Credits
NOS 220	Linux Administration I	3
ECO 251	Prin of Microeconomics	3
ENG 114	Prof. Rsrch & Reporting	3
NET 226	Routing and Switching II	3
NET 260	Internet Dev and Support	3
NET 289	Networking Project	3
	Total Credits	74

CTI Network Management AAS Major Elective courses – 4 hours required

		Credits
COE 111	Co-Op Work Experience	1
SEC 150	Secure Communications	3
SEC 160	Secure Admin I	3
CCT 250	Network Vulnerabilities	3
DBA 210	Database Administration	3
DBA 221	SQL Server DB Prog II	3
DBA 230	Databases in Corp Environs	3
ACC 150	Accounting Software Appl	3
CTS 287	Emerging Technologies	3
CTS 240	Project Management	3
CTS 155	Tech Support Functions	3
CTS 130	Spreadsheet	3
CTS 230	Adv Spreadsheet	3
CIS 115	Intro to Programming and Logic	3
CSC 139	Visual Basic Programming	3
CSC 239	Adv Visual Basic Programming	3
BUS 135	Principles of Supervision	3
BUS 137	Principles of Management	3
BUS 234	Training and Development	3
BUS 240	Business Ethics	3
MED 121	Medical Terminology 1	3
OST 149	Medical Legal Issues	3
HIT 218	Management Principles in HIT	3
WEB 210	Web Design	3
WEB 250	Database Driven Websites	3

CTI–EMPHASIS IN NETWORK MANAGEMENT (D25500F)

Diploma Awarded

Fall Semester		Credits
CIS 110	Introduction to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Net & Sec Foundtn.	3
NOS 110	Op. Sys. Concepts	3
NET 125	Networking Basics	3

Spring Semester – Year One		Credits
DBA 120	Database Programming	3
CTS 120	Hardw/Software Support	3
NET 126	Routing Basics	3
NOS 130	Windows Single User	3
SEC 110	Security Concepts	3

Summer Semester – Year One		Credits
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
NET 225	Routing and Switching I	3
NOS 120	Linux Single User	3
NOS 230	Windows Administration I	3

Spring Semester – Year Two		Credits
NET 226	Routing and Switching II	3
	Total Credits	48

A + PREP (C25500U)

Certificate Awarded

Course		Credits
CIS 110	Introduction to Computers	3
CTI 120	Network and Sec Foundation	3
CTS 120	Hardware Software Support	3
NOS 130	Windows Single User	3
	Total Credits	12

Computer Technology Integration Program

CISCO CCNA PREP (C25500V)

Certificate Awarded

Course		Credits
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing and Switching I	3
NET 226	Routing and Switching II	3
	Total Credits	12

LINUX OPERATING SYSTEMS (C25500T)

Certificate Awarded

Course		Credits
CTI 120	Network & Sec Foundation	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux Single User	3
NOS 220	Linux Administration I	3
	Total Credits	12

NETWORK MANAGEMENT CORE (C25500R)

Certificate Awarded

Course		Credits
CTI 110	Web, Pgm, & DB Foundation	3
CTI 120	Network & Sec Foundation	3
CTS 115	Info Sys Business Concepts	3
NOS 110	Operating Systems Concepts	3
ENG 111	Expository Writing	3
	Total Credits	15

OPERATING SYSTEM SURVEY (C25500W)

Certificate Awarded

Course		Credits
CTI 120	Network and Sec Foundation	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux Single User	3
NOS 130	Windows Single User	3
	Total Credits	12

OPERATING SYSTEMS SPECIALIST (C25500B)

Certificate Awarded

Course		Credits
CTI 120	Network and Sec Foundation	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux Single User	3
NOS 130	Windows Single User	3
NOS 220	Linux Administration I	3
NOS 230	Windows Administration I	3
	Total Credits	18

WINDOWS OPERATING SYSTEMS (C25500S)

Certificate Awarded

Course		Credits
NOS 110	Operating Systems Concepts	3
NOS 130	Windows Single User	3
NOS 230	Windows Administration I	3
CTI 120	Network & Sec Foundation	3
	Total Credits	12

Computer Technology Integration Program

CTI–EMPHASIS IN SOFTWARE AND WEB DEVELOPMENT (A25500G)

Degree Awarded: Associate in Applied Science

First Semester		Credits
ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Net & Sec Foundtn.	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Second Semester – Year One		Credits
CIS 115	Intro to Prog and Logic	3
CTS 120	Hardware/Software Support	3
CSC 139	Visual Basic Programming	3
DBA 120	Database Programming	3
WEB 115	Web Markup & Scripting	3

Summer Semester – Year One		Credits
ENG 114	Prof. Rsrch & Reporting	3
HFA _	Hum/Fine Arts Option	3
*MAT 115 *MAT 140 *MAT 161	Mathematical Models,or Survey of Mathematics, or College Algebra	3

First Semester – Year Two		Credits
CSC 239	Adv VB Programming	3
CSC 284	Emerging Comp Prog Tech	3
CTS 115	Info Sys Business Concepts	3
DBA 223	MySQL DB Programming II	3
WEB 210	Web Design	3
____ _	CTI Major Elective	3

Second Semester – Year Two		Credits
CSC 289	Programming Project	3
CSC 151	Java Programming	3
CTS 285	Systems Analysis and Design	3
ECO 251	Prin of Microeconomics	3
SEC 110	Security Concepts	3
___ __	CTI Major Elective	1
	Total Credits	74

CTI Software and Web Development AAS Major Elective courses – 4 hours required

		Credits
COE 111	Co-Op Work Experience	1
DBA 220	Oracle DB Programming II	3
DBA 221	SQL Server DB Prog II	3
CTS 287	Emerging Technologies	3
DBA 210	Database Administration	3
NOS 130	Windows Single User	3
NOS 230	Windows Administration I	3
CTS 130	Spreadsheet	3
CTS 230	Advanced Spreadsheet	3
CSC 134	C++ Programming	3
WEB 250	Database Driven Websites	3
DBA 110	Database Concepts	3

CTI–EMPHASIS IN SOFTWARE AND WEB DEVELOPMENT (D25500G)

Diploma Awarded

First Semester		Credits
CIS 110	Introduction to Computers	3
CTI 110	Web Pgm & DB Foundtn.	3
CTI 120	Net & Sec Foundtn.	3
ENG 111	Expository Writing	3
NOS 110	Op. Sys. Concepts	3

Second Semester – Year One		Credits
CIS 115	Intro to Prog and Logic	3
CSC 139	Visual Basic Programming	3
CTS 120	Hardw/Software Support	3
DBA 120	Database Programming	3
WEB 115	Web Markup & Scripting	3

Summer Semester – Year One		Credits
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3

First Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CSC 239	Adv VB Programming	3
DBA 223	MySQL DB Programming II	3
WEB 210	Web Design	3

Second Semester – Year Two		Credits
CSC 151	Java Programming	3
	Total Credits	48

VISUAL BASIC DEVELOPMENT SPECIALIST (C25500K)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming and Logic	3
CTI 110	Web, Pgm, & DB Foundation	3
CSC 139	Visual Basic Programming	3
CSC 239	Adv Visual Basic Programming	3
	Total Credits	12

CTI–WEB DEVELOPMENT SPECIALIST (C25500J)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming and Logic	3
CTI 110	Web, Pgm, & DB Foundation	3
DBA 110	Database Concepts	3
WEB 115	Web Markup & Scripting	3
WEB 210	Web Design	3
WEB 250	Database Driven Websites	3
	Total Credits	18

COSMETOLOGY (D55140)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
ENG 102 COM 110 COM 231	Applied Communications II, or Intro to Communications, or Public Speaking	3
PSY 101 PSY 150	Applied Psychology, or General Psychology	3

Spring Semester – Year One		Credits
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS115A	Cosmetology Concepts III	2
COS 116A	Salon III	2

Summer Semester – Year One		Credits
COS 240	Contemporary Design	2
(alternate elective choice COS 118/COS 240)		

Fall Semester – Year Two		Credits
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
(alternate elective choice COS 118/COS 240)		
COS 115B	Cosmetology Concepts III	2
COS 116B	Salon III	2
	Total Credits	**43-48**

Program Description

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. Cosmetologists offer a wide range of beauty services, such as shampooing, cutting, coloring, and styling of hair. They may advise clients on how to care for their hair at home. In addition, cosmetologists may be trained to give manicures, pedicures, and scalp and facial treatments; provide makeup analysis; and clean and style wigs and hairpieces.

Coursework in both the 1500 clock hour diploma and 1200 clock hour certificate program includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics. The program is fully approved by the North Carolina State Board of Cosmetic Arts, and it provides a simulated salon environment that enables students to develop manipulative skills. Students may begin in fall or spring semesters.

Coursework in the 43-48 SHC diploma program includes all required cosmetology classes, live model performances required by the State Board of Cosmetic Arts, and three additional courses. A study skills course promotes personal development essential for success, an English course enhances writing and speaking skills for the workplace, and a psychology course introduces basic principles of the subject as they apply to daily life and the job. Upon passing the State Board licensing exam, a graduate is a fully licensed cosmetologist

The 34-39 semester hour credit certificate program includes all required cosmetology classes and live model performances required by the State Board of Cosmetic Arts. Upon passing the State Board licensing exam, students completing the certificate are licensed as apprentices and must complete 960 clock hours (equivalent to six months of working 40 hours per week) within a year in a professional salon working under the direct supervision of a (one) licensed cosmetologist.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. In addition, students must have satisfactory placement test scores or coursework verifying that they have completed RED 080, ENG 080 and ENG 085A (or ENG 085 and 085A) and MAT 060 in order to begin cosmetology courses.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to design and restructure hair and perform skin and nail care within a safe, sanitized and multicultural environment.
- Exhibit skills to increase sales and customers within the salon.
- Recall cosmetology theory and clinical information to successfully complete the North Carolina State Board of Cosmetic Arts exam.

Career Opportunities

Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in

- beauty salons
- barber shops
- nail salons
- day and resort spas
- nursing and other residential care homes.

Almost one-half of all cosmetologists are self-employed.

Contact Information

Chair of Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

COSMETOLOGY (C55140)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
Spring Semester – Year One		**Credits**
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS115A	Cosmetology Concepts III	2
COS 116A	Salon III	2
Summer Semester – Year One		**Credits**
COS 240	Contemporary Design	2
(alternate elective choice COS 118/COS 240)		
Fall Semester – Year One		**Credits**
COS 115B	Cosmetology Concepts III	2
COS 116B	Salon III	2
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
(alternate elective choice COS 118/COS 240)		
	Total Credits	**34-39**

ESTHETICS TECHNOLOGY (C55230)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
COS 119	Esthetics Concepts I	3
COS 120	Esthetics Salon I	3
Spring Semester – Year One		**Credits**
COS 125	Esthetics Concepts II	3
COS 126	Esthetics Salon II	3
	Total Credits	**12**

Program Description

The Esthetics Technology program will provide students with hands-on experience in the art of skin care, including electrical facials, basic facials, hair removal, and many custom facial principles. Students learn about general health and wellness, cosmetics, and basic dermatology, chemistry and anatomy.

Coursework includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Admission Criteria for Esthetics

Esthetics is a selective admissions program. It has fall semester entrance only and does not have a summer term. Entry is competitive; in the case that two or more students receive equal scoring, the earliest date of application to the program will be used to determine the entering candidate. Applications will be accepted from mid-June until the end of July of each year preceding fall enrollment.

A student who wishes to apply for the Esthetic Program must meet the following requirements:

- Complete the Craven Community College application process (application, submission of all transcripts and completion of appropriate placement test).
- Fulfill all developmental requirements prior to admission into the program, i.e. place out of MAT 060 and ENG 085.
- Submit the Esthetic Program Application and two CCC Esthetics Program Personal Reference forms completed by non-family members prior to last working day in July deadline.
- Attend an individual information session with Cosmetic Arts Faculty member prior to the end of summer semester.
- Upon acceptance, applicants must submit complete immunization history forms, including PPD test, Hepatitis B series and Tetanus booster.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to perform esthetic services within a safe, sanitized, and multi cultural environment.
- Recall both theory and clinical information in order to be successful on the NC State Board of Cosmetic Arts Exam.

Career Opportunities

Upon successfully passing the State Board exam, graduates will be issued a license. Employment opportunities include beauty salons, spas, dermatology offices and other related businesses as:

- an esthetician
- skin specialist
- educator
- platform artist
- manufacturer's representative
- facial product salesperson

Contact Information

Chair of Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

CRIMINAL JUSTICE (A1010D)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT _	Math Core Group I	3
CJC 111	Intro to Criminal Justice	3
POL 120	American Government	3
*HEA 110	Personal Health/Wellness	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
CJC 121	Law Enforcement	3
*MAT 151 and	Statistics	3
MAT 151A	Statistics I Lab	1
PSY 150	General Psychology	3
_____	Humanities/Fine Arts Core	3

Third Semester		Credits
ENG _	Literature Core	3
_____	Natural Science Core	4
_____	Humanities/Fine Arts Core	3
SOC 210	Intro to Sociology	3
CJC 141	Corrections	3

Fourth Semester		Credits
_____	Natural Science Core	4
_____	Humanities/Fine Arts Core	3
HIS __	History Core	3
*CIS 110	Introduction to Computers	3
*PED 110	Fit and Well for Life	2
_____	Transfer Elective	1-4
	Total Credits	**64**

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Program Description

The Associate in Arts degree program in Criminal Justice prepares students to continue their education in four-year degree programs in criminal justice or related liberal arts areas of study. These may include forensic psychology, public administration, sociology, cyber security, criminology, and pre-law. It is designed to facilitate the acquisition of technological and critical thinking skills that are essential for success in the criminal justice field. Graduates of this degree program will have both the general educational background as well as the criminal justice expertise to pursue careers in the many diverse criminal justice areas of study.

The program is regularly reviewed to insure that course content is current with contemporary issues that impact the criminal justice system, such as homeland security, terrorism, cyber security, technological advancements, diversity and ethics. The program courses explore contemporary criminal justice issues such as the nature and causes of crime, crime as a public policy issue, racial profiling and global issues such as transnational terrorism. This program assures the students of a solid foundation to pursue higher education and rewarding careers in criminal justice.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Federal Bureau of Investigation (FBI)
- State Bureau of Investigation (SBI)
- Immigration and Naturalization Service (INS)
- Naval Criminal Investigative Service (NCIS)
- Crime Scene Investigator (CSI)
- Wildlife officer
- Juvenile probation officer
- Juvenile court counselor
- Probation/parole officer
- Postal inspector
- Secret service agent
- Secret service uniformed officer
- District attorney
- Defense counsel
- Correction officer
- Court clerk
- Judge
- State police/trooper (requires Basic Law Enforcement Training-BLET)

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Social Sciences and Humanities
(252) 514-0684

Admissions Office
(252) 638-7227

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Degree Awarded: Associate in Applied Science

Traditional Face-to-face Delivery
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
_____	CJC Tech AAS Major Elective	2-4

Spring Semester – Year One		Credits
CJC 113	Juvenile Justice	3
CJC 141	Corrections	3
_____	CJC Tech AAS Major Elective	2-4

Summer Semester – Year One		Credits
ENG 111	Expository Writing	3
*MAT 115 *MAT 140 *MAT 161	Mathematical Models, or Survey of Mathematics, or College Algebra	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 4, 5)	3

Fall Semester – Year Two		Credits
CJC 131	Criminal Law	3
CJC 132	Court Procedure and Evidence	3
CJC 222	Criminalistics	3

Spring Semester – Year Two		Credits
CJC 213	Substance Abuse	3
CJC 214	Victimology	3
CJC 221	Investigative Principles	4

Summer Semester – Year Two		Credits
CIS 110	Introduction to Computers	3
ENG 114	Professional Research and Reporting	3
SOC 210	Introduction to Sociology	3

Fall Semester – Year Three		Credits
CJC 212	Ethics and Community Relations	3
CJC 231	Constitutional Law	3
_____	CJC Tech AAS Major Elective	2-4

Spring Semester – Year Three		Credits
CJC 121	Law Enforcement Operations	3
CJC 215	Organization and Administration	3
_____	CJC Tech AAS Major Elective	2-4
	Total Credits	**72**

Online Delivery
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CJC 111	Introduction to Criminal Justice	3
CJC 113	Juvenile Justice	3
CJC 141	Corrections	3

Spring Semester – Year One		Credits
CJC 112	Criminology	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3

Summer Semester – Year One		Credits
ENG 111	Expository Writing	3
MAT 115 MAT 161	Mathematical Models, or College Algebra	3
SOC 210	Introduction to Sociology	3

Fall Semester – Year Two		Credits
CJC 214	Victimology	3
CJC 215	Organization and Administration	3
_____	CJC Tech AAS Major Elective	3-4

Spring Semester – Year Two		Credits
CJC 132	Court Procedure and Evidence	3
CJC 212	Ethics and Community Relations	3
_____	CJC Tech AAS Major Elective	3-4

Summer Semester – Year Two		Credits
CIS 110	Introduction to Computers	3
ENG 114	Professional Research and Reptg	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 4, 5)	3

Fall Semester – Year Three		Credits
CJC 213	Substance Abuse	3
CJC 221	Investigative Principles	4
_____	CJC Tech AAS Major Elective	2-3

Spring Semester – Year Three		Credits
CJC 222	Criminalistics	3
CJC 231	Constitutional Law	3
_____	CJC Tech AAS Major Elective	2-3
	Total Credits	**72**

See p. 177 for Career Program Humanities/Fine Arts course lists.

Program Description

The Associate in Applied Science degree program in Criminal Justice Technology is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

The 72 SHC program emphasizes criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. In addition to general education classes in mathematics, English, and sociology, students may also study issues and concepts of government, counseling, communications, computers, and technology.

The program is available completely online as well as in the traditional face-to-face seated environment. Courses are offered in the two formats in alternate semesters to encourage student completion.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. Upon successful completion of CJC 100, a student enrolling in the Associate in Applied Science Degree program in Criminal Justice Technology will be given credit for CJC 120, CJC 131, CJC 132, CJC 221, and CJC 231. Students should contact Student Services for details.

Student Learning Outcomes

Graduates of this program will be able to:

- Describe the roles and interrelationships between the principal components of the criminal justice system (that is, law enforcement, the courts, parole, juvenile justice, and corrections).
- Demonstrate basic knowledge of criminal and constitutional law as it relates to the fundamentals of the criminal investigative process.
- Apply the theories and fundamental knowledge of ethics and community policing as they relate to the criminal justice system in a diverse community.

Career Opportunities

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
- loss prevention specialist

Contact Information

Director for Criminal Justice/BLET
(252) 638-7282

Admissions Office
(252) 638-7227

Criminal Justice Technology AAS Major Elective courses – 10 hours required

		Credits
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CJC 114	Investigative Photography	2
CJC 120	Interview and Interrogation	2
CJC 122	Community Policing	3
CJC 151	Intro to Loss Prevention	3
CJC 160	Terrorism: Underlying Issues	3
CJC 161	Intro to Homeland Security	3
CJC 162	Intel Analysis and Sec Mgt	3
CJC 170	Critical Incident Mgt Pub Saf	3
CJC 211	Counseling	3
CJC 223	Organized Crime	3
CJC 232	Civil Liability	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3
COE 111	Co-op Work Experience I	1
COE 121	Co-op Work Experience II	1
COE 131	Co-op Work Experience III	1

■ CRIMINAL JUSTICE TECHNOLOGY (C55180)

Certificate Awarded

Traditional Face-to-face Delivery and Online RECOMMENDED COURSE SEQUENCE

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3
CJC 132	Court Procedure and Evidence	3
CJC 212	Ethics and Community Relations	3
	Total Credits	**15**

■ CORRECTIONAL TECHNOLOGY (C55180A)

Certificate Awarded

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 141	Introduction to Correction	3
CJC 212	Ethics and Community Relations	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3
	Total Credits	**15**

■ HOMELAND SECURITY/TERRORISM (C55180B)

Certificate Awarded

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 131	Criminal Law	3
CJC 160	Terrorism: Underlying Issues	3
CJC 161	Introduction to Homeland Security	3
CJC 212	Ethics and Community Relations	3
	Total Credits	**15**

■ LAW ENFORCEMENT MANAGEMENT (C55180C)

Certificate Awarded

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 162	Intel Anaysis & Security Management	3
CJC 170	Critical Inc. Mgt. for Pub. Safety	3
CJC 212	Ethics and Community Relations	3
CJC 215	Organization and Administration	3
	Total Credits	**15**

CRIMINAL JUSTICE TECHNOLOGY (D55180)

Diploma Awarded

Traditional Face-to-face Delivery

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 131	Criminal Law	3
CJC 132	Court Procedure and Evidence	3

Spring Semester – Year One		Credits
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
ENG 111	Expository Writing	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 4, 5)	3

Fall Semester – Year Two		Credits
CJC 212	Ethics and Comm Relations	3
CJC 222	Criminalistics	3
CJC 231	Constitutional Law	3
_____	CJC Diploma Major Elective	2-3

Spring Semester – Year Two		Credits
CJC 214	Victimology	3
CJC 221	Investigative Principles	3
_____	CJC Diploma Major Elective	2-3
	Total Credits	**46**

See p. 177 for Career Program Humanities/Fine Arts course lists.

CRIMINAL JUSTICE TECHNOLOGY (D55180)

Diploma Awarded

Online Delivery

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CJC 111	Introduction to Criminal Justice	3
CJC 113	Juvenile Justice	3
_____	CJC Diploma Major Elective	2-3

Spring Semester – Year One		Credits
CJC 112	Criminology	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3
CJC 132	Court Procedure and Evidence	3

Fall Semester – Year Two		Credits
CJC 214	Victimology	3
CJC 221	Investigative Principles	3
ENG 111	Expository Writing	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 4, 5)	3

Spring Semester – Year Two		Credits
CJC 212	Ethics and Comm Relations	3
CJC 222	Criminalistics	3
CJC 231	Constitutional Law	3
_____	CJC Diploma Major Elective	2-3
	Total Credits	**46**

Criminal Justice Technology Diploma Major Elective courses – 6 hours required

		Credits
CIS 110	Introduction to Computers	3
CJC 114	Investigative Photography	2
CJC 120	Interview and Interrogation	2
CJC 141	Corrections	3
CJC 211	Counseling	3
CJC 160	Terrorism: Underlying Issues	3

EARLY CHILDHOOD ASSOCIATE (A55220)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 111	Basic PC Literacy	2
COM 231	Public Speaking	3
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 153	Health, Safety & Nutrition	3

Spring Semester – Year One		Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 280	Language and Literacy Exp	3
ENG 111	Expository Writing	3

Summer Semester – Year One		Credits
EDU 157	Active Play	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 3, 5) or	
PSY 150	General Psychology	
SOC 210	Introduction to Sociology	3

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
EDU 184	Early Childhood Intro Prac	2
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers and Twos	3
EDU 251	Exploration Activities	3
*MAT 115	Mathematical Models, or	
*MAT 161	College Algebra	3
or		
*BIO 140	Environmental Biology, and	
*BIO 140A	Environmental Biology Lab	4

Spring Semester – Year Two		Credits
EDU 259	Curriculum Planning	3
EDU 271	Educational Technology	3
EDU 284	Early Childhood Capstone Prac	4
EDU 288	Adv Issues in Early Childhood	2
ENG 112	Argument-Based Research, or	
ENG 114	Professional Research and Reporting	3
_____	Major Elective	4
	Total Credits	**74**

Early Childhood Associate AAS Major Elective courses – 4 hours required

		Credits
BUS 110	Introduction to Business	3
EDU 125	Sign Language for Educators	3
EDU 234A	Infants, Toddlers, and Twos Lab	1
EDU 261	Early Childhood Admin I	3
EDU 262	Early Childhood Admin II	3
HEA 112	First Aid and CPR	2
SPA 111	Elementary Spanish I	3
SPA 181	Spanish Lab I	1

Program Description

The Associate in Applied Science degree program in Early Childhood Associate prepares individuals to work with children birth through age 8 in diverse learning environments. The curriculum is designed to lead to responsible and effective employment in positions ranging from aide to head teacher in a variety of early childhood settings. Students combine learning theories with practice in actual settings with young children under the supervision of qualified teachers.

The program provides theory, practical information and extensive supervised experience concerning normal early human development, developmental difficulties, caring for and educating young children, methods for fostering child development, and the operation and management of early childhood facilities. Coursework in the 75 SHC program includes child growth and development, physical/nutritional needs of children; care and guidance of children, and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Because current research shows that the early years are among the most vital in human development, professional and appropriate educational experiences will develop the Early Childhood Associate student's thinking, practical and personal

See p. 179 for Career Program Humanities/Fine Arts course lists.

skills necessary to teach and care for young children. These activities take place in college classes and seminars, and also in local area field sites. In the field, extensive "hands on" observation and participation give opportunities to apply education principles, receive individual guidance and feedback, and be involved first-hand, with day-to-day activities in diverse learning environments. The program offers first-year and capstone practicum opportunities for students.

Graduates of the program are prepared to plan and implement developmentally appropriate programs in early childhood settings.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. In addition, students must have satisfactory placement test scores or coursework verifying that they have completed RED 080, ENG 080 (or ENG 085 and 085A) in order to begin EDU courses. Requirements for select courses are subject to change depending on state of North Carolina agency requirements. Select courses have attendance/additional requirements mandated by state agencies.

Student Learning Outcomes

Graduates of this program will be able to:

- Promote child development and learning.
- Build family and community relationships.
- Observe, document, and assess to support young children and families.
- Use developmentally effective approaches to connect with children and families.
- Use content knowledge to build meaningful curriculum.
- Become a professional.

Career Opportunities

Employment opportunities include

- child development and child care programs
- preschools
- public and private schools
- recreational centers
- Head Start programs
- school-age programs

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

EARLY CHILDHOOD ASSOCIATE (D55220)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 115	Success and Study Skills	1
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 157	Active Play	3
PSY 150 SOC 210	General Psychology, or Introduction to Sociology	3

Spring Semester – Year One		Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety and Nutrition	3
EDU 280	Language and Literacy Exp	3

Summer Semester – Year One		Credits
ENG 111	Expository Writing	3

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
EDU 184	Early Childhood Intro Prac	2
EDU 221	Children with Exceptionalities	3
EDU 234	Infants, Toddlers and Twos	3
ENG 112 ENG 114	Argument-Based Research, or or Professional Research and Reptg	3
	Total Credits	**47**

EARLY CHILDHOOD ASSOCIATE (C55220)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 146	Child Guidance	3
EDU 153	Health Safety and Nutrition	3
EDU 184	Early Childhood Intro Prac	2
	Total Credits	**16**

INFANT/TODDLER CARE (C55290)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 144	Child Development I	3
EDU 153	Health Safety and Nutrition	3
EDU 234	Infants, Toddlers and Twos	3
EDU 234A	Infants, Toddlers and Twos Lab	1
	Total Credits	**17**

N.C. Division of Child Development Credential Certification Options

NC-DCD EARLY CHILDHOOD CREDENTIAL

Course		Credits
EDU 119	Intro to Early Childhood Ed	4

NC-DCD SCHOOL-AGE CARE CREDENTIAL

Course		Credits
EDU 235	School-Age Dev and Programs	3
EDU 145	Child Growth and Devpt II	3
	Total Credits	**6**

NC-DCD CHILD CARE ADMINISTRATION

Course		Credits
EDU 261	Early Childhood Administration	3
EDU 262	Early Childhood Admin II	3
	Total Credits	**6**

Students must apply to NCDCD for their credentials upon completion of coursework. Forms are online at http://ncchildcare.dhhs.state.nc.us/providers/pv_provideforms.asp . Students should scroll under "Forms for Child Care Centers" to the North Carolina Credentials Application. Original transcripts must be sent to DCD, either directly from Craven Community College, or in a sealed envelope accompanying the student's completed credentials application.

ELECTRICAL ENGINEERING TECHNOLOGY (D40180)

Diploma Awarded

Courses	Credits	
ACA 111	College Success Skills	1
ISC 112	Industrial Safety	2
ELC 118	National Electric Code	2
ELC 131	AC/DC Circuit Analysis	5
ENG 102	Applied Communications	3
MAT 121	Algebra/Trigonometry I	3
ELC 135	Electrical Machines I	3
ELN 131	Semiconductor Applications	4
ELN 133	Digital Electronics	4
ELC 113	Basic Wiring I	4
ELC 117	Motors and Control	4
ELC 119	NEC Calculations	2
ELN 260	Programmable Logic Controllers	4
	Total Credits	**44**

Program Description

The Electrical Engineering Technology diploma is designed to provide training for entry-level technicians desiring a career in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. According to the Occupational Outlook Handbook, electrical engineering technology involves the generation and supply of power. This program includes various hands-on laboratory classes that focus on current issues in the application of electrical engineering principles. Electrical Engineering Technology prepares students for practical design and production work.

Beginning with electrical fundamentals, coursework in the 42 SHC program progressively introduces electronics, electrical machines and controls, and electrical power systems. In the curriculum, students learn the basics of DC and AC electrical circuits. Other coursework includes the study of various fields associated with the electrical/electronics industry. Students learn basic algebra and trigonometry concepts, as well as receive a thorough grounding in industrial safety.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. Students must have completed, or have credit for, MAT 070 (Introductory Algebra) to begin study in basic DC circuit analysis, a prerequisite course for most of the program.

Student Learning Outcomes

Graduates of this program will be able to:

- Safely and effectively use common tools and operate test equipment found in the electrical field.
- Demonstrate a working knowledge of the principles and concepts associated with electrical circuits and systems and the proper utilization of equipment.
- Utilize the National Electrical Code (NEC) to determine proper methods, materials, and protection for branch circuits, feeders, service equipment and general utilization of equipment.
- Perform preventive maintenance, troubleshoot, and repair of electrical machines (motors, generators and transformers) and motor control circuits.

Career Opportunities

Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in

- electrical generation/distribution
- industrial maintenance
- electronics repair
- recreational centers
- other fields requiring a broad-based knowledge of electrical and electronics concepts

Contact Information

Chair for Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

ELECTRICAL ENGINEERING TECHNOLOGY – ELECTRICAL MAINTENANCE WITH SPECIALIZATION IN RESIDENTIAL APPLICATION (C40180A)

Certificate Awarded

Course		Credits
ELC 113	Basic Wiring I	4
ELC 118	National Electrical Code	2
ELC 131	DC/AC Circuit Analysis	5
ISC 112	Industrial Safety	2
	Total Credits	**13**

ELECTRICAL ENGINEERING TECHNOLOGY – ELECTRICAL FACILITIES MAINTENANCE (C40180B)

Certificate Awarded

Course		Credits
ELC 131	DC/AC Circuit Analysis	5
ELC 113	Basic Wiring I	4
ELC 117	Motors and Controls	4
	Total Credits	**13**

ELECTRICAL ENGINEERING TECHNOLOGY – ELECTRICAL MAINTENANCE WITH SPECIALIZATION IN COMMERCIAL APPLICATIONS (C40180C)

(Advanced) Certificate Awarded

Course		Credits
ELC 117	Motors and Controls	4
ELN 260	Programmable Logic Controllers	4
ELN 231	Industrial Controls	3
ISC 112	Industrial Safety	2
	Total Credits	**13**

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Success Skills	1
ELC 131	AC/DC Circuit Analysis	3
ENG 111	Expository Writing	3
ISC 112	Industrial Safety	2
MAT 121	Algebra/Trigonometry I	3

Spring Semester – Year One		Credits
ELN 131	Semiconductor Apps	4
ELN 133	Digital Electronics	4
MAT 122	Algebra/Trigonometry II	3
_____	Electronic Engineering Tech Major Electives	3

Summer Semester – Year One		Credits
ENG 114	Professional Research and Reptg	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 4)	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
ELC 117	Motors and Controls	4
ELN 132	Linear IC Applications	4
ELN 232	Intro to Microprocessors	4
ELN 234	Communication Systems	4

Spring Semester - Year Two		Credits
CIS 110	Introduction to Computers	3
ELN 231	Industrial Controls	4
ELN 260	Programmable Logic Controllers	4
_____	Electronic Engineering Tech Major Electives	3
	Total Credits	**66**

See p. 177 for Career Program Humanities/Fine Arts course lists.

Electronics Engineering Technology Major Elective courses – 3 hours required

		Credits
ALT 110	Biofuels I	3
ALT 220	Photovoltaic system Technology	3
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 113	Co-op Work Experience I	3
COE 121	Co-op Work Experience II	1
COE 131	Co-op Work Experience III	1
CTS 120	Hardware/Sofware Support	3
CTS 220	Advanced Hardware/Sofware Support	1
DFT 151	CAD I	3
ELC 113	Basic Wiring I	4
ELC 135	Electrical Machines	3
ELN 258	FCC Comm License Prep	3
HYD 110	Hydraulic/Pneumatics	3
SST 110	Intro to Sustainability	3
SST 120	Energy Use Analysis	3

ELECTRONICS ENGINEERING TECHNOLOGY – INTRO TO ELECTRONICS (C40200A)

Certificate Awarded

Course		Credits
ELC 131	AC/DC Circuit Analysis	3
ELN 131	Semiconductor Apps	4
ELN 133	Digital Electronics	4
ISC 112	Industrial Safety	2
	Total Credits	**15**

ELECTRONICS ENGINEERING TECHNOLOGY – ELECTRONIC TECHNICIAN (C40200B)

Certificate Awarded

Course		Credits
ELN 132	Linear IC Applications	4
ELN 232	Intro to Microprocessors	4
ELN 231	Industrial Controls	3
ELN 234	Communication Systems	4
	Total Credits	**15**

Program Description

Although the terms electrical and electronics engineering often are used interchangeably in academia and industry, there is a difference. Electronics engineering focuses on applications of electricity to control systems or signal processing, according to the Occupational Outlook Handbook.

Craven's 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. Students will be able to work with industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of course, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures that students will develop the skills necessary to perform entry-level tasks. Emphasis in the program is placed on students' ability to analyze and troubleshoot electronic systems. As an Associate in Applied Science degree, the electronics engineering technology program requires students to complete two semesters of algebra and trigonometry, as well as communications, psychology and a humanities/fine arts course to complete the 67 SHC required.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. Students must have completed, or have credit for, MAT 070 (Introductory Algebra) to begin study in basic DC circuit analysis, the prerequisite course for most of the program.

Student Learning Outcomes

Graduates of this program will be able to:

- Safely and effectively use common tools and operate test equipment found in the electronic field.
- Demonstrate a working knowledge of the principles and concepts associated with electronic circuits and systems and the proper utilization of equipment.
- Read, interpret, and employ electronic schematics (both component and functional block diagrams) in the installation, maintenance, troubleshooting and repair of electronic circuits and systems.
- Perform preventive maintenance, troubleshoot, and repair a variety of electronic circuits and systems.

Career Opportunities

Graduates should qualify for employment in jobs such as

- electronics engineering technician,
- field service technician
- maintenance technician
- electronic tester
- electronic systems integrator
- bench technician
- production control technician

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to BS degrees in Industrial Technology with Appalachian State University, East Carolina University, NC A and T University, and the University of North Carolina at Charlotte.

Contact Information

Chair for Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

ELEMENTARY EDUCATION (A1010R)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT _	Math Core Group I	3
COM 231	Public Speaking	3
**EDU 216	Foundations in Education	4
ART 111 MUS 110	Art Appreciation, or Music Appreciation	3

Second Semester		Credits
ENG 112	Argument-Based Research	3
HIS 111, HIS 112, HIS 121, HIS 122	World Civilizations I, or World Civilizations II, or Western Civilizations I, or or Western Civilizations II	3
MAT 151 MAT 151A MAT 161	Statistics and Statistics I Lab, or College Algebra	3-4
PSY 150	General Psychology	3
*SOC 210	Intro to Sociology	3

Third Semester		Credits
ENG 131 ENG 233	Introduction to Literature. or Major American Writers	3
AST 111 AST 111A CHM 131 CHM 131A, CHM 151, PHY 151	Descriptive Astronomy, and Descriptive Astronomy Lab, or Intro to Chemistry, and Intro to Chemistry Lab, or General Chemistry I, or College Physics I	4
*GEO 111	World Regional Geography	3
CIS 110	Intro to Computers	3
_____	Transfer Elective	1-4

Fourth Semester		
BIO 111	General Biology I	4
_____	Humanities/Fine Arts Core	3
_____	Social/Behav Science Core	3
*PED 110	Fit and Well for Life	2
*HEA 110	Personal Health/Wellness	3
_____	Transfer Elective	1-4
	Total Credits	**64**

Program Description

The Associate in Arts degree in Elementary Education has been designed for those students who plan to transfer and continue their studies at a four-year college. The need for dedicated, caring and highly skilled teachers in our nation's schools is great. Success in the field depends on knowledge of pedagogy, understanding of child development and learning styles, flexibility, respect for children and adults, strong interpersonal skills and a caring attitude.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

**Recommended course. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

*** At certain UNC institutions, EDU 216 may fulfill major requirements; at the majority of institutions, the course will transfer only as a free elective. Student should check with an advisor or with the university for the local transfer policy.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Elementary Education degrees require 18 semester hours of corollary studies to satisfy North Carolina teacher licensure requirements for an academic concentration in the areas of diversity studies, global issues, the arts, or math, science, and technology.

East Carolina University offers a bachelor's degree in Elementary Education degree on the campus of Craven Community College. Please contact Anne Faulkenberry, Coordinator of Wachovia Partnership East, at (252) 638-6492.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Teacher
- Family child care providers
- Social service agencies
- State education agencies

Transfer Opportunities

Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the signatory institutions offering the baccalaureate degree as listed at www.northcarolina.edu/content.php/aa/planning/traditional/htm or in the NC Independent Colleges and Universities Handbook which is available online at www.ncicu.org/publications. Students are encouraged to contact the senior institution to confirm degree offerings.

Grade point average requirements vary, and admission is competitive across the several programs in Elementary Education. Minimum statewide requirements are:

- Minimum 2.5 GPA on a 4.0 scale
- Satisfactory passing scores as established by the State Board of Education on PRAXIS I PPST-Reading; PPST-Writing; and PPST-Math.

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution they anticipate attending.

Contact Information

Chair for English, Communications and Fine Arts
(252) 638-3745

Admissions Office
(252) 638-7227

ENGINEERING (A1040D)

Degree Awarded: Associate in Science

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
**EGR 150	Intro to Engineering	2
ENG 111	Expository Writing	3
MAT 271	Calculus I	4
HIS __	History Core	3
CHM 151	General Chemistry I	4
*PED 110	Fit and Well for Life	2

Second Semester		Credits
*ENG 112	Argument-Based Research	3
MAT 272	Calculus II	4
PHY 251	General Physics I	4
*ECO 251	Principles of Microeconomics	3
*HUM 110	Technology and Society	3

Third Semester		Credits
ENG 233 ENG 243	Major American Writers, or Major British Writers	3
MAT 273	Calculus III	4
PHY 252	General Physics II	4
PHI 240	Introduction to Ethics	3
PED _	PE Activity Elective	1

Fourth Semester		Credits
CHM 152, DFT 170, EGR 220	General Chemistry II, or Engineering Graphics, or Engineering Statistics	4/3/3
MAT 285	Differential Equations	3
*CSC 134	C++ Programming	3
*SOC 213 *SOC 220	Sociology of the Family, or Social Problems	3
_____	Transfer Elective	1-4
	higher number of elective credit if ACA 122 taken instead of EGR 150.	
	Total Credits	**64**

Program Description

The Associate in Science degree program in Engineering is designed specifically to enable students to transfer directly into a university school of engineering, where they can complete the bachelor's degree in engineering. Degree requirements at engineering schools differ among engineering majors and within the humanities, fine arts, and social sciences areas of the program. As such, planning for degree completion should be done in close contact with an engineering advisor.

Core courses in high level mathematics, chemistry, and engineering physics constitute the nucleus of this program for students planning to specialize in an engineering field at their intended four-year college or university. Selected courses in the liberal arts support and enhance this central core. To begin the program, students must be at the mathematical level of Calculus I (MAT 271). Students who do not meet this level of proficiency should not be discouraged. Many students, who have either missed some foundational courses or who have family/job commitments, may need to extend their program beyond four semesters to prepare for Calculus I. It must be noted, however, that the math and science sequence of courses is designed for Calculus I to be taken in a fall semester. Working closely with an advisor can help a student begin at any level and remain on track with the program.

**Recommended course. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 174-178 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

*** Students may use ACA 122.*

Before initiating study for an AS degree in engineering, a student should meet with an engineering advisor for the proper selection of courses based on their beginning level of proficiency and their preferred senior institution. Craven Community College has a specific transfer agreement with N.C. State University. Students interested in transferring to N.C. State University (NCSU) must meet with the NCSU Liaison, Dr. Bill Fortney, to establish the particular course of study to transfer seamlessly to the university. Students interested in other senior institutions should meet with an academic advisor for more specific degree program requirements.

The Associate of Science in Engineering at Craven Community College strives to form a student's ability to think critically in real time, to develop a professional work ethic built on cooperation and group problem solving, and to provide the rigorous conceptual and ethical framework required in a field where professional competence is expected.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Before initiating study for an A.S. degree in engineering, a student should meet with an engineering advisor for the proper selection of courses based on their beginning level of proficiency and their preferred senior institution. Craven Community College has a specific transfer agreement with N.C. State University. Students interested in transferring to N.C. State University (NCSU) must meet with the NCSU Liaison, Dr. Bill Fortney, to establish the particular course of study to transfer seamlessly to the university. Students interested in other senior institutions should meet with an academic advisor for more specific degree program requirements.

Student Learning Outcomes

Graduates of this program will be able to:

- Integrate content across and between scientific disciplines.
- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Private sector engineering firms
- Research and development opportunities in private and public sector
- Engineering positions in city, state or federal agencies
- Excellent background for other fields, such as law or medicine

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Math and Science
(252) 638-7345

NCSU Liaison
(252) 444-3357

Admissions Office
(252) 638-7227

ENGLISH (A1010E)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT _	Math Core Group I	3/4
_____	Foreign Language I	3
_____	Social/Behav Science Core	3
*HEA 110 *PED 110	Personal Health/Wellness, or or Fit and Well for Life	3/2

Second Semester		Credits
ENG 112	Argument-Based Research	3
_____	Foreign Language II	3
HIS __	History Core	3
MAT _	Math Core Group II	3/4
_____	Transfer Elec	1-4
_____	Transfer Elec	1-4

Third Semester		Credits
ENG 261	World Literature	3
_____	Natural Science Core	4
_____	Social/Behav Science Core	3
_____	Transfer Elec	1-4
_____	Transfer Elec	1-4

Fourth Semester		Credits
_____	Natural Science Core	4
ENG 262	World Literature II	3
_____	Social/Behav Science Core	3
_____	Humanities/Fine Arts Core	3
_____	Transfer Elec	1-4
	Total Credits	**64**

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

For students considering English Education, these courses are strongly recommended as electives: COM 231; EDU 216; HIS 151, 221; ENG 273 or SOC 225; PSY 150, 241.

Program Description

The Associate in Arts degree in English has been designed for those students who plan to transfer and continue their studies at a four-year college. The study of English is superb preparation for work in a wide variety of fields where skill in the production and interpretation of language is central – in business, communications, or government and public service. The skills and abilities one learns as an English major can be more generally applied to any career requiring expertise in the use of language as a means of communication.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Journalist
- Book store manager
- Copywriter
- Editor
- Publicist
- Radio/TV Broadcaster
- Playwright
- Poet
- Drama critic
- Public relations officer
- Teacher
- Reading specialist

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for English,
Communications and Fine Arts
(252) 638-3745

Admissions Office
(252) 638-7227

Entrepreneurship (A25490)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	Success & Study Skills	1
ACC 120	Principles of Financial Accounting	4
BUS 110	Intro to Business	3
BUS 139	Entrepreneurship	3
CIS 111	Basic PC Literacy	2
ENG 111	Expository Writing	3
PSY 150	General Psychology	3

Spring Semester – Year One		Credits
ACC 132	N. C. Business Taxes	2
BIO 140	Environmental Biology, and	3
BIO 140A	Environmental Biology Lab, or	1
MAT 115	Mathematical Models	3
ENG 114	Professional Research & Reporting	3
ETR 220	Innovation and Creativity	3
ETR 230	Entrepreneur Marketing	3
BUS 153	Human Resource Management	3

Fall Semester – Year Two		Credits
BUS 245	Entrepreneurship II	3
CTS 130	Spreadsheets	3
COM 231	Public Speaking	3
___ __	Entrepreneur Major Elective	3
MKT 123	Fundamentals of Selling	3
MKT 223	Customer Service	3

Spring Semester – Year Two		Credits
ECO 251	Principles of Microeconomics	3
___ __	Entrepreneur Major Elective	6
ETR 215	Law for Entrepreneurs	3
ETR 240	Funding for Entrepreneurs	3
ETR 270	Entrepreneurship Issues	3
HFA _	Humanities/Fine Arts Elective	3
	Total Credits	**75-76**

Entrepreneurship Electives – Set I
Choose 3 – 6 hours

		Credits
BUS 225	Business Finance	3
CTS 230	Advanced Spreadsheet	3
DBA 110	Database Concepts	3
DBA 240	Database Analysis/Design	3
GER 111	Elementary German I	3
OMT 110	Intro to Operations Management	3
SPA 111	Elementary Spanish I	3
WEB 110	Internet/Web Fundamentals	3
WEB 210	Web Design	3

Entrepreneurship Electives – Set II
Choose 3 – 6 hours

		Credits
ART 121	Design I	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 231	Printmaking I	3
ART 232	Printmaking II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 264	Digital Photography I	3
ART 265	Digital Photography II	3
ART 266	Videography I	3
ART 267	Videography II	3
ART 281	Sculpture I	3
ART 282	Sculpture II	3
ART 283	Ceramics I	3
ART 284	Ceramics II	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
GER 112	Elementary German II	3
MUS 110	Music Appreciation	3
MUS 111	Music Fundamentals	3
MUS 131	Chorus I	1
MUS 141	Ensemble I	1
MUS 151	Class Music I	1
MUS 152	Class Music II	1
MUS 251	Class Music III	1

SPA 181	Spanish Lab I	1
SPA 112	Elementary Spanish II	3
SPA 182	Spanish Lab II	1
WLD 110	Cutting Processes	2
WLD 112	Basic Welding Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	SMAW (Stick) Pipe	4
WLD 131	GTAW (TIG) Plate	4

Program Description

Students interested in starting their own business can learn the ins and outs of how to get started in the process and how to follow through to be successful through Craven Community College's new Entrepreneurship program. The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Coursework includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional coursework includes computers and economics.

Students with an interest in art, creative writing, music or welding may also choose up to 6 hours of elective courses within Craven's entrepreneurial program to develop those skills. Basic foreign language acquisition is another optional part of the program students may choose to learn to enable them to operate in the global entrepreneurial economy.

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

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Develop a business plan for a new venture.
- Demonstrate creativity and innovation as it relates to new business startup.
- Describe the steps necessary to secure funding for a new business venture.

Career Opportunities

Entrepreneurship plays a vital role in the growth of the U.S. economy. The list of new business ideas is limitless, but includes:

- Eating and drinking places
- Health care services
- Personnel supply services
- Computer services
- Management and public relations services
- Real estate
- Amusement and recreation services
- Lawn and home care services
- ustainable opportunities

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

HEALTH INFORMATION TECHNOLOGY (A45360)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
CIS 110	Intro to Computers	3
ENG 111	Expository Writing	3
BIO 168	Anatomy and Physiology I	4
MED 121	Medical Terminology I	3
HIT 110	Fundamentals of HIM	3
Spring Semester – Year One		**Credits**
BIO 169	Anatomy and Physiology II	4
HIT 112	Health Law and Ethics	3
HIT 114	Health Data Systems	3
MAT 115	Mathematical Models	3
MED 122	Medical Terminology II	3
HIT 122	PPE 1	1
Summer Semester – Year One		**Credits**
DBA 110	Database Concepts	3
ENG 114	Prof. Research and Reporting	3
ECO 251 PSY 150	Princ of Microeconomics, or General Psychology	3
Fall Semester – Year Two		
HIT 211	ICD Coding	4
HIT 124	Professional Practice Exp II	1
HIT 220	Healthcare Informatics and EHR	2
HIT 216	Quality Management	2
HIT 210	Healthcare Statistics	3
_____	Humanities/Fine Arts Elective	3
Spring Semester – Year Two		**Credits**
HIT 214	CPT/ Other Coding	2
HIT 218	Management in HIT	3
HIT 222	Professional Practice Exp III	2
HIT 226	Principles of Disease	3
HIT 280	Professional Issues	2
HIT 215	Reimbursement Methodologies	2
	Total Credits	**71**

Program Description

Students who are interested in a health care career without direct patient contact may enjoy the Health Information Technology field. Individuals provide information to health care professionals and medical facilities concerning their symptoms and medical history, the results of examinations, reports of X-rays and laboratory tests, diagnoses, and treatment plans. Craven's HIT curriculum provides its graduates with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

The HIT program is 71 SHC and includes three Professional Practice Experiences (PPEs) in local health care facilities. Students will learn to supervise departmental functions, classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

The curriculum includes study in anatomy, physiology, and pathophysiology; health care statistics, medical terminology and coding. Students also complete courses in health law and ethics, quality management and computers for health care. A professional issues course is offered in the last semester, and students also complete six SHC in English and a course each in either psychology or economics and humanities/fine arts.

Admission Criteria

Admission requirements into the Health Information Technology Program of study are to include the following:

- Admission to Craven Community College must be completed before seeking acceptance into the Health Information Technology program.
- Students must place into ENG 111 and complete or place out of MAT 070. Scores on placement tests may require students to take certain developmental courses before entrance into the Health Information Technology program.

- Prior to beginning PPEs, students must submit a completed physical examination form signed by a licensed physician. The signed physical examination form can not be older than 12 months.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate that patient health information is complete, accurate, and protected.
- Effectively use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.

Career Opportunities

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities for registered and non-registered health information technicians exist in

- hospitals
- rehabilitation facilities
- nursing homes
- health insurance organizations
- outpatient clinics
- physicians' offices
- hospices
- mental health facilities.

Contact Information

HIT Program Director
(252) 638-7316

Admissions Office
(252) 638-7227

HISTORY (A1010H)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT 161	College Algebra (or higher)	3
_____	*Foreign Language I	3
**HIS 111 **HIS 121	World Civilizations I, or Western Civilizations I	3
*PED 110	Fit and Well for Life	2

Second Semester		Credits
*ENG 112	Argument-Based Research	3
_____	*Foreign Language II	3
**HIS 112 **HIS 122	World Civilizations II, or or Western Civilizations II	3
MAT _	Math Core Group II	3/4
*POL 220	International Relations	3
*PSY 150	General Psychology	3

Third Semester		Credits
ENG _	Literature	3
_____	Natural Science Core	4
*HIS 131	American History I	3
*ECO 251	Principles of Microeconomics	3
*POL 120	American Government	3

Fourth Semester		Credits
_____	Natural Science Core	4
_____	Humanities/Fine Arts Core	3
*HIS 132	American History II	3
*SOC 2__	Sociology Elective	3
_____	Transfer Elec	1-4
	Total Credits	**64**

Program Description

The Associate in Arts degree in History has been designed for those students who plan to transfer and continue their studies at a four-year college. A history program of study provides students not only with a liberal education, but also equips them with the research, writing, and critical thinking skills required for a life in both public service and private enterprise. Training in history enables students to acquire researching skills for answering specific questions, both historical and contemporary, in a timely and efficient manner. Students learn to think critically about the nature of resources, whether it be a document that redefines foreign diplomacy, a farmer's almanac, or a popular movie. A history major gives students the tools to skillfully navigate through the information age and global environment.

Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.* ***MAT 140* *can* ***NOT*** *be used for this degree.*

***The World or Western History courses chosen must constitute a sequence.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History.

Course recommendations for:
Political Science concentration--POL 120, 210, and 220; PSY 150; SOC 210, 220, 225; ECO 251 or 252; HIS 131 and 132.
Social Sciences Secondary Education concentration--POL 120; PSY 150; SOC 210; ECO 251 and 252; GEO 111; HIS 131 and 132.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Research
- Writing
- Political aide
- Grant writer
- Historical society organizations
- Television
- Newspapers
- Museums

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Social Sciences and Humanities
(252) 514-0684

Admissions Office
(252) 638-7227

MANUFACTURING TECHNOLOGY (A50320)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Blueprint Reading	2
CIS 110	Intro to Computers	3
ELC 131	DC/AC Circuit Analysis	5
ISC 112	Industrial Safety	2
WLD 112	Basic Welding Processes	2

Spring Semester – Year One		Credits
DFT 151	CAD I	3
DFT 153	CAD III	3
HYD 110	Hydraulics/Pneumatics I	3
MAC 117	Metal Forming Skills I	4
MEC 142	Physical Metallurgy	2

Summer Semester – Year One		
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
MAT 120	Geometry/Trigonometry	3

Fall Semester – Year Two		Credits
ELC 117	Motors and Controls	4
ISC 133	Manufacturing Management Practices	2
MEC 145	Manufacturing Materials I	3
COE ___	Co-Op, or	
_____	Manuf Tech Major Elective	3

Spring Semester – Year Two		Credits
ELN 231	Industrial Controls	3
ISC 132	Manufacturing Quality Control	3
MEC 111	Machine Process I	3
MAC 122	CNC Turing	2
MAC 124	CNC Milling	2
COE ___	Co-Op, or	
_____	Manuf Tech Major Elective	3
	Total Credits	**65**

Manufacturing Technology Major Elective courses - 6 hours required

		Credits
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
ISC 136	Productivity Analysis I	3
PLA 120	Injection Molding	4
PLA 162	Plastics Mfg Processes	3

Program Description

Craven's Manufacturing Technology curriculum provides an introduction to the principles and practices of manufacturing in today's global marketplace. Students will be exposed to valuable high-tech concepts applicable in a variety of industries such as plastics, metals, furniture, textiles, and electronics.

The curriculum provides students with real-world knowledge of manufacturing management practices, manufacturing materials and processes, research and development, and quality assurance. Coursework will include machining processes, Computer-Aided Drafting/Computer-Aided Manufacturing (CAD/CAM), CNC principles, and other computerized production techniques.

This 65 SHC program also provides students with an overview of psychology, technology and society, and industrial controls.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Set up and operate machines utilizing metal, plastic and ceramic materials.
- Demonstrate machine and shop safety practices.
- Describe how to inspect products in accordance with blueprints.

Career Opportunities

Graduates should qualify for employment as

- manufacturing technicians
- quality assurance technicians
- CAD/CAM technicians
- team leaders
- research and development technician.

Graduates will be able to advance in the workplace and develop with new technologies. About 14 percent of Craven County's workforce is classified as manufacturing.

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with East Carolina University.

Contact Information

Chair for Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

MANUFACTURING TECHNOLOGY: Composites (A5032D)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Blueprint reading	3
MEC 187	Composite Materials	3
MEC 188	Processing Composites I	3
CIS 113	Computer Basics	1
ISC 112	Industrial Safety	2

Spring Semester – Year One		Credits
BPR 121	Blueprint Reading: Mech	2
MEC 180	Engine Material	3
MEC 189	Processing Composites II	3
MAC 117	Metal Forming Skills I	4
_____	Major Elective, or Co-Op	

Summer Semester – Year One		
ENG 111	Expository Writing	3
MAT 120	Geom/Trig	3
HUM 110	Technology & Society	3

Fall Semester – Year Two		Credits
ENG 114	Professional Res & Rep	3
MEC 212	Composite Material Test	3
MEC 210	Applied Mechanics	3
ISC 132	Mfg Quality Control	3
PLA 110	Introduction to Plastics	2
_____	Major Elective, or Co-Op	

Spring Semester – Year Two		Credits
MEC 142	Physical Metallurgy	2
MEC 215	Design of Composite Struc	3
MEC 145	Manufacturing Materials I	3
MAC 114	Introduction to Metrology	2
DFT 153	CAD III	3
PLA 162	Plas Manuf. Process	33

Summer Semester – Year Two		
PSY 150	General Psychology	3
	Total Credits	**66**

Manufacturing Technology: Composite Major Elective courses – 3 hours required

		Credits
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
ELN 231	Industrial Controls	3
ELN 260	Programmable Logic Controllers	4
PLA 120	Injection Molding	3

MANUFACTURING TECHNOLOGY: Composites Certificate (C5032A)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

		Credits
MEC 188	Processing Composites I	3
MEC 189	Processing Composites II	3
MEC 212	Composite Material Test	3
MEC 215	Design of Composite Struc	3
	Total Credits	**12**

Program Description

Composites is a concentration under the curriculum title of Manufacturing Technology. This curriculum provides training in various composite (reinforcing fiber in a polymer matrix) processing and testing methods. It will prepare individuals for employment by teaching them to utilize the latest technologies in composite processing and testing.

Coursework in the 65 SHC program includes the processing and design of composite structures and composite materials testing. Processes include compression molding, vacuum assisted transfer molding, and resign transfer molding. Testing includes impact, shear, compression, flexure, and tension tests based on anisotropic (dependent on the direction of the material) theory and stress analysis.

Craven developed the new Composites program in response to the workforce needs at a number of area employers, most notably Fleet Readiness Center East at Cherry Point. Composites are increasingly being used in aircraft, the automotive industry, and watercraft. Sporting goods is another area in which such materials are becoming more prevalent.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate and identify layup process, vacuum bag schedules, and equipment operation involved in the manufacturing of various composite material combinations.
- Be able to fabricate, repair and fasten composites structures as per blueprint specifications.
- Be able to test composites structures to meet specifications using specialized test equipment.

Career Opportunities

Graduates should qualify for employment as

- lab technicians
- lab testing specialists
- composite manufacturing technicians.

Graduates will be able to advance in the workplace and develop with new cutting-edge technologies.

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with East Carolina University.

Contact Information

Chair of Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

MECHANICAL ENGINEERING TECHNOLOGY: DRAFTING AND DESIGN (A40320)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
DFT 111	Technical Drafting I	2
DFT 151	CAD I	3
ENG 111	Expository Writing	3
ISC 112	Industrial Safety	2
MAT 121	Algebra/Trigonometry I	3

Spring Semester – Year One		Credits
CIS 110	Intro to Computers	3
_____	Major Elective	2
DDF 211	Design Process I	4
DFT 152	CAD II	3
MAT 122	Algebra/Trigonometry II	3
MEC 111	Machine Process I	3

Summer Semester – Year One		
ENG 114	Profess Research and Reporting	3
_____	Humanities/Fine Arts (Choose one from Lists 1,4)	3

Fall Semester – Year Two		Credits
DDF 212	Design Process II	4
DDF 214	Tool Design	4
ELC 131	DC/AC Circuit Analysis	5
PLA 110	Intro to Plastics	2

Spring Semester – Year Two		Credits
DDF 213	Design Process III	4
DFT 153	CAD III	3
HYD 110	Hydraulics/ Pneumatics I	3
PSY 150	General Psychology	3
_____	Major Elective	3
	Total Credits	**67**

See p. 177 for Career Program Humanities/Fine Arts course lists.

Mechanical Engineering Technology: Drafting and Design Major Elective courses – 3 hours required

		Credits
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
COE 131	Co-op Work Experience III	1
MEC 142	Physical Metallurgy	2

MECHANICAL ENGINEERING TECHNOLOGY: DESIGN (C40320A)

Certificate Awarded

Course		Credits
DDF 211	Design Process I	4
DDF 211	Design Process II	4
DDF 211	Design Process III	4
	Total Credits	**12**

BLUEPRINT READING: COMPOSITES (C40320B)

Certificate Awarded

Course		Credits
MEC 188	Process Composites I	3
BPR 111	Blueprint Reading	2
BPR 121	Blueprint Reading: Mechanical	2
DFT 153	CAD III	3
MAC 114	Intro to Metrology	2
	Total Credits	**12**

BLUPRINT READING: MACHINING/ MANUFACTURING (C40320C)

Certificate Awarded

Course		Credits
BPR 111	Blueprint Reading	
BPR 121	Blueprint Reading: Mechanical	2
CAD 153	CAD III	3
MAC 111	Machine Technology	6
	Total Credits	**12**

Program Description

Drafting and Design is a concentration under the curriculum title of Mechanical Engineering Technology. This curriculum prepares graduates to draft and/or design machine parts, mechanisms, and mechanical systems. Computer-aided drafting (CAD) will be emphasized as the primary method of production drawings and documentation.

According to the Occupational Outlook Handbook, through their drawings, drafters provide visual guidelines that show how to construct a product or structure. Such drawings include technical details and specify dimensions, materials, and procedures. Drafters fill in technical details using drawings, rough sketches, specifications, and calculations made by engineers, surveyors, architects, or scientists.

Coursework in the 65 SHC program includes manual and computer-aided drafting equipment, materials, statics, manufacturing methods and processes, mathematics, physics, and written and oral communications. Students should acquire skills such as thinking and planning with the emphasis on drafting and design skills.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Draft and sketch beginning and advanced board drawings.
- Apply concepts of design, engineering materials, and machining techniques to mechanical design using CAD.
- Create solid models using parametric principles and produce rapid prototype models of designs.

Career Opportunities

Graduates of this curriculum will qualify to work in many fields of drafting. Drafting and design technicians are employed in

- manufacturing
- research and development
- engineering and service firms
- government agencies
- related specialties.

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BS degree in Industrial Technology with Appalachian State University, East Carolina University and the University of North Carolina at Charlotte.

Contact Information

Chair of Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

MEDICAL ASSISTING (A45400)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
MED 110	Orientation to Med Assisting	1
BIO 163	Basic Anatomy and Physiology	5
CIS 113	Introduction to Computers	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 130	Admin Office Procedures I	2
MED 150	Laboratory Procedures I	5

Spring Semester – Year One		Credits
MAT 115	Mathematical Models	3
ENG 111	Expository Writing	3
MED 122	Medical Terminology II	3
MED 131	Admin Office Procedures II	2
MED 140	Exam Room Procedures	5
MED 182	CPR First Aid and Emergencies	2

Summer Semester- Year Two		Credits
MED 260	Medical Clinical Internship	5
MED 262	Clinical Perspectives	1
MED 264	Medical Assisting Overview	2

Fall Semester- Year Two		Credits
ENG 112	Argument Based Research	3
MED 232	Medical Insurance Coding	2
MED 274	Diet Therapy and Nutrition	3
PSY 150	General Psychology	3
_____	Humanities/ Fine Arts (Choose one from Lists 1,2, 3, 4, 5)	3

Spring Semester- Year Two		Credits
HIT 218	Management	3
MED 136	Preventative Health	2
MED 270	Symptomatology	3
MED 272	Drug Therapy	3
MED 276	Patient Education	2
	Total Credits	**72**

See advising sheet.

Medical Assisting (D45400)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
MED 110	Orientation to Med Assisting	1
BIO 163	Basic Anatomy and Physiology	5
CIS 113	Introduction to Computers	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 130	Admin Office Procedures I	2
MED 150	Laboratory Procedures I	5

Spring Semester – Year One		Credits
MAT 115	Mathematical Models	3
ENG 111	Expository Writing	3
MED 122	Medical Terminology II	3
MED 131	Admin Office Procedures II	2
MED 140	Exam Room Procedures	5
MED 182	CPR First Aid and Emergencies	2

Summer Semester- Year Two		Credits
MED 260	Medical Clinical Internship	5
MED 262	Clinical Perspectives	1
MED 264	Medical Assisting Overview	2
	Total Credits	**45**

Program Description

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. While the majority of medical assistants work in physicians' practices, their duties vary from office to office. In keeping with the needs of Craven County's medical community, Craven's program emphasizes clinical abilities and offers a 5 semester hour credit (SHC) externship.

Coursework in the 72 SHC program includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, and computer operations. Students also learn to assist with examinations and treatments within the clinical setting, perform routine laboratory procedures and electrocardiography, and administer medication under supervision. Medical Assisting focuses on ethical and legal issues associated with patient care.

The curriculum includes study in anatomy and physiology, six SHC in communications, and courses in psychology and humanities/fine arts.

Admission Criteria

Admission to the Medical Assisting program requires that students be high school graduates or have a recognized equivalency. Students must also have MAT 070 or equivalent and ENG 095/A or equivalent to be eligible for program admission. Additional requirements for the externship apply, and students must see the Medical Assisting advisor for further details.

Student Learning Outcomes

Graduates of this program will be able to:

- Perform administrative, clinical and laboratory procedures in keeping with the ever growing needs of the local medical community.
- Meet the ethical and legal responsibilities involved with patient care.
- Demonstrate competency in exam room procedures.
- Manage the economics of the medical office, incorporating supervisory experience.

Career Opportunities

Employment opportunities are available in

- physicians' offices
- health maintenance organizations
- health departments
- hospitals.

Contact Information

Medical Assisting Program Director
(252) 638-1030

Admissions Office
(252) 638-7227

MEDICAL OFFICE ADMINISTRATION (A25310)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 111	Basic PC Literacy	2
ENG 111	Expository Writing	3
MED 121	Medical Terminology I	3
OST 131	Keyboarding	2
OST 148	Medical Coding, Billing, and Ins	3

Spring Semester – Year One		Credits
ENG 114	Professional Research and Reptg	3
MED 122	Medical Terminology II	3
OST 134	Text Entry and Formatting	3
OST 136	Word Processing	3
_____	MOA Major Elective	3

Summer Semester – Year One		Credits
BUS 135	Principles of Supervision	3
OST 184	Records Management	3
PSY 150 SOC 210	General Psychology or Introduction to Sociology	3

Fall Semester – Year Two		Credits
BIO 163	Intro to Human Physiology	5
OST 149	Medical Legal Issues	3
OST 243	Medical Office Simulation	3
OST 248	Diagnostic Coding	2
_____	MOA Major Elective	3

Spring Semester – Year Two		Credits
HIT 218	Management Principles in HIT	3
MED 182	First Aid and CPR	2
MKT 223	Customer Service	3
OST 164	Text Editing Applications	3
OST 181	Intro to Office Systems	3

Summer Semester – Year Two		Credits
CTI 120	Network and Security Fndns.	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 4, 5, 7)	3
	Total Credits	**76**

Medical Office Administration AAS Major Elective courses – 8 hours required

		Credits
ACC 140	Payroll Accounting	2
BUS 153	Human Resource Mgt	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
OST 236	Advanced Word Processing	3
OST 241	Medical Transcription I	2
OST 242	Medical Transcription II	2
OST 244	Medical Document Production	2
OST 247	CPT Coding	2

See p. 177 for Career Program Economics, Social and Behavioral Science, and Humanities/Fine Arts course lists.

Program Description

Craven's Medical Office Administration curriculum prepares individuals for employment in medical and other health-care related offices. Emphasis is placed on developing office skills and knowledge of medical terms.

In the program, students learn to provide office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, and confidentiality. Coursework in the 76 SHC program includes 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.

The curriculum includes study in written communications, first aid, psychology, and humanities/fine arts.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate ethical behavior and interpersonal skills needed to function in a diverse medical office environment.
- Produce a variety of business and medical documents following current healthcare standards.
- Demonstrate competency in the use of medical specific software.
- Produce accurate documentation for inpatient medical diagnoses and procedures.

Career Opportunities

Employment opportunities include

- medical offices
- dental offices
- hospitals
- insurance companies
- laboratories
- medical supply companies
- other health-care related organizations.

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

MEDICAL OFFICE ADMINISTRATION (D25310)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ENG 111	Expository Writing	3
CIS 110	Intro to Computers	3
MED 121	Medical Terminology I	3
OST 148	Medical Coding, Billing, and Ins	3

Spring Semester – Year One		Credits
BIO 163	Basic Anatomy and Physiology	5
MED 122	Medical Terminology II	3
OST 131	Keyboarding	2
OST 136	Word Processing	3
OST 181	Intro to Office Systems	3

Summer Semester – Year One		Credits
OST 184	Records Management	3
_____	MOA Diploma Major Elective	3

Fall Semester – Year Two		Credits
MED 182	First Aid and CPR	2
OST 134	Text Entry and Formatting	3
OST 149	Medical Legal Issues	3
OST 243	Medical Office Simulation	3
OST 248	Diagnostic Coding	2
	Total Credits	**47**

Medical Office Administration Diploma Major Elective courses – 3 hours required

		Credits
ACC115	College Accounting	4
ACC 140	Payroll Accounting	2
BUS 153	Human Resource Mgt	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
OST 241	Medical Transcription I	2
OST 242	Medical Transcription II	2
OST 244	Medical Document Production	2
OST 247	CPT Coding	2

MEDICAL OFFICE ADMINISTRATION – BILLING/SCHEDULING (C25310)

Certificate Awarded

Course		Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 148	Medical Coding, Billing, and Ins	3
OST 149	Medical Legal Issues	3
OST 184	Records Management	3
OST 243	Medical Office Simulation	3
	Total Credits	**18**

MEDICAL OFFICE ADMINISTRATION – TRANSCRIPTION (C25310A)

Certificate Awarded

Course		Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 134	Text Entry and Formatting	3
OST 149	Medical Legal Issues	3
OST 241	Medical Office Transcription	2
OST 242	Medical Office Transcription II	2
OST 244	Medical Document Production	2
	Total Credits	**18**

MEDICAL OFFICE ADMINISTRATION – GENERAL OFFICE (C25310B)

Certificate Awarded

Course		Credits
MED 121	Med Terminology I	3
MED 122	Medical Terminology II	3
OST 148	Medical Coding, Billing, and Ins	3
OST 149	Medical Legal Issues	3
OST 181	Intro to Office Systems	3
OST 243	Medical Office Stimulation	3
	Total Credits	**18**

MEDICAL OFFICE ADMINISTRATION – CODING (C25310C)

Certificate Awarded

Course		Credits
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 148	Medical Coding, Billing and Ins	3
OST 149	Medical Legal Issues	3
Select 2:		
OST 243	Medical Office Stimulation	3
OST 247	Procedure Coding	2
OST 248	Diagnostic Coding	2
	Total Credits	**16-17**

MEDICAL OFFICE ADMINISTRATION – INTEGRATED TECHNOLOGY C25310D

Certificate Awarded

Course		Credits
CIS 111	Basic PC Literacy	2
CTS 130	Spreadsheets	3
DBA 110	Database Concepts	3
OST 131	Keyboarding	2
OST 136	Word Processing	3
OST 181	Intro to Office Systems	3

MEDICAL OFFICE ADMINISTRATION – MEDICAL OFFICE RECEPTIONIST C25130E

Certificate Awarded

Course		Credits
CIS 111	Basic PC Literacy	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 148	Medical Coding, Billing & Insurance	3
OST 131	Keyboarding	2
OST 181	Intro to Office Systems	3

MIDDLE GRADES EDUCATION (A1011A)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT 161	College Algebra (or higher)	3
COM 231	Public Speaking	3
**EDU 216	Foundations in Education	4
ART 111 MUS 110	Art Appreciation, or or Music Appreciation	3

Second Semester		Credits
ENG 112	Argument-Based Research	3
HIS 111 HIS 112 HIS 121 HIS 122	World Civilizations I, or World Civilizations II, or Western Civilizations I, or Western Civilizations II	3
CIS 110	Intro to Computers	3
PSY 150	General Psychology	3
*HEA 110	Personal Health and Wellness	3

Third Semester		Credits
ENG 131 ENG 233	Introduction to Literature, or Major American Writers	3
CHM 131 CHM 131A CHM 151 PHY 151	Intro to Chemistry, and Intro to Chemistry Lab, or General Chemistry I, or College Physics I	4
SOC 210 SOC 225	Intro to Sociology, or Social Diversity	3
ANT 221 POL 120	Comparative Cultures, or American Government	3
_____	Transfer Elective	3

Fourth Semester		Credit
BIO 111	General Biology I	4
_____	Humanities/Fine Arts Core	3
*PED 110	Fit and Well for Life	2
_____	Transfer Elective	4
_____	Transfer Elective	3
	Total Credits	**64**

Program Description

The Associate in Arts degree in Middle Grades Education has been designed for those students who plan to transfer and continue their studies at a four-year college. The need for dedicated, caring and highly skilled teachers in our nation's schools is great. Success in the field depends on knowledge of pedagogy, understanding of adolescent development and learning styles, flexibility, respect for youth and adults, strong interpersonal skills and a caring attitude.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

**Recommended course. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

***At certain UNC institutions, EDU 216 may fulfill major requirements; at the majority of institutions, the course will transfer only as a free elective. Students should check with an advisor or with the university for the local transfer policy.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature.

The Social/Behavioral Science Core courses should be from three discipline areas .

Students should select courses that will help meet two of the four corollary studies areas in Language Arts, Mathematics, Science, and Social Sciences. These courses should be selected in conjunction with the requirements at each university, since corollary studies requirements differ at each university.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Teacher
- Social service agencies
- Youth Center providers
- State education agencies

Transfer Opportunities

Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the signatory institutions offering the baccalaureate degree as listed at www.northcarolina.edu/content.php/aa/planning/traditional/htm or in the NC Independent Colleges and Universities Handbook which is available online at www.ncicu.org/publications. Students are encouraged to contact the senior institution to confirm degree offerings.

Grade point average requirements vary, and admission is competitive across the several programs in Middle Grades Education. Minimum statewide requirements are:

- Minimum 2.5 GPA on a 4.0 scale
- Satisfactory passing scores as established by the State Board of Education on PRAXIS I PPST-Reading; PPST-Writing; and PPST-Math.

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution they anticipate attending.

Contact Information

Chair for English,
Communications and Fine Arts
(252) 638-3745

Admissions Office
(252) 638-7227

NURSING (A45110)

Degree Awarded: Associate in Applied Science

Fall Entry

REQUIRED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	Success and Study Skills	1
BIO 168	Anatomy and Physiology	4
ENG 111	Expository Writing	3
NUR 111	Intro to Health Concepts	8
PSY 150	General Psychology	3
Spring Semester – Year One		**Credits**
BIO 169	Anatomy and Physiology II	4
CIS 113	Computer Basics	1
NUR 112	Health-Illness Concepts	5
NUR 114	Holistic Concepts	5
PSY 241	Developmental Psychology	3
Fall Semester – Year Two		**Credits**
NUR 113	Family Health Concepts	5
NUR 211	Health Care Concepts	5
NUR 212	Health System Concepts	5
Spring Semester – Year Two		**Credits**
ENG 112	Argument Based Research	3
NUR 213	Complex Health Concepts	10
_____	Humanities/ Fine Arts (Choose one from Lists 1, 2, 4, 5)	3
	Total Credits	**68**

See advising sheet.

Program Description

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

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

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

Admission Criteria

Nursing is a selective admission program. See section entitled Admissions, Tuition, and Fees regarding general college admission procedures. Also in this section, see heading entitled "Limited Admission Program (Nursing Admission)" for more information about deadlines and processes for admission. The following are a few special requirements for entry to the nursing program.

- Students must complete all developmental English and Reading courses and MAT 070, if indicated by college placement test. Students must also complete chemistry at the high school level or above with a C or better.
- Students are encouraged to complete general college courses prior to entering the nursing program.
- Advanced standing (transition) students are given credit for NUR 111, Introduction to Health Concepts, based on their licensure in the state of North Carolina as an LPN. They enroll in the second semester of the program, provided they have met the admission criteria outlined for the advanced standing program, and there is space available.

- Physical Examination: The necessary form will be provided by the College. This examination must be completed within 30 days prior to enrollment and will be reviewed by the nursing faculty. Immunizations are required of nursing students. This procedure may be hazardous in the event of pregnancy. A doctor should be consulted if the immunization is necessary.
- Prior to the student's participation in the clinical component of the nursing programs, the primary clinical site requires a criminal background check for all states of residence. The clinical sites may require drug testing. At the time of this catalog preparation, the primary clinical site is requesting a statewide criminal background check for the past seven years. The clinical sites have the right to deny student access based on criminal background check results. This denial would result in the student inability to successfully complete the program. Inability to complete the clinical portion of a course will prevent the student from progression within the program.
- Persons interested in Health Care Programs should contact Student Services for the most current information.

Student Learning Outcomes

Graduates of this program will be able to:

- Practice professional nursing behavior incorporating personal responsibility and accountability for continued competence.
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary health care team.
- Integrate knowledge of the holistic needs of the individual to provide an individualized assessment.
- Incorporate informatics to mitigate error and formulate evidence-based clinical judgments and management decisions.
- Implement safe, caring interventions incorporating documented best practices for individuals in diverse settings.
- Develop a teaching plan for individuals and/or the nursing team, incorporating teaching and learning principles.
- Collaborate with the interdisciplinary health care team to advocate for positive individualized and organizational outcomes using knowledge, skills and attitudes for continuous improvement and quality.
- Manage health care for the individual using cost effective nursing strategies, critical thinking skills, nursing and quality improvement processes and current technologies.
- Take and pass the NCLEX exam.

Career Opportunities

Employment opportunities include

- hospitals
- long-term care facilities
- clinics
- physicians' offices
- industry
- community agencies

Transfer Opportunities

While the AAS is a degree leading to immediate job placement upon graduation, Craven Community College has a special relationship for transfer to a BSN (Bachelor of Science in Nursing) degree with East Carolina University.

Contact Information

Director of Nursing Programs
(252) 638-7341

Admissions Office
(252) 638-7227

PRACTICAL NURSING (D45660)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	Success and Study Skills	1
CIS 113	Computer Basics	1
BIO 163	Basic Anatomy and Physiology	5
NUR 101	Practical Nursing I	11
Spring Semester – Year One		**Credits**
ENG 102	Applied Communications II	3
PSY 110	Life Span Development	3
NUR 102	Practical Nursing II	12
Summer Semester – Year One		**Credits**
NUR 103	Practical Nursing III	10
	Total Credits	**46**

Program Description

The Practical Nursing curriculum is Craven Community College's oldest program. It prepares individuals with the knowledge and skills to provide nursing care to children and adults and to become Licensed Practical Nurses (LPNs).

According to the Occupational Outlook Handbook, LPNs provide direct care for people who are sick, injured, convalescent, or disabled. Often, they provide basic bedside care. Many LPNs measure and record vital signs such as height, weight, temperature, blood pressure, pulse, and respiration. They also prepare and give injections and enemas, monitor catheters, dress wounds. While LPNs work under the direction of Registered Nurses and physicians, experienced LPNs may supervise nursing assistants and aides.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a Licensed Practical Nurse.

Admission Criteria

Nursing is a selective admission program. See section entitled Admissions, Tuition, and Fees regarding general college admission procedures. Also in this section, see heading entitled "Limited Admission Program (Nursing Admission)" for more information about deadlines and processes for admission. The following are a few special requirements for entry to the nursing program.

- Students must complete all developmental English and Reading courses and MAT 070, if indicated by college placement test. Students must also complete Chemistry at the high school level or above with a C or better.
- Physical Examination: The necessary form will be provided by the College. This examination must be completed within 30 days prior to enrollment and will be reviewed by the nursing faculty. Immunization are required of nursing students. This procedure may be hazardous in the event of pregnancy. A doctor should be consulted if the immunization is necessary.
- Prior to the student's participation in the clinical component of the nursing programs, the primary clinical site requires a criminal background check for all states of residence. The clinical sites may require drug testing. At the time of this catalog preparation, the primary clinical site is requesting a statewide criminal background check for the past seven years. The clinical sites have the right to deny student access based on criminal background check results. This denial would result in the student inability to successfully complete the program. Inability to complete the clinical portion of a course will prevent the student from progression within the program.
- Persons interested in Health Care Programs should contact Student Services for the most current information.

Student Learning Outcomes

Graduates of this program will be able to:

- Practice professional nursing behavior incorporating personal responsibility and accountability for continued competence.
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary health care team.
- Integrate knowledge of the holistic needs of the individual to provide an individualized assessment.
- Incorporate informatics to mitigate error and formulate evidence-based clinical judgments and management decisions.
- Provide safe, caring interventions incorporating documented best practices for individuals in diverse settings.
- Participate in the development and provision of a teaching plan for individuals and/or the nursing team, incorporating teaching and learning principles.
- Collaborate with the interdisciplinary health care team to advocate for positive individualized and organizational outcomes using knowledge, skills and attitudes for continuous improvement and quality.
- Manage health care for the individual using cost effective nursing strategies, critical thinking skills, nursing and quality improvement processes and current technologies.
- Take and pass the NCLEX exam.

Career Opportunities

Employment opportunities include

- hospitals
- rehabilitation/long-term care facilities
- home health agencies
- clinics
- physicians' offices

Additional Education Opportunities

Advanced standing (transition) students are given credit for NUR 111, Introduction to Health Concepts, based on their licensure in the state of North Carolina as an LPN. They enroll in the second semester of the program, provided they have met the admission criteria outlined for the advanced standing program, and there is space available.

Contact Information

Director of Nursing Programs
(252) 638-7341

Admissions Office
(252) 638-7227

PHARMACY TECHNOLOGY (D45580)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Summer Semester – Year One		Credits
CIS 113	Computer Basics	1
ENG 111	Expository Writing	3
MAT 115	Mathematical Models	3
Fall Semester – Year One		**Credits**
PHM 110	Introduction to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 120	Pharmacology I	3
PHM 134	Pharmacy Clinical	4
Spring Semester – Year One		**Credits**
PHM 118	Sterile Products	4
PHM 125	Pharmacology I	3
PHM 133	Pharmacy Clinical	3
PHM 140	Trends in Pharmacy	2
PHM 165	Pharmacy of Professional Practice	2
	Total Credits	**38**

Program Description

The Pharmacy Technology program prepares students to become pharmacy technicians. These allied health professionals are employed in a variety of pharmacy practice settings, including retail pharmacies and hospitals. Supervised by a registered pharmacist, they perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws.

Pharmacy technicians are trained to interpret physicians' medication orders, fill orders to be checked by pharmacists, and deliver the orders. They prepare admixtures of intravenous solutions, replenish drugs, maintain patient profile records, prepare bulk formulations, assist with over-the-counter drugs and health aids, and perform clerical duties, including processing insurance forms required by third-party payers. Pharmacy technicians are vital assets to pharmacists because their training allows them to perform technical pharmaceutical procedures, thus enabling pharmacists to devote additional time to their professional tasks.

Graduates of the Pharmacy Technology program are eligible to take the Pharmacy Technician Certification Exam.

Admission Criteria

Pharmacy Technology is a selective admission program. In order to be eligible for admission, students must.

- Submit a Pharmacy Technology Application by the designated deadline;
- Have placed into ENG 111 or completed all Developmental English;
- Have placed into MAT 080 or higher on the placement test or completed Introduction to Algebra (MAT 070) or higher at a North Carolina Community College;
- Completed a high school or college/university level chemistry class with a grade of "C" or better;
- Completed BIO 163 with a grade of "C" or better;
- Have a current GPA of 2.0 or higher. If you have completed a minimum of 12 semester hours with Craven CC, and have not attended another college/ university since completing those hours, we will use the Craven GPA. If you have attended multiple colleges/universities, and have less than 12 semester hours at Craven CC, we will combine all GPA's to determine your current GPA. If you have less than 12 semester hours of college work, we will use your high school GPA, which must be 2.0 or higher. If you completed a GED, and have less than 12 semester hours of college work, you must have scored 2250.

Student Learning Outcomes

Graduates of this program will be able to:

- Apply knowledge gained in the use and side effects of medications.
- Perform the necessary steps to prepare a prescription for dispensing according to the ASHP performance standards.
- Compound sterile products using appropriate techniques, equipment, and devices according to USP 797 standards.
- Demonstrate ethical conduct and maintain an image appropriate for the profession of pharmacy.

Career Opportunities

Employment opportunities include

- Hospitals
- nursing homes
- retail drug stores
- drug manufacturers
- research laboratories
- wholesale drug companies

Contact Information

Pharmacy Technology Program Director
(252) 638-7338

Admissions Office
(252) 638-7227

PHYSICAL EDUCATION (A1010J)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT _	Math Core Group I	3/4
BIO 111	General Biology I	4
*PSY 150	General Psychology I	3
PED 110	Fit and Well for Life	2
PED _	PED Elective	1

Second Semester		Credits
*ENG 112	Argument-Based Research	3
BIO 112	General Biology II	4
PED _	PED Elective	1
HIS __	History Core	3
*PSY 241	Developmental Psychology	3
*HEA 110	Personal Health and Wellness	3

Third Semester		Credits
ENG _	Literature	3
*BIO 163	Basic Anatomy and Physiology	5
_____	Humanities/Fine Arts Core	3
*HEA 112	First Aid and CPR	2
MAT 151 and	Statistics	3
MAT 151A	Statistics I Lab	1

Fourth Semester		Credits
*HEA 120	Community Health	3
_____	Social/Behav Science Core	3
_____	Humanities/Fine Arts Core	3
_____	Humanities/Fine Arts Core	3
_____	Transfer Elective	1
	Total Credits	**64**

Program Description

The Associate in Arts degree program in Physical Education is designed for students who are interested in professional areas of fitness and exercise specialties in a variety of physical fitness/health promotion programs. This program prepares students to pursue further education and careers in such fields as athletics, medicine, instruction, research, and community health. Completing this degree program, students will have built a base knowledge and prepare for transfer to four-year programs including physical education, health and wellness programs, exercise physiology or nutrition.

The theoretical coursework is concentrated in the areas of anatomy and physiology, health and wellness, and sports skills. In addition, students complete coursework in a broad liberal arts education.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Athletic trainer
- Cardiac technician
- Coach
- Director of recreation
- Exercise physiologist
- Health instructor
- Personal trainer
- Physical educator
- Recreational therapist
- Strength and conditioning coach
- Sports agent
- Sports equipment designer
- Weight management specialist
- Wellness coordinator
- Cardiopulmonary rehabilitation specialist
- Community health director

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Instructor/Director of Athletics
(252) 638-7278

Admissions Office
(252) 638-7227

PHYSICAL THERAPIST ASSISTANT (A45620)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Spring Semester – Year One		Credits
BIO 168	Anatomy and Physiology I	4
COM 120	Intro to Interpersonal Communication	3
ENG 111	Expository Writing	3
HUM 115	Critical Thinking	3
MAT 115	Mathematical Models	3

Fall Semester – Year One		Credits
BIO 169	Anatomy and Physiology II	4
PTA 110	Intro to Physical Therapy	3
PTA 130	Physical Therapy Procedures I	3
PTA 170	Pathophysiology	3
PTA 212	Health Care Resources	2

Spring Semester – Year Two		Credits
CIS 113	Computer Basics	1
PSY 150	General Psychology	3
PTA 120	Functional Anatomy	3
PTA 150	Physical Therapy Procedures II	3
PTA 182	Clinical Education I*	2

Fall Semester – Year Two		Credits
PTA 140	Therapeutic Exercise	4
PTA 160	Physical Therapy Procedures III	3
PTA 210	Clinical Education II*	2
PTA 240	Physical Therapy Procedures IV	5

Spring Semester – Year Three		Credits
PTA 220	Clinical Education III*	8
PTA 222	Professional Interactions	2
PTA 252	Geriatrics for the PTA	2
PTA 254	Pediatrics for the PTA	1

*Clinical Education follows completion of seated courses in the same semester

Total Credits **70**

Program Description

A Physical Therapist Assistant (PTA) is a health-care provider working under the direction of a Physical Therapist. The PTA is involved in the treatment of individuals with muscular, skeletal, cardiopulmonary, and nervous system disorders. The PTA may also be involved in injury prevention or programs specifically targeted toward individual or group wellness. The PTA is able to provided physical therapy services as specified in a care plan developed by a Physical Therapist. Treatment program implementation may include therapeutic exercise, ambulation training, activities of daily living, and administration of physical agents such as heat and cold.

Student Learning Outcomes

Graduates of this program will be able to:

- Provide intervention established by the PT in a safe manner, minimizing risk to patients, self and others.
- Provide appropriate instruction to patients, family, care givers, and other professionals to achieve patient goals and outcomes as described in the plan of care by the PT.
- Develop a plan for continuing education and/or career development that incorporates evidence-based practice.
- Demonstrate the ability to meet the entry-level job responsibilities of a PTA which includes: academic and clinical preparedness; punctuality; following PT directives; and ensuring safety, privacy and confidentiality of patients.

Admission Criteria

Physical Therapist Assisting is a selective admission program. In order to be eligible for admission, students must:

- Submit a Physical Therapist Assisting Application by the designated deadline;
- Have placed into ENG 111 or completed all Developmental English;
- Have placed into MAT 080 or higher or completed Introduction to Algebra (MAT 070) or higher at a North Carolina Community College;
- Have completed a high school or college/university level chemistry class with a grade of "C" or better;
- Have a current GPA of 2.5 or higher. If you have completed a minimum of 12 semester hours with Craven CC, and have not attended another college/ university since completing those hours, we will use the Craven GPA. If you have attended multiple colleges/universities, and have less than 12 semester hours at Craven CC, we will combine all GPA's to determine your current GPA. If you have less than 12 semester hours of college work, we will use your high school GPA, which must be 2.5 or higher. If you completed a GED, and have less than 12 semester hours of college work, you must have scored 2400;
- Take the TEAS (Test of Essential Academic Skills) placement exam;
- Complete required observation hours in the discipline and be interviewed by the College's PTA committee.

Career Opportunities

- Hospitals
- Clinics
- Home Health Care Agencies
- Nursing Homes
- Private Practice
- Schools

Contact Information

PTA Program Director
(252) 638-7340

Admissions Office
(252) 638-7227

PSYCHOLOGY (A1010L)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
BIO 111	General Biology I	4
MAT 161	College Algebra (or higher)	3
PSY 150	General Psychology	3
*HEA 110	Personal Health and Wellness	3
Second Semester		**Credits**
*ENG 112	Argument-Based Research	3
_____	Natural Science Core	4
*SOC 210	Intro to Sociology	3
_____	Humanities/Fine Arts Core	3
MAT _	Math Core Group II	3/4
Third Semester		**Credits**
_____	Humanities/Fine Arts Core	3
HIS __	History Core	3
*PSY 237 *PSY 281	Social Psychology, or Abnormal Psychology	3
_____	Social/Behav Science Core	3
_____	Transfer Elective	3
Fourth Semester		**Credits**
_____	Humanities/Fine Arts Core	3
ENG _	Literature	3
*PSY 239 *PSY 241	Psychology of Personality, or Developmental Psychology	3
_____	Transfer Elective	1-4
_____	Transfer Elective	1-4
_____	Transfer Elective	1-4
	Total Credits	**64**

Program Description

The Associate in Arts degree in Psychology has been designed for those students who plan to transfer and continue their studies at a four-year college. Courses emphasize the scientific study of behavior and mental processes and are designed to help students understand more about themselves and others. Psychology is the science that investigates the relationship between brain and behavior. As a social science it also focuses on the relationship between environment and behavior. Psychology degrees provide the basic knowledge and principles of human behavior that are essential for those students preparing for any career path in psychology or other careers in social services, business, education, medicine, or law.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.* ***MAT 140* *can* ***NOT*** *be used for this degree. Please see an advisor to determine the best course for your program*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Human services agencies
- Advocacy
- mental health providers
- Counseling centers
- Marriage and family therapist
- Industrial and organizational psychologist
- Education
- Public relations

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Social Sciences and Humanities
(252) 514-0684

Admissions Office
(252) 638-7227

SCHOOL-AGE EDUCATION (A55440)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
COM 231	Public Speaking	3
EDU 131	Children, Family and Community	3
EDU 216	Foundations of Education	4
ENG 111	Expository Writing	3
PSY 150	General Psychology	3

Spring Semester – Year One		Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 163	Classroom Mgt & Instruct	3
_____	School-Age Ed Major Elective	6

Summer Semester – Year One		Credits
CIS 111	Basic PC Literacy	2
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 5, 7)	3
ENG 114	Prof Research and Reporting	3

Fall Semester – Year Two		Credits
COE 111	Co-op Work Experience	1
EDU 151	Creative Activities	3
EDU 162	Observation and Assess in ECE	3
EDU 221	Children with Exceptionalities	3
EDU 256	Inst Strategies/Social Studies	3
EDU 257	Inst Strategies/Mathematics	3
ENG 235	School Age Dev and Program	3

Spring Semester – Year Two		Credits
EDU 258	Inst Strategies/Science	3
EDU 271	Educational Technology	3
EDU 281	Inst Strategies/Read and Writing	3
EDU 285	Internship Exp-School Age	4
EDU 289	Adv. Issues/School Age	2
MAT 115	Mathematical Models	3
	Total Credits	**75**

School Age Education Major Elective courses – 5-6 hours required

		Credits
EDU 125	Sign Language for Educators	3
HEA 112	First Aid and CPR	2
PED 110	Fit and Well for Life	2
SOC 213	Intro to Sociology	3
SPA 111	Elementary Spanish I	3
SPA 181	Spanish Lab I	1

Program Description

The curriculum for the Associate in Applied Science Degree in School-Age education prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Coursework in the 75 SHC program includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. While not an Associate in Arts degree, the A55440T option provides students with additional opportunities toward transfer to a four-year elementary or middle school education program.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. In addition, students must have satisfactory placement test scores or coursework verifying that they have completed RED 080, ENG 080 (or ENG 085 and 085A) in order to begin EDU courses. Requirements for select courses are subject to change depending on state of North Carolina agency requirements. Select courses have attendance/additional requirements mandated by state agencies.

Student Learning Outcomes

Graduates of this program will be able to:

- Promote child development and learning.
- Build family and community relationships.
- Observe, document, and assess to support young children and families.
- Use developmentally effective approaches to connect with children and families.
- Use content knowledge to build meaningful curriculum.
- Become a professional.

Career Opportunities

- Employment opportunities include
- child care programs
- before/after-school programs
- public/private schools
- recreational centers
- community-based programs for school-age populations

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

SCHOOL-AGE EDUCATION (A55440T)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
COM 231	Public Speaking	3
EDU 131	Children, Family and Community	3
EDU 216	Foundations of Education	4
ENG 111	Expository Writing	3
PSY 150	General Psychology	3

Spring Semester – Year One		Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 163	Classroom Mgt and Instruction	3
EDU 235	School Age Dev and Program	3
ENG 112	Argument-Based Research	3

Summer Semester – Year One		Credits
CIS 110	Intro to Computers	3
_____	Humanities/Fine Arts (Choose one from Lists 1, 2, 5, 7)	3

Fall Semester – Year Two		Credits
COE 111	Co-op Work Experience I	1
EDU 151	Creative Activities	3
EDU 162	Observation and Assess in ECE	3
EDU 221	Children with Exceptionalities	3
ENG ___	Literature Core	3
GEO ___ HIS ___	Geography Core, or History Core (from list)	3
MAT 161	College Algebra	3

Spring Semester – Year Two		Credits
EDU 271	Educational Technology	3
EDU 285	Internship Exp-School Age	4
EDU 289	Adv. Issues/School Age	2
AST 111 AST 111A BIO ___ CHM ___	Descriptive Astronomy and Descriptive Astronomy Lab, or Biology (Natural Sciences Core) Chemistry (Natural Sciences Core)	3/4
School-Age Ed Major Elective		3
	Total Credits	**75**

Early Childhood Associate Major Elective courses – 5-6 hours required

		Credits
EDU 125	Sign Language for Educators	3
HEA 112	First Aid and CPR	2
PED 110	Fit and Well for Life	2
SOC 213	Intro to Sociology	3
SPA 111	Elementary Spanish I	3
SPA 181	Spanish Lab I	1

Program Description

The curriculum for the Associate in Applied Science Degree in School-Age education prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Coursework in the 75 SHC program includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. While not an Associate in Arts degree, the A55440T option provides students with additional opportunities toward transfer to a four-year elementary or middle school education program.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. In addition, students must have satisfactory placement test scores or coursework verifying that they have completed RED 080, ENG 080 (or ENG 085 and 085A) in order to begin EDU courses. Requirements for select courses are subject to change depending on state of North Carolina agency requirements. Select courses have attendance/additional requirements mandated by state agencies.

Student Learning Outcomes

Graduates of this program will be able to:

- Promote child development and learning.
- Build family and community relationships.
- Observe, document, and assess to support young children and families.
- Use developmentally effective approaches to connect with children and families.
- Use content knowledge to build meaningful curriculum.
- Become a professional.

Career Opportunities

- Employment opportunities include
- child care programs
- before/after-school programs
- public/private schools
- recreational centers
- community-based programs for school-age populations

Contact Information

Chair for Business, Technology and Education Programs
(252) 638-7326

Admissions Office
(252) 638-7227

SOCIAL WORK (A1010Q)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
*SPA 111	Elementary Spanish I, and	3
and		
*SPA 181	Spanish Lab 1	1
*HIS 111	World Civilizations I	3
SOC 210	Intro to Sociology	3
PSY 150	General Psychology	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
*SOC 220	Social Problems	3
*PSY 237	Social Psychology	
or		
*PSY 281	Abnormal Psychology	3
_____	Humanities/Fine Arts Core	3
*SPA 112	Elementary Spanish II	3
and		
*SPA 182	Spanish Lab II	1

Third Semester		Credits
_____	Natural Science Core	4
POL 120	American Government	3
*ANT 210	General Anthropology	3
*ECO 251	Principles of Microeconomics	3
MAT 161	College Algebra (or higher)	3

Fourth Semester		Credits
*BIO 140	Environmental Biology	
and		
*BIO 140A	Environmental Biology Lab	4
ENG _	Literature	3
MAT 151	Statistics	3
and		
MAT 151A	Statistics I Lab	1
*ECO 252	Prin of Macroeconomics	3
*PED _	PE Elective	1
	Total Credits	**64**

Program Description

The Associate in Arts degree program in Social Work has been designed for those students who plan to transfer and continue their studies at a four-year college. The social work profession requires excellent skills in observation, problem solving, communication and critical thinking. It is a demanding and rewarding field that prepares professionals who work well with people of diverse racial, ethnic, and cultural backgrounds. Some of the aptitudes and interests that are essential for someone interested in the field of social work include emotional stability and maturity, strong interpersonal skills and an interest in working with people.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.* ***MAT 140* *can* ***NOT*** *be used for this degree. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Social service agencies
- Healthcare providers
- Substance abuse agencies
- Child welfare agencies
- Mental health community organizations
- Public welfare agencies
- Schools

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Social Sciences and Humanities
(252) 514-0684

Admissions Office
(252) 638-7227

SOCIOLOGY (A1010N)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT _	Math Core Group I	3/4
_____	*Foreign Language I	3
SOC 210	Intro to Sociology	3
ANT 210 ANT 221 SOC 213 SOC 220	General Anthropology, or Comparative Cultures, or Sociology of the Family, or Social Problems	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
_____	*Foreign Language II	3
HIS __	History Core	3
MAT 151 and MAT 151A	Statistics Statistics I Lab	3 1
ANT 240 SOC 225	Archaeology, or Social Diversity	3
*PED 110	Fit and Well for Life	2

Third Semester		Credits
ENG _	Literature	3
_____	Natural Science Core	4
*PSY 150	General Psychology	3
*HEA 110	Personal Health/Wellness	3
*ANT 210 *ANT 221 *SOC 213 *SOC 220	General Anthropology, or Comparative Cultures, or Sociology of the Family, or Social Problems	3

Fourth Semester		Credits
_____	Natural Science Core	4
*COM 231	Public Speaking	3
*CIS 110	Intro to Computers	3
_____	Transfer Elective	1-4
*ANT 240 *SOC 225	Archaeology, or or Social Diversity	3
	Total Credits	**64**

Program Description

The Associate in Arts degree in Sociology has been designed for those students who plan to transfer and continue their studies at a four-year college. Sociologists study human behavior as it pertains to human interaction within the guidelines of an organizational structure. The interaction between humans is complex and is greatly influenced and governed by social, religious, and legal guidelines. A sociologist studies these behaviors and the influences that preserve certain behaviors and change others. Sociology is a broad science, covering many different disciplines within the social sciences. Anthropology, archeology, and linguistics are the few disciplines that surpass what sociology readily encompasses. Sociology also studies more tangible measures of human behavior such as class or social status, social movements, criminal deviance, and even revolution.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Human services
- Correction officer
- Youth services
- Mental health agencies
- Census professionals
- Teacher
- Case manager
- Research

Transfer Opportunities

Craven Community College has special relationships with upper-level colleges and universities for transfer.

These transfer institutions include:

- four-year institutions in the University of North Carolina System
- private North Carolina four-year institutions.

To provide for a smooth transfer, students should consult with both an academic advisor and the potential transfer institutions for academic course selection and guidance as soon as possible.

Contact Information

Chair for Social Sciences and Humanities
(252) 514-0684

Admissions Office
(252) 638-7227

SPECIAL EDUCATION (A1010Z)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Expository Writing	3
MAT __	Math Core Group I	3/4
COM 231 ANT 221	Public Speaking, or Comparative Cultures	3
*POL 120	American Government	3
ART 111 MUS 110	Art Appreciation, or Music Appreciation	3

Second Semester		Credits
*ENG 112	Argument-Based Research	3
HIS 111 HIS 112 HIS 121 HIS 122	World Civilizations I, or World Civilizations II, or Western Civilizations I, or Western Civilizations II	3
*MAT 151 *MAT 151A	Statistics. and Statistics I Lab, or	
*MAT 161	College Algebra	3/4
PSY 150	General Psychology	3
SOC 210	Intro to Sociology, or	
SOC 225	Social Diversity	3

Third Semester		Credits
ENG 131 ENG 233	Introduction to Literature, or or Major American Writers	3
CHM 131 CHM 131A, CHM 151, PHY 151	Intro to Chemistry and Intro to Chemistry Lab, or General Chemistry I, or College Physics I	4
**EDU 216	Foundation in Education	4
*PED 110	Fit and Well for Life	2
_____	Transfer Elective-See concentrations	1-4

Fourth Semester		Credits
BIO 111	General Biology I	4
_____	Humanities/Fine Arts Core	3
*HEA 110	Personal Health and Wellness	3
_____	Transfer Elective-concentration	1-4
_____	Transfer Elective-concentration	1-4
	Total Credits	**64**

Program Description

The Associate in Arts degree in Special Education has been designed for those students who plan to transfer and continue their studies at a four-year college. The need for dedicated, caring and highly skilled teachers in our nation's schools is great. Success in the field depends on knowledge of pedagogy, understanding of the cognitive, emotional and social development of PK-12 students, knowledge of learning styles, multiple teaching strategies and assessment, flexibility, respect for youth and adults, strong interpersonal skills and a caring attitude.

**Recommended courses. Other transfer courses from the same category (Math Core Group I, Humanities/Fine Arts Core, Natural Sciences Electives, etc.) as listed on pages 179-182 (Transfer Course Options) may be used in its place. Please see an advisor to determine the best course for your program.*

***At certain UNC institutions, EDU 216 may fulfill major requirements; at the majority of institutions, the course will transfer only as a free elective. Students should check with an advisor or with the university for the local transfer policy.*

The Humanities/Fine Arts Core courses should be from two discipline areas outside of Literature. Only one COM course can be used to meet the requirement.

The Social/Behavioral Science Core courses should be from two discipline areas outside of History. Only one HIS course can be used in this category.

***Concentrations.** To comply with NC licensure areas, Special Education students should select up to 12 shc courses beyond the general educaion core from one of the following areas: English, Mathematics/Natural Science, or Foreign Language.*

English - ENG 125, 131, 233, 243, 261, 262, 273 (choose 4)

Mathematics/Natural Science – AST 111/111A; BIO 112, 120, 130, 140/140A, 155, 163, 168, 169; CHM 131/131A, 151, 152, 251, 252; GEO 111; MAT 151, 161, 162, 167, 172, 175, 263, 271, 272; and PHY 151, 152 (choose 3)

Foreign Language—FRE 111, 112, 211, 212; GER 111, 112, 211, 212; SPA 111, 112, 211, 212, (choose 4)

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency.

Student Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Appreciate, analyze, and interpret the role and value of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

- Education
- Assessment providers
- Learning centers
- State agencies
- Social service organizations
- Health care providers

Transfer Opportunities

Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the signatory institutions offering the baccalaureate degree as listed at www.northcarolina.edu/content.php/aa/planning/traditional/htm or in the NC Independent Colleges and Universities Handbook which is available online at www.ncicu.org/publications. Students are encouraged to contact the senior institution to confirm degree offerings.

Grade point average requirements vary, and admission is competitive across the several programs in Special Education. Minimum statewide requirements are:

- Minimum 2.5 GPA on a 4.0 scale
- Satisfactory passing scores as established by the State Board of Education on PRAXIS I PPST-Reading; PPST-Writing; PPST-Math; or other SBE approved options.

Receiving institutions may have additional requirements, prerequisites, and/or proficiencies. Since these vary at receiving institutions, students should review the admission to teacher education requirements for the institution they anticipate attending.

Contact Information

Chair for Social Sciences and Humanities
(252) 514-0684

Admissions Office
(252) 638-7227

WELDING TECHNOLOGY (D50420)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Blueprint Reading	2
CIS 113	Computer Basics	1
DFT 117	Technical Drafting	2
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5

Spring Semester – Year One		Credits
BPR 121	Blueprint Reading-Mechanical	2
MEC 111	Machine Processes I	3
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4

Summer Semester – Year One		Credits
ENG 102	Applied Communications II, or	
ENG 111	Expository Writing	3
MAT 101	Applied Mathematics I, or	
MAT 120	Geometry/Trigonometry	3

Fall Semester – Year Two		Credits
WLD 141	Symbols and Specifications	3
WLD 261	Certification Practices	2
	Total Credits	**41**

Program Description

Craven's 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. Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond.

The welding curriculum teaches students shielded metal arc, Tungsten Inert Gas (TIG), and Metal Inert Gas (MIG) welding. Instruction in this 41 SHC program 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 principle application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding related self-employment.

Student Learning Outcomes

Graduates of this program will be able to:

- Maintain safety while working in the welding and cutting fields.
- Join metals using various welding processes at different positions.
- Read prints and interpret welding symbols.
- Determine the quality of welds.
- Demonstrate the knowledge, setup and correct operation of commonly used welding equipment.
- Demonstrate metal fabrication skills.

Career Opportunities

Graduates may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in

- construction
- manufacturing
- fabrication
- sales
- quality control
- supervision
- welding-related self-employment.

Contact Information

Chair of Industrial, Transportation and Service Programs
(252) 638-4550

Admissions Office
(252) 638-7227

WELDING TECHNOLOGY – ENTRY LEVEL WELDING (C50420A)

Certificate Awarded

Course		Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols and Specifications	3
	Total Credits	**18**

WELDING TECHNOLOGY – HANDYMAN WELDING (C50420C)

Certificate Awarded

Course		Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 141	Symbols and Specifications	3
	Total Credits	**14**

WELDING TECHNOLOGY – INERT GAS WELDING (C50420B)

Certificate Awarded

Course		Credits
WLD 110	Cutting Processes	2
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols and Specifications	3
	Total Credits	**13**

WELDING TECHNOLOGY – PIPE WELDING (C50420D)

Certificate Awarded

Course		Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 141	Symbols and Specifications	3
WLD 116	SMAW (Stick) Plate/Pipe	4
	Total Credits	**14**

CAREER PROGRAM OPTIONS:

Economics

ECO 151 Survey of Economics
ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics

Humanities/Fine Arts List 1

ART 111 Art Appreciation
ART 114 Art History I
ART 115 Art History II
HUM 211 Humanities I
HUM 212 Humanities II
MUS 110 Music Appreciation
PHI 210 History of Philosophy
REL 110 World Religions

Humanities/Fine Arts List 2

HUM 160 Introduction to Film
PHI 240 Introduction to Ethics

Humanities/Fine Arts List 3

MUS 113 American Music

Humanities/Fine Arts List 4

ENG 131 Introduction to Literature
ENG 233 Major American Writers
ENG 243 Major British Writers
ENG 261 World Literature I
ENG 262 World Literature II

Humanities/Fine Arts List 5

HUM 120 Cultural Studies

Humanities/Fine Arts List 6

ART 111 Art Appreciation
HUM 110 Technology and Society
MUS 110 Music Appreciation
REL 110 World Religions

Humanities/Fine Arts List 7

REL 211 Old Testament
REL 212 New Testament

Social/Behavioral Sciences List 1

ANT 210 General Anthropology
ANT 221 Comparative Cultures
ANT 240 Archaeology
GEO 111 World Regional Geography
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 121 Western Civilization I
HIS 122 Western Civilization II
HIS 131 American History I
HIS 132 American History II
POL 120 American Government
POL 210 Comparative Government
PSY 150 General Psychology
PSY 237 Social Psychology
PSY 241 Developmental Psych
PSY 281 Abnormal Psychology
SOC 210 Introduction to Sociology
SOC 213 Sociology of the Family
SOC 220 Social Problems

Social/Behavioral Sciences List 2

POL 120 American Government
PSY 150 Introduction to Psychology
SOC 210 Introduction to Sociology
SOC 213 Sociology of the Family

AFA - Art Level I Courses

ART 116	Survey of American Art
ART 117	Non-Western Art History
ART 131	Drawing I
ART 135	Figure Drawing I
ART 171	Computer Art I
ART 240	Painting I
ART 261	Photography I
ART 264	Digital Photography I
ART 266	Videography I
ART 275	Intro to Commercial Art
ART 281	Sculpture I
ART 283	Ceramics I
ART 288	Studio

AFA - Art Level II Courses

ART 132	Drawing II
ART 232	Printmaking II
ART 241	Painting II
ART 262	Photography II
ART 265	Digital Photography II
ART 267	Videography II
ART 271	Computer Art II
ART 282	Sculpture II
ART 284	Ceramics II
ART 288	Studio

AFA – Music Courses

MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
MUS 113	American Music
MUS 114	Non-Western Music
MUS 122	Music Theory II
MUS 123	Music Composition
MUS 131	Chorus I
MUS 132	Chorus II
MUS 141	Ensemble I
MUS 142	Ensemble II
MUS 181	Show Choir I
MUS 182	Show Choir II
MUS 213	Opera and Musical Theatre
MUS 214	Electronic Music I
MUS 215	Electronic Music II
MUS 221	Music Theory III
MUS 222	Music Theory IV
MUS 231	Chorus III
MUS 232	Chorus IV
MUS 241	Ensemble III
MUS 242	Ensemble IV
MUS 251	Class Music III
MUS 252	Class Music IV
MUS 262	Applied Music IV
MUS 281	Show Choir III
MUS 282	Show Choir IV

Composition

ENG 111	Expository Writing
ENG 112	Argument-Based Research
ENG 114	Prof Research and Reporting

TRANSFER COURSE OPTIONS:

Humanities/Fine Arts Core

ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
ART 116	Survey of American Art
ART 117	Non-Western Art History
COM 110	Intro to Communication
COM 120	Interpersonal Communication
COM 140	Intro. to Intercultural Communications
COM 231	Public Speaking
DRA 122	Oral Interpretation
ENG 131	Introduction to Literature
ENG 233	Major American Writers
ENG 243	Major British Writers
ENG 261	World Literature I
ENG 262	World Literature II
FRE 111	Elementary French I
FRE 112	Elementary French II
FRE 211	Intermediate French I
FRE 212	Intermediate French II
GER 111	Elementary German I
GER 112	Elementary German II
GER 211	Intermediate German I
GER 212	Intermediate German II
HUM 110	Technology and Society
HUM 115	Critical Thinking
HUM 120	Cultural Studies
HUM 160	Introduction to Film
HUM 211	Humanities I
HUM 212	Humanities II
MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
MUS 113	American Music
MUS 114	Non-Western Music
MUS 213	Opera and Musical Theater
PHI 210	History of Philosophy
PHI 240	Intro to Ethics
REL 110	World Religions
REL 211	Intro to the Old Testament
REL 212	Intro to the New Testament
SPA 111*	Elementary Spanish I
SPA 112**	Elementary Spanish II
SPA 211	Intermediate Spanish I
SPA 212	Intermediate Spanish II

*Corequisite: SPA 181, Spanish Lab I

**Corequisite: SPA 182, Spanish Lab II

Humanities/Fine Arts Electives

ART 121	Two-Dimensional Design
ART 122	Three-Dimensional Design
ART 131	Drawing I
ART 132	Drawing II
ART 135	Figure Drawing I
ART 171	Computer Art I
ART 231	Printmaking I
ART 232	Printmaking II
ART 240	Painting I
ART 241	Painting II
ART 261	Photography I
ART 262	Photography II
ART 264	Digital Photography I
ART 265	Digital Photography II
ART 266	Videography I
ART 267	Videography II
ART 271	Computer Art II
ART 275	Intro to Commercial Art
ART 281	Sculpture I
ART 282	Sculpture II
ART 283	Ceramics I
ART 284	Ceramics II
ART 288	Studio
COM 111	Voice and Diction I
COM 130	Intro to Nonverbal Communications

ENG 125	Creative Writing I
ENG 126	Creative Writing II
ENG 273	African-American Literature
MUS 111	Fundamentals of Music
MUS 121	Music Theory I
MUS 122	Music Theory II
MUS 123	Music Composition
MUS 131	Chorus I
MUS 132	Chorus II
MUS 141	Ensemble I
MUS 142	Ensemble II
MUS 151	Class Music I
MUS 152	Class Music II
MUS 161	Applied Music I
MUS 162	Applied Music II
MUS 181	Show Choir I
MUS 182	Show Choir II
MUS 214	Electronic Music I
MUS 215	Electronic Music II
MUS 221	Music Theory III
MUS 222	Music Theory IV
MUS 231	Chorus III
MUS 232	Chorus IV
MUS 241	Ensemble III
MUS 242	Ensemble IV
MUS 251	Class Music III
MUS 252	Class Music IV
MUS 261	Applied Music III
MUS 262	Applied Music IV
MUS 281	Show Choir III
MUS 282	Show Choir IV
PHI 230	Introduction to Logic
PHI 250	Philosophy of Science
SPA 161	Cultural Immersion
SPA 181	Spanish Lab 1
SPA 182	Spanish Lab 2
SPA 221	Spanish Conversation
SPA 231	Reading and Composition

Mathematics Core Group I

MAT 140**	Survey of Mathematics
MAT 161	College Algebra
MAT 171	Precalculus Algebra
MAT 175	Precalculus
MAT 271	Calculus I

Mathematics Core Group II

MAT 151	Statistics I
	*Corequisite: MAT 151A Statistics I Lab
MAT 155	Statistical Analysis
MAT 162	College Trigonometry
MAT 165	Finite Mathematics
MAT 172	Precalculus Trigonometry
MAT 175	Precalculus
MAT 263	Brief Calculus
MAT 271	Calculus I
MAT 272	Calculus II
MAT 273	Calculus III
CIS 115	Intro to Prog and Logic

Mathematics/Computer Science Electives

CSC 120	Computing Fundamentals I
CSC 130	Computing Fundamentals II
CSC 134	C++ Programming
CSC 136	FORTRAN Programming
CSC 139	Visual BASIC Programming
CSC 151	Java Programming
CSC 220	Machine Implem of Algor
CSC 239	Advanced Visual BASIC
MAT 151A	Statistics I Lab
MAT 161A	College Algebra Lab
MAT 167	Discrete Mathematics
MAT 280	Linear Algebra
MAT 285	Differential Equations

** MAT 140 can be used in AA, AFA and AGE degrees only. Can **NOT** be used for AA Premajor in Business (A1010B), History (A1010H), Psychology (A1010L) or Social Work (A1010Q). Associate of Science (AS) degrees require Core Math selection beginning with MAT 171 or higher

Natural Sciences Core

AST 111	Descriptive Astronomy
AST 111A	Descriptive Astronomy Lab
BIO 110	Principles of Biology
BIO 111	General Biology I
BIO 112	General Biology II
BIO 120	Introductory Botany
BIO 130	Introduction to Zoology
BIO 140	Environmental Biology
BIO 140A	Environmental Biology Lab
CHM 131	Introduction to Chemistry
CHM 131A	Intro to Chemistry Lab
CHM 132	Organic and Biochemistry
CHM 151	General Chemistry I
CHM 152	General Chemistry II
GEL 111	Introductory Geology
PHY 151	College Physics I
PHY 152	College Physics II
PHY 251	General Physics I
PHY 252	General Physics II

Natural Sciences Electives

BIO 155	Nutrition
BIO 163	Basic Anatomy and Physiology
BIO 168	Anatomy and Physiology I
BIO 169	Anatomy and Physiology II
BIO 275	Microbiology
BIO 280	Biotechnology
CHM 251	Organic Chemistry I
CHM 252	Organic Chemistry II
PHS 140	Weather and Climate

Social/Behavioral Sciences Core

ANT 210	General Anthropology
ANT 221	Comparative Cultures
ANT 240	Archaeology
ECO 151	Survey of Economics
ECO 251	Prin of Microeconomics
ECO 252	Prin of Macroeconomics
GEO 111	World Regional Geography
HIS 111	World Civilizations I
HIS 112	World Civilizations II
HIS 121	Western Civilization I
HIS 122	Western Civilization II
HIS 131	American History I
HIS 132	American History II
POL 120	American Government
POL 210	Comparative Government
POL 220	International Relations
PSY 150	General Psychology
PSY 237	Social Psychology
PSY 239	Psychology of Personality
PSY 241	Developmental Psych
PSY 281	Abnormal Psychology
SOC 210	Introduction to Sociology
SOC 213	Sociology of the Family
SOC 220	Social Problems
SOC 225	Social Diversity

Social/Behavioral Sciences Electives

ANT 240A	Archaeology Field Lab
HIS 151	Hispanic Civilization
HIS 162	Women and History
HIS 221	African-American History
POL 130	State and Local Government
SOC 215	Group Processes
SOC 234	Sociology of Gender

Additional Transfer Electives

ACA 122	College Transfer Success
ACC 120	Prin. of Financial Accounting
ACC 121	Prin. of Managerial Accounting
BUS 110	Introduction to Business
BUS 115	Business Law I
BUS 137	Principles of Management
CJC 111	Intro to Criminal Justice
CJC 121	Law Enforcement Ops.
CJC 141	Corrections
CTS 115	Intro Sys Business Concepts
DFT 170	Engineering Graphics
EDU 144	Child Development I
EDU 145	Child Development II
EDU 146	Child Guidance
EDU 216	Foundations in Education
EDU 221	Children with Exceptionalities
EGR 150	Intro to Engineering
EGR 220	Engineering Statistics
HEA 110	Personal Health and Wellness
HEA 112	First Aid and CPR
HEA 120	Community Health
PED 110	Fit and Well for Life
PED 113	Aerobics I
PED 114	Aerobics II
PED 115	Step Aerobics I
PED 116	Step Aerobics II
PED 117	Weight Training I
PED 118	Weight Training II
PED 120	Walking for Fitness
PED 121	Walk, Jog, Run
PED 122	Yoga I
PED 123	Yoga II
PED 128	Golf-Beginning
PED 132	Racquetball-Beginning
PED 139	Bowling-Beginning
PED 140	Bowling-Intermediate
PED 143	Volleyball-Beginning
PED 145	Basketball-Beginning
PED 146	Basketball-Intermediate
PED 152	Swimming-Beginning

How to Read Course Descriptions

Courses are identified by a six character alpha numeric code. The first three characters identify the subject code, and the next three numbers identify the particular course per the North Carolina Common Course Library of offerings.

This listing of courses includes prerequisites, corequisites, and fees associated with courses. In addition, the number of lecture, lab, clinic, and credit hours are shown per course. For example,

Course Code	Description	Lecture	Lab	Clinic	Credit
SPA 111	**Elementary Spanish I:**	**3**	**0**	**0**	**3**

Prerequisites: *ENG 090 and RED 090; or ENG 095; or satisfactory writing and reading scores*
Corequisites: *SPA 181*

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. This is also available through the Virtual Learning Community (VLC).***

Course Code	Description	Lecture	Lab	Clinic	Credit
SPA 181	**Spanish Lab 1:**	**0**	**2**	**0**	**1**

Prerequisites: *None*
Corequisites: *SPA 111*

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 for transferability as a pre-major and/or elective course requirement.***

SPA 111, Elementary Spanish I notes a prerequisite of ENG 090 and RED 090; or ENG 095; or satisfactory writing and reading scores. This means that a student must have successfully completed both ENG 090 and RED 090, or ENG 095, or have writing and reading scores on the College Placement Test that indicate college readiness. Prerequisites must be met for a student to enroll in a course.

SPA 111 also notes a corequisite of SPA 181. This means that a student must enroll in SPA 181 during the same term he/she enrolls in SPA 111. Corequisites must be taken together, as the learning experiences in each course complement one another.

SPA 111 has 3 lecture hours; this means that the course will meet for three hours each week in a typical 16 week semester. If the course is offered in an 8-week session, the course will meet for six hours each week.

SPA 111 has no lab hours in addition to the lecture hours, nor does it have clinical hours.

Upon successful completion of the course, a student will receive three credit hours of credit towards the educational goal.

SPA 181 has zero lecture hours, two lab hours. This means the student will be in a lab experience for two hours per week in a 16-week semester, four in an 8-week term, and receive one hour of credit towards the educational goal.

Course Code	Description	Lecture	Lab	Clinic	Credit
ART 131	**Drawing I:**	**0**	**6**	**0**	**3**

Prerequisites: *RED 090 or ENG 095, or satisfactory reading score, or permission of the instructor*

Corequisites: *None*

Fee: $10

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 for transferability as a pre-major and/or elective course requirement.***

Note the $10 Fee associated with the course. Fees are assessed in particular courses for which college resources are consumed to a greater degree than others.

Note also that this course requires six hours of lab in a week (in a 16 week semester) and the student receives three hours of credit upon successful completion.

Cooperative Education

Cooperative Education allows students to gain academic credit through work experience related to the program of study. This plan integrates classroom study with employment and is based on the principle that learning does not confine itself to academic achievement but is equally dependent upon practical experience. The student enrolled in the Cooperative Education Program takes a prescribed program of study for an associate degree program. In lieu of elective courses, the student may participate in a supervised work experience. The work experience is planned, progressive, and closely related to the curriculum and career interest of the student. Evaluation of job performance is made jointly by the employer, the student, and the College instructor. The student's letter grade is based on this evaluation. Cooperative Education is limited to particular programs of study (see Programs of Study). Students must have completed 9 semester hours (6 in the core curriculum), and maintain a Grade Point Average of 2.5. Students should see an Advisor for more information about this opportunity.

Online Learning

Craven Community College currently offers several courses online through the internet each year. Students may take courses which are "hybrid," or "online" in nature. Students may access these courses from home, on campus, or wherever they can obtain internet access. Courses are delivered via Blackboard and Moodle Learning Management System.

- **Hybrid** - A hybrid course makes significant use of internet technology. These courses will require face to face meetings during times designated on the syllabus and/or in the course schedule. Participation in both the online portion and face to face portion is required.
- **Online** - An online course is accessed anywhere and anytime, via the internet, with a web browser. The online course makes significant use of the internet to facilitate access to class materials and communication.
- **Technology Requirements** - You must have Internet access for all Online courses. A broadband connection is recommended. There are several locations on the New Bern Campus (the Academic Skills Center and Godwin Memorial Library) and on the Havelock Campus (the Academic Skills Center) that have computers available for use by students.

Hardware: The computer you plan to use should meet the following hardware and software requirements.
PC Recommended Configuration:
Processor—2.0 GHz or higher RAM— 2GB or higher OS—Windows XP w/ Service Pack 3 or higher Browser—Firefox 3.6 or higher and the most current version of Java.
Macintosh Recommended Configuration:
Processor—2.0 GHz or higher RAM—2GB or higher OS—MAC OS 10.4 or higher Browser—Firefox 3.6 or higher and the most current version of Java. (JavaScript and Cookies must be enabled).
In addition, the College requires the following minimal software requirements in order to access the online courses: Microsoft Word (other word processing software can be used, but documents must be saved in the .rtf format), and Adobe Acrobat Reader. Students are required to use Craven Community College e-mail accounts. Students may use the Academic Skills Center to access courses as well.

Selecting Courses

Academic and financial and academic considerations preclude the College offering all the courses listed each semester. The College reserves the right to cancel courses offered based upon budgetary, enrollment, or staffing needs.

Students should consult an Advisor and the recommended sequence of courses in the Program Description section of this catalog to determine which courses to take which semester to ensure efficient progress through the degree requirements. Registration periods are noted on the Academic Calendar contained in this catalog and also published on the college w\Web site.

The schedule of course offerings (Course Schedule) is published twice annually: the Summer and Fall Course Schedule, and the Spring Course Schedule. The course schedule is published on the College Web site at www.cravencc.edu.

Disciplines — Dept. Code

Discipline	Dept. Code
Academic Related	ACA
Accounting	ACC
Alternative Energy Technology	ALT
Anthropology	ANT
Art	ART
Automotive	AUT
Aviation Maintenance	AVI
Banking and Finance	BAF
Biology	BIO
Blueprint Reading	BPR
Business	BUS
Cyber Crime Technology	CCT
Chemistry	CHM
Information Systems	CIS
Criminal Justice	CJC
Cooperative Education	COE
Communication	COM
Cosmetology	COS
Computer Science	CSC
Computer Technology Integration	CTI
Computer Information Technology	CTS
Database Management Technology	DBA
Design Drafting	DDF
Drafting	DFT
Drama/Theatre	DRA
Economics	ECO
Education	EDU
Engineering	EGR
Electricity	ELC
Electronics	ELN
English	ENG
Entrepreneurship	ETR
French	FRE
Geology	GEL
Geography	GEO
German	GER
Health	HEA
History	HIS
Health Information Technology	HIT
Humanities	HUM
Hydraulics and Pneumatics	HYD
Industrial Science	ISC
Machining	MAC
Mathematics	MAT
Mechanical	MEC
Medical Assisting	MED
Marketing and Retailing	MKT
Maintenance	MNT

Music ..... MUS
Networking Technology ..... NET
Networking Operating System ..... NOS
Nursing ..... NUR
Operations Management ..... OMT
Office Systems Technology ..... OST
Physical Education ..... PED
Philosophy ..... PHI
Physical Science ..... PHS
Physics ..... PHY
Plastics ..... PLA
Political Science ..... POL
Psychology ..... PSY
Reading ..... RED
Religion ..... REL
Information Systems Security ..... SEC
Sociology ..... SOC
Spanish ..... SPA
Sustainability ..... SST
Web Technologies ..... WEB
Welding ..... WLD

ACADEMIC RELATED (ACA)

Code	Description	Lecture	Lab	Clinic	Credit
ACA 111	**College Student Success**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ACA 115	**Success and Study Skills**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ACA 118	**College Study Skills**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. Library skills and research are introduced.

Code	Description	Lecture	Lab	Clinic	Credit
ACA 122	**College Transfer Success**	**1**	**1**	**0**	**1**

Prerequisites: None
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

■ ACCOUNTING (ACC)

Code	Description	Lecture	Lab	Clinic	Credit
ACC 120	**Principles of Financial Accounting**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ACC 121	**Principles of Managerial Accounting**	**3**	**2**	**0**	**4**

Prerequisites: ACC 120
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved 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).*

Code	Description	Lecture	Lab	Clinic	Credit
ACC 131	**Federal Income Taxes**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ACC 132	**NC Business Taxes**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes. *Students will be expected to do research with the appropriate State agency to determine guidelines for compliance with the various business tax laws.*

Code	Description	Lecture	Lab	Clinic	Credit
ACC 140	**Payroll Accounting**	**1**	**2**	**0**	**2**

Prerequisites: ACC 120
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
ACC 150	**Accounting Software Applications**	**1**	**2**	**0**	**2**

Prerequisites: ACC 120
Corequisites: 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. Computer simulations will be used in this course. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ACC 180	**Practices in Bookkeeping**	**3**	**0**	**0**	**3**

Prerequisites: ACC 120
Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business.

Code	Description	Lecture	Lab	Clinic	Credit
ACC 215	**Ethics in Accounting**	**3**	**0**	**0**	**3**

Prerequisites: ACC 121
Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

Code	Description	Lecture	Lab	Clinic	Credit
ACC 220	**Intermediate Accounting I**	**3**	**2**	**0**	**4**

Prerequisites: ACC 120 or ACC 121
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ACC 225	**Cost Accounting**	**3**	**0**	**0**	**3**

Prerequisites: ACC 121
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ACC 240	**Governmental and Not-for-Profit Accounting**	**3**	**0**	**0**	**3**

Prerequisites: ACC 121
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ACC 269	**Audit and Assurance Services**	**3**	**0**	**0**	**3**

Prerequisites: ACC 220
Corequisites: 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.

■ ALTERNATIVE ENERGY TECHNOLOGY (ALT)

Code	Description	Lecture	Lab	Clinic	Credit
ALT 110	**Biofuels I**	**3**	**0**	**0**	**3**

Corequisites: None

This course is designed to provide an introduction to the fundamentals of biobased fuels. Emphasis is placed on proper handling and use guidelines, basic chemistry of biofuels, production methods, and the social, environmental, and economic impacts of biofuels. Upon completion, students should be able to demonstrate a general understanding of biofuels.

Code	Description	Lecture	Lab	Clinic	Credit
ALT 220	**Photovoltaic Sys Tech**	**2**	**3**	**0**	**3**

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

■ ANTHROPOLOGY (ANT)

Code	Description	Lecture	Lab	Clinic	Credit
ANT 210	**General Anthropology**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ANT 221	**Comparative Cultures**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
ANT 240	**Archaeology**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
ANT 240A	**Archaeology Field Lab**	**0**	**4**	**0**	**2**

Prerequisites: None
Corequisites: ANT 240

This course provides practical applications of archaeological methods. Emphasis is placed on basic archaeological methods and techniques required in site surveys, site classification, excavation, recording, processing, presentation, chronometry, and analysis of materials. Upon completion, students should be able to participate in applying archaeological methods and techniques to the excavation of a specific site. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

■ ART (ART)

Code	Description	Lecture	Lab	Clinic	Credit
ART 111	**Art Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ART 114	**Art History Survey I**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ART 115	**Art History Survey II**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
ART 116	**Survey of American Art**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 117	**Non-Western Art History**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 121	**Two-Dimensional Design**	**0**	**6**	**0**	**3**

Prerequisites: None

Corequisites: None

Fee: $35

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 twodimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 122	**Three-Dimensional Design**	**0**	**6**	**0**	**3**

Prerequisites: ART 121

Corequisites: None

Fee: $35

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 131	**Drawing I**	**0**	**6**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: None
Fee: $35

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 132	**Drawing II**	**0**	**6**	**0**	**3**

Prerequisites: ART 131
Corequisites: None
Fee: $35

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 135	**Figure Drawing I**	**0**	**6**	**0**	**3**

Prerequisites: ART 131
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $40

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 for transferability as a premajor and/or elective course requirement*

Code	Description	Lecture	Lab	Clinic	Credit
ART 171	**Computer Art I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 231	**Printmaking I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

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 pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 232	**Printmaking II**	**0**	**6**	**0**	**3**

Prerequisites: ART 231
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

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 pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 240	**Painting I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 241	**Painting II**	**0**	**6**	**0**	**3**

Prerequisites: ART 240
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 261	**Photography I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 262	**Photography II**	**0**	**6**	**0**	**3**

Prerequisites: ART 261
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 264	**Digital Photography I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

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 pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 265	**Digital Photography II**	**1**	**4**	**0**	**3**

Prerequisites: ART 264
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

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 pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 266	**Videography I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 267	**Videography II**	**0**	**6**	**0**	**3**

Prerequisites: ART 266
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 271	**Computer Art II**	**0**	**6**	**0**	**3**

Prerequisites: ART 171
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. Projects will be derived from the areas of traditional print media or multimedia presentation and web graphics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 275	**Introduction to Commercial Art**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 121 is a prerequisite for this course.)
Fee: $35

This course introduces the materials and techniques used in creative layout design for publication. Emphasis is placed on design for advertising in a variety of techniques and media including computer graphics. Upon completion, students should be able to demonstrate competence in manual camera-ready layout design and computer graphics literacy. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 281	**Sculpture I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 122 is a prerequisite for this course.)
Fee: $35

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 threedimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 282	**Sculpture II**	**0**	**6**	**0**	**3**

Prerequisites: ART 281
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 122 is a prerequisite for this course.)
Fee: $35

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.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 283	**Ceramics I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 122 is a prerequisite for this course.)
Fee: $35

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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 284	**Ceramics II**	**0**	**6**	**0**	**3**

Prerequisites: ART 283
Corequisites: None (*For Fine Art pre-majors in Art only:* Art 122 is a prerequisite for this course.)
Fee: $35

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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 288	**Studio**	**0**	**6**	**0**	**3**

Prerequisites: Permission of Instructor
Corequisites: None
Fee: $35

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 for transferability as a premajor and/or elective course requirement.*

■ ASTRONOMY (AST)

Code	Description	Lecture	Lab	Clinic	Credit
AST 111	**Descriptive Astronomy**	**3**	**0**	**0**	**3**

Prerequisites: MAT 070 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
AST 111A	**Descriptive Astronomy Lab**	**0**	**2**	**0**	**1**

Prerequisites: MAT 070 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

■ AUTOMOTIVE (AUT)

Code	Description	Lecture	Lab	Clinic	Credit
AUT 110	**Intro to Automotive Technology**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 113	**Automotive Servicing I**	**0**	**6**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 114	**Safety and Emissions**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 114A	**Safety and Emissions Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: AUT 114
Fee: $35

This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 116	**Engine Repair**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 116A	**Engine Repair Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 116
Fee: $35

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. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 123	**Powertrain Diagnosis and Services**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 141	**Suspension and Steering Systems**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 141A	**Suspension and Steering Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 141
Fee: $35

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 various steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 151	**Brake Systems**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 151A	**Brakes Systems Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 151
Fee: $35

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. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 161	**Basic Auto Electricity**	**4**	**3**	**0**	**5**

Prerequisites: None
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 163	**Advanced Auto Electricity**	**2**	**3**	**0**	**3**

Prerequisites: AUT 161
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 163A	**Advanced Auto Electricity Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 163
Fee: $35

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. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 171	**Automotive Climate Control**	**2**	**4**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 181	**Engine Performance 1-Electrical**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 181A	**Engine Performance 1 Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 181
Fee: $35

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 drivability problems using appropriate test equipment/service information. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 183	**Engine Performance 2-Fuels**	**2**	**6**	**0**	**4**

Prerequisites: AUT 181
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 186	**PC Skills for Auto Techs**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the automotive service industry. Topics include service information systems, management systems, computer-based systems, and PC based diagnostic equipment. Upon completion, students should be able to access information pertaining to automotive technology and perform word processing.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 212	**Auto Shop Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the principals of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 213	**Automotive Servicing 2**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 221	**Auto Transmissions/ Transaxles**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

This course cover 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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 221A	**Auto Transmissions/ Transaxles Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 221
Fee: $35

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. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 231	**Manual Transmissions/ Axles/Drive trains**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 231A	**Manual Transmissions/ Axles/Drive trains Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 231
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 281	**Advanced Engine Performance**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 283	**Advanced Auto Electronics**	**2**	**2**	**0**	**3**

Prerequisites: AUT 161
Corequisites: None

This course covers advanced electronic systems on automobiles. Topics include microcontrollers, on-board communications, telematics, hybrid systems, navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 284	**Emerging Auto Technologies 2**	**6**	**0**	**4**	

Prerequisites: None
Corequisites: None

This course covers emerging technologies in the automotive industry and the diagnostics associated with those technologies. Topics include exploring new technologies, diagnostic tools and methods, and repairs. Upon completion, students should be able to understand emerging automotive technologies.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 285	**Intro to Alternative Fuels**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is an overview of alternative fuels and alternative fueled vehicles. Topics include composition and use of alternative fuels, including compressed natural gas, propane, biodiesel, ethanol, electric, hydrogen, synthetic fuels, and vehicles that use alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system works, and make minor repairs.

AVIATION MAINTENANCE (AVI)

Code	Description	Lecture	Lab	Clinic	Credit
AVI 110	**Aviation Maintenance General**	**10**	**15**	**0**	**15**

Prerequisites: MAT 060; and RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: None
Fee: $63

This course introduces general subjects related to all aspects of aircraft maintenance. Topics include mechanic privileges/limitations; math and physics; basic electricity; aircraft drawing; maintenance forms; fluid lines/fittings; weight and balance; corrosion control; and ground operations. Upon completion, students should be prepared to pass the FAA knowledge, oral, and practical exams for the general portion of the mechanic's certificate with either the airframe or powerplant ratings.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 120	**Airframe Maintenance I**	**6**	**18**	**0**	**12**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This course covers airframe structures, systems, and components with an emphasis on the different types of aircraft construction and repair methods. Topics include aircraft nonmetallic structures (composites), sheet metal, and wood structures; welding; covering and finishes (dope and fabric); assembly and rigging; and communication and navigation systems. Students should gain the knowledge and skills in these areas to prepare them for the airframe rating for the FAA mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 130	**Airframe Maintenance II**	**6**	**9**	**0**	**9**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This course deals entirely with airframe systems and components. Topics include aircraft electrical, hydraulic, pneumatic, landing gear, position, warning, and fuel systems. Upon completion of the course, the student should be prepared to pass the applicable portions of the knowledge, oral and practical tests of the airframe rating for the FAA mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 230	**Airframe Maintenance III**	**4**	**9**	**0**	**7**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

In this final course of the airframe series, the emphasis is on systems and components, culminating with the airframe inspection portion of the course. In addition to the inspection aspects, instrument, cabin environmental control, fire protection, and ice and rain control systems are covered. The student should be prepared to take the applicable portions of the written, oral, and practical examination for the airframe rating on the FAA mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 240	**Powerplant Maintenance I**	**3**	**9**	**0**	**6**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This first course in the powerplant series covers theoretical and practical aspects of the two major types of aircraft propulsion systems, piston and jet engines. Auxiliary power units are also covered, including their relationship to the systems they operate. Upon completion, the student should be knowledgeable of aircraft engines to include maintenance and operation at the level required by the FAA to qualify for a powerplant rating on a mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 250	**Powerplant Maintenance II**	**10**	**15**	**0**	**15**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This course emphasizes engine systems and components. Topics include engine instruments and fire protection, electrical, lubrication, fuel, ignition, starting, and fuel metering systems. Students completing this course should be capable of passing appropriate portions of the FAA knowledge, oral, and practical tests for the powerplant rating.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 260	**Powerplant Maintenance III**	**5**	**12**	**0**	**9**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This final course of the powerplant series covers engine systems and components; propellers and unducted fans, and induction, airflow, cooling, exhaust, and reverser systems. The course culminates with engine inspections. The student should be prepared to pass the applicable portions of the knowledge, oral and practical exams for the powerplant rating at the completion of this course.

BANKING AND FINANCE (BAF)

Code	Description	Lecture	Lab	Clinic	Credit
BAF 110	**Principles of Banking**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
BAF 111	**Teller Training**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

BIOLOGY (BIO)

Code	Description	Lecture	Lab	Clinic	Credit
BIO 110	**Principles of Biology**	**3**	**3**	**0**	**4**

Prerequisites: MAT 060 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: None
Fee: $15

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 will not apply for an Associate in Science degree.** *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 111	**General Biology I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 070 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: None
Fee: $15

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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 112	**General Biology II**	**3**	**3**	**0**	**4**

Prerequisites: BIO 111
Corequisites: None
Fee: $15

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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 120	**Introductory Botany**	**3**	**3**	**0**	**4**

Prerequisites: BIO 111 or BIO 110
Corequisites: None
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 130	**Introductory Zoology**	**3**	**3**	**0**	**4**

Prerequisites: BIO 111 or BIO 110
Corequisites: None
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 140	**Environmental Biology**	**3**	**0**	**0**	**3**

Prerequisites: MAT 060 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved 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).*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 140A	**Environmental Biology Lab**	**0**	**3**	**0**	**1**

Prerequisites: MAT 060 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: BIO 140
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 155	**Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 162	**Intro to Human Physiology**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $15

This course introduces the functions of the human organ systems. Emphasis is placed on the organ systems relationships and the role of each in homeostasis and maintenance of life. Upon completion, students should be able to demonstrate knowledge of various organ system functions and their role in homeostasis.

Code	Description	Lecture	Lab	Clinic	Credit
BIO 163	**Basic Anatomy and Physiology**	**4**	**2**	**0**	**5**

Prerequisites: MAT 060 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: None
Fee: $15

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 168	**Anatomy and Physiology I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 070 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: None
Fee: $15

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, 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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 169	**Anatomy and Physiology II**	**3**	**3**	**0**	**4**

Prerequisites: BIO 168
Corequisites: None
Fee: $15

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 271	**Pathophysiology**	**3**	**0**	**0**	**3**

Prerequisites: BIO 163, BIO 166, or BIO 169
Corequisites: None

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 275	**Microbiology**	**3**	**3**	**0**	**4**

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168
Corequisites: None
Fee: $15

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 280	**Biotechnology**	**2**	**3**	**0**	**3**

Prerequisites: BIO 111, CHM 131 or CHM 151
Corequisites: None
Fee: $15

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 for transferability as a pre-major and/or elective course requirement.*

BLUEPRINT READING (BPR)

Code	Description	Lecture	Lab	Clinic	Credit
BPR 111	**Blueprint Reading**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $25

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. *This course is also available through Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BPR 121	**Blueprint Reading: Mechanical**	**1**	**2**	**0**	**2**

Prerequisites: BPR 111 or MAC 131
Corequisites: None
Fee: $25

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

Code	Description	Lecture	Lab	Clinic	Credit
BPR 123	**Die/Mold Print Reading**	**1**	**3**	**0**	**2**

Prerequisites: BPR 121 or MAC 132
Corequisites: None

This course covers differences between production drawings and tooling drawings as they relate to stamping dies and plastic molding. Emphasis is placed on the layout of assembly drawings in tooling and their related detail prints. Upon completion, students should be able to identify individual tooling components and their relationships on a blueprint.

BUSINESS (BUS)

Code	Description	Lecture	Lab	Clinic	Credit
BUS 110	**Intro to Business**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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 premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 115	**Business Law I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 116	**Business Law II**	**3**	**0**	**0**	**3**

Prerequisites: BUS 115
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 125	**Personal Finance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
BUS 135	**Principles of Supervision**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 137	**Principles of Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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 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.*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 139	**Entrepreneurship I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
BUS 153	**Human Resource Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 217	**Employment Law and Regulations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 225	**Business Finance**	**2**	**2**	**0**	**3**

Prerequisites: ACC 120
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 234	**Training and Development**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 239	**Business Applications Seminar**	**1**	**2**	**0**	**2**

Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120 and ECO 151, or ECO 251 or ECO 252
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
BUS 240	**Business Ethics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
BUS 245	**Entrepreneurship II**	**3**	**0**	**0**	**3**

Prerequisites BUS 139
Corequisites: None

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

Code	Description	Lecture	Lab	Clinic	Credit
BUS 253	**Leadership and Management Skills**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

CYBER CRIME TECHNOLOGY (CCT)

Code	Description	Lecture	Lab	Clinic	Credit
CCT 250	**Network Vulnerabilities I**	**2**	**2**	**0**	**3**

Prerequisites: NET 110
Corequisites: SEC 160

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

COMPUTER ENGINEERING TECHNOLOGY (CET)

Code	Description	Lecture	Lab	Clinic	Credit
CET 251	**Software Engineering Principles**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces the methodology used to manage the development process for complex software systems. Topics include the software life cycle, resource allocation, team dynamics, design techniques, and tools that support these activities. Upon completion, students should be able to design and build robust software in a team setting.

CHEMISTRY (CHM)

Code	Description	Lecture	Lab	Clinic	Credit
CHM 090	**Chemistry Concepts**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: MAT 070 or satisfactory math score

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

Code	Description	Lecture	Lab	Clinic	Credit
CHM 131	**Introduction to Chemistry**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: CHM 131A, and either MAT 070 or satisfactory math score

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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 131A	**Introduction to Chemistry Lab**	**0**	**3**	**0**	**1**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: CHM 131, and either MAT 070 or satisfactory math score
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 132	**Organic and Biochemistry**	**3**	**3**	**0**	**4**

Prerequisites: CHM 131 and CHM 131A or CHM 151
Corequisites: None
Fee: $15

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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 151	**General Chemistry I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 080 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: MAT 161 or MAT 171
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 152	**General Chemistry II**	**3**	**3**	**0**	**4**

Prerequisites: CHM 151
Corequisites: None
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 251	**Organic Chemistry I**	**3**	**3**	**0**	**4**

Prerequisites: CHM 152
Corequisites: None
Fee: $15

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 252	**Organic Chemistry II**	**3**	**3**	**0**	**4**

Prerequisites: CHM 251
Corequisites: None
Fee: $15

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 for transferability as a premajor and/or elective course requirement.*

INFORMATION SYSTEMS (CIS)

Code	Description	Lecture	Lab	Clinic	Credit
CIS 110	**Introduction to Computers**	**2**	**2**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CIS 111	**Basic PC Literacy**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CIS 113	**Computer Basics**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CIS 115	**Intro to Program and Logic**	**2**	**3**	**0**	**3**

Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, OR MAT 175; or satisfactory math score
Corequisites: 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).*

CRIMINAL JUSTICE (CJC)

Code	Description	Lecture	Lab	Clinic	Credit
CJC 100	**Basic Law Enforcement Training**	**9**	**30**	**0**	**19**

Prerequisites: None
Corequisites: None
Fee: $65

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 area required for the state comprehensive certification examination. *This is a certificate-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 111	**Intro to Criminal Justice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 112	**Criminology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 113	**Juvenile Justice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 114	**Investigative Photography**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 120	**Interviews/ Interrogations**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 121	**Law Enforcement Operations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 122	**Community Policing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 131	**Criminal Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 132	**Court Procedure and Evidence**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 141	**Corrections**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 151	**Intro to Loss Prevention**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 160	**Terrorism: Underlying Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorists groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete threat assessment for terrorists' incidents.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 161	**Intro Homeland Security**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 162	**Intel Analysis and Security Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course examines intelligence analysis and its relationship to the security management of terrorist attacks and other threats to national security of the United States. Topics include a historic overview, definitions and concepts, intelligence, evolution, politicization, operations strategies, surveillance, analysis perspectives, covert action, and ethics. Upon completion, students should be able to outline intelligence policies, evaluate source information, implement intelligence techniques and analysis, identify threats, and apply ethical behaviors.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 170	**Critical Incident Management Public Safety**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 211	**Counseling**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 212	**Ethics and Community Relations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 213	**Substance Abuse**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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. Emphasis will be placed also on investigative techniques and laws pertaining to drug investigations.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 214	**Victimology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 215	**Organization and Administration**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 221	**Investigative Principles**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 222	**Criminalistics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 223	**Organized Crime**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 231	**Constitutional Law**	**3**	**0**	**0**	**3**

Prerequisites: CJC 131
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 232	**Civil Liability**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 233	**Correctional Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 241	**Community-Based Corrections**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

■ COOPERATIVE EDUCATION (COE)

Code	Description	Lecture	Lab	Clinic	Credit
COE 111	**Co-op Work Experience I**	**0**	**0**	**10**	**1**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
COE 112	**Co-op Work Experience I**	**0**	**0**	**20**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
COE 113	**Co-op Work Experience I**	**0**	**0**	**30**	**3**

Prerequisites: None

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
COE 121	**Co-op Work Experience II**	**0**	**0**	**10**	**1**

Prerequisites: None

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
COE 122	**Co-op Work Experience II**	**0**	**0**	**20**	**2**

Prerequisites: None

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
COE 131	**Co-op Work Experience III**	**0**	**0**	**10**	**1**

Prerequisites: None

Corequisites: 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.

■ COMMUNICATION (COM)

Code	Description	Lecture	Lab	Clinic	Credit
COM 110	**Introduction to Communication**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: 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 speech/communication. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
COM 111	**Voice and Diction I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course provides guided practice in the proper production of speech. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective natural speech in various contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
COM 120	**Intro to Interpersonal Communication**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: 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 speech/communication. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
COM 130	**Nonverbal Communication**	**3**	**0**	**0**	**3**

Prerequisites: COM 110 or COM 120
Corequisites: None

This course introduces the contemporary study of nonverbal communication in daily life. Topics include haptics, kinesics, proxemics, facial displays, and appearance. Upon completion, students should be able to analyze/interpret nonverbal communication and demonstrate greater awareness of their own nonverbal communication habits. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
COM 140	**Intro to Intercultural Communication**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a core requirement in speech/communications.*

Code	Description	Lecture	Lab	Clinic	Credit
COM 231	**Public Speaking**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: 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 audio-visual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication. This course is also available through the Virtual Learning Community (VLC).*

COSMETOLOGY (COS)

Code	Description	Lecture	Lab	Clinic	Credit
COS 111	**Cosmetology Concepts I**	**4**	**0**	**0**	**4**
COS 111A		**2**	**0**	**0**	**2**
COS 111B		**2**	**0**	**0**	**2**

Prerequisites: RED 080; ENG 080 or ENG 085 and ENG 085A, and MAT 060; or satisfactory placement test scores
Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 112	**Salon I**	**0**	**24**	**0**	**8**
COS 112A		**0**	**12**	**0**	**4**
COS 112B		**0**	**12**	**0**	**4**

Prerequisites: RED 080, ENG 080, and MAT 060; or satisfactory placement test scores
Corequisites: COS 111
Fee: $10 for COS 112

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, hair cutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

Code	Description	Lecture	Lab	Clinic	Credit
COS 113	**Cosmetology Concepts II**	**4**	**0**	**0**	**4**
COS 113A		**2**	**0**	**0**	**2**
COS 113B		**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 114	**Salon II**	**0**	**24**	**0**	**8**
COS 114A		**0**	**12**	**0**	**4**
COS 114B		**0**	**12**	**0**	**4**

Prerequisites: COA 111 and COS 112
Corequisites: COS 113
Fee: $10 for COS 114

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, hair cutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Code	Description	Lecture	Lab	Clinic	Credit
COS 115	**Cosmetology Concepts III**	**4**	**0**	**0**	**4**
COS 115A		**2**	**0**	**0**	**2**
COS 115B		**2**	**0**	**0**	**2**

Prerequisites: COA 111 and COS 112
Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 116	**Salon III**	**0**	**12**	**0**	**4**
COS 116A		**0**	**6**	**0**	**2**
COS 116B		**0**	**6**	**0**	**2**

Prerequisites: COA 111 and COS 112
Corequisites: COS 115
Fees: $10 for COS 116

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, hair cutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Code	Description	Lecture	Lab	Clinic	Credit
COS 117	**Cosmetology Concepts IV**	**2**	**0**	**0**	**2**
COS 117A		**1**	**0**	**0**	**1**
COS 117B		**1**	**0**	**0**	**1**

Prerequisites: COA 111 and COS 112
Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

Code	Description	Lecture	Lab	Clinic	Credit
COS 118	**Salon IV**	**0**	**21**	**0**	**7**
COS 118A		**0**	**12**	**0**	**4**
COS 118B		**0**	**9**	**0**	**3**

Prerequisites: None
Corequisites: COS 117
Fee: $10

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.

Code	Description	Lecture	Lab	Clinic	Credit
COS 119	**Esthetics Concepts I**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisite: COS 120
Fee: $10

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

Code	Description	Lecture	Lab	Clinic	Credit
COS 120	**Esthetics Salon I**	**0**	**18**	**0**	**6**

Prerequisites: None
Corequisite: COS 119
Fee: $10

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 125	**Esthetics Concepts II**	**2**	**0**	**0**	**2**

Prerequisite: COS 119
Corequisite: COS 126
Fee: $10

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis.Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

Code	Description	Lecture	Lab	Clinic	Credit
COS 126	**Esthetics Salon II**	**0**	**18**	**0**	**6**

Prerequisites: None
Corequisite: COS 119
Fee: $10

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

Code	Description	Lecture	Lab	Clinic	Credit
COS 240	**Contemporary Design**	**1**	**3**	**0**	**2**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COMPUTER SCIENCE (CSC)

CSC 120	**Computing Fundamentals I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 080, MAT 090, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or satisfactory math scores
Corequisites: None

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 130	**Computing Fundamentals II**	**3**	**2**	**0**	**4**

Prerequisites: CSC 120
Corequisites: None

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 134	**C++ Programming**	**2**	**3**	**0**	**3**

Prerequisites: MAT 070; and RED 090 or ENG 095 or satisfactory reading and math score
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 139	**Visual BASIC Programming**	**2**	**3**	**0**	**3**

Prerequisites: MAT 070; and RED 090 or ENG 095; or satisfactory math and reading score
Corequisites: 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*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 151	**JAVA Programming**	**2**	**3**	**0**	**3**

Prerequisites: MAT 070; and RED 090 or ENG 095; or satisfactory math and reading score

Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 239	**Advanced Visual BASIC Programming**	**2**	**3**	**0**	**3**

Prerequisites: CSC 139

Corequisites: 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. (TAC – 05/24/06)*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 284	**Emerging Computer Programming Technologies**	**2**	**3**	**0**	**3**

Prerequisites: None

Corequisites: None

This course provides students with the latest technologies and strategies in the field of Computer Programming. Emphasis is placed on the evaluation of developing Computer Programming Technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging Computer Programming Technologies and establish informed opinions.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 289	**Programming Capstone Project**	**1**	**4**	**0**	**3**

Prerequisites: CTS 285

Corequisites: 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.

COMPUTER TECHNOLOGY INTEGRATION (CTI)

Code	Description	Lecture	Lab	Clinic	Credit
CTI 110	**Web, Programming and Database Foundation**	**2**	**2**	**0**	**3**

Prerequisites: MAT 070; and RED 090 or ENG 095; or satisfactory math and reading score

Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

Prerequisites: RED 090; ENG 095; or satisfactory reading score

Code	Description	Lecture	Lab	Clinic	Credit
CTI 120	**Network & Sec Foundation**	**2**	**2**	**0**	**3**

Prerequisites: MAT 060; and RED 090 or ENG 095; or satisfactory math and reading score

Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

COMPUTER INFORMATION TECHNOLOGY (CTS)

Code	Description	Lecture	Lab	Clinic	Credit
CTS 115	**Information Systems Business Concepts**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
CTS 120	**Hardware/Software Support**	**2**	**3**	**0**	**3**

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 130	**Spreadsheet**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 155	**Technical Support Functions**	**2**	**2**	**0**	**3**

Prerequisites: NOS 110
Corequisites: None

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 220	**Advanced Hardware/ Software Support**	**2**	**3**	**0**	**3**

Prerequisites: CTS 120
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 230	**Advanced Spreadsheet**	**2**	**3**	**0**	**3**

Prerequisites: CTS 130
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 240	**Project Management**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 285	**Systems Analysis and Design**	**3**	**0**	**0**	**3**

Prerequisites: CIS 115
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 287	**Emerging Technologies**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 289	**System Support Project**	**1**	**4**	**0**	**3**

Prerequisites: CTS 285
Corequisites: 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.

DATABASE MANAGEMENT TECHNOLOGY (DBA)

Code	Description	Lecture	Lab	Clinic	Credit
DBA 110	**Database Concepts**	**2**	**3**	**0**	**3**

Prerequisites: CIS 110 or CIS 111 or CTI 110
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 120	**Database Programming I**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111 or CTI 110
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 210	**Database Administration**	**2**	**3**	**0**	**3**

Prerequisites: DBA 120
Corequisites: None

This course covers database administration issues and distributed database concepts. Topics include: database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 220	**Oracle Database Programming II**	**2**	**2**	**0**	**3**

Prerequisites: DBA 120
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 221	**SQL Server Database Programming II**	**2**	**2**	**0**	**3**

Prerequisites: DBA 120
Corequisites: 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 a SQL Server DBMS application which includes a GUI front-end and report generation.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 223	**MySQL Database**	**2**	**2**	**0**	**3**

Prerequisites: DBA 120
Corequisites: 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 a MySQL DBMS application which includes a GUI front-end and report generation.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 230	**Databases in Corporate Environments**	**3**	**0**	**0**	**3**

Prerequisites: DBA 120
Corequisites: None

This course covers database systems as they relate to the corporate environment. Topics include knowledge-based, decision-support, and expert systems; database choices; data warehousing; and corporate structure. Upon completion, students should be able to analyze and recommend database systems needed by a corporation.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 240	**Database Analysis/Design**	**2**	**3**	**0**	**3**

Prerequisites: CIS 110, CIS 111 or CTI 110
Corequisites: None

This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.

DESIGN DRAFTING (DDF)

Code	Description	Lecture	Lab	Clinic	Credit
DDF 211	**Design Process I**	**1**	**6**	**0**	**4**

Prerequisites: DFT 111 or DFT 151
Corequisites: None
Fee: $25

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

Code	Description	Lecture	Lab	Clinic	Credit
DDF 212	**Design Process II**	**1**	**6**	**0**	**4**

Prerequisites: DDF 211
Corequisites: None
Fee: $25

This course stresses the integration of various drafting and design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply drafting and design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

Code	Description	Lecture	Lab	Clinic	Credit
DDF 213	**Design Process III**	**1**	**6**	**0**	**4**

Prerequisites: DDF 212
Corequisites: None
Fee: $25

This course provides an opportunity to produce a complete design project. Topics include materials, production means, analysis, documentation, calculations, and specifications. Upon completion, students should be able to produce a completed design project.

Code	Description	Lecture	Lab	Clinic	Credit
DDF 214	**Tool Design**	**2**	**4**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $25

This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.

DRAFTING (DFT)

Code	Description	Lecture	Lab	Clinic	Credit
DFT 111	**Technical Drafting I**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $25

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 115	**Architectural Drafting**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans, foundations, details, electrical components, elevations, and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 117	**Technical Drafting**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 151	**CAD I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 152	**CAD II**	**2**	**3**	**0**	**3**

Prerequisites: DFT 151
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 153	**CAD III**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $25

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 170	**Engineering Graphics**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

■ DRAMA/THEATRE (DRA)

Code	Description	Lecture	Lab	Clinic	Credit
DRA 122	**Oral Interpretation**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

■ ECONOMICS (ECO)

Code	Description	Lecture	Lab	Clinic	Credit
ECO 151	**Survey of Economics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
ECO 251	**Principles of Microeconomics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 060 or satisfactory math score
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved 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).*

Code	Description	Lecture	Lab	Clinic	Credit
ECO 252	**Principles of Macroeconomics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

EDUCATION (EDU)

Code	Description	Lecture	Lab	Clinic	Credit
EDU 119	**Introduction to Early Childhood Education**	**4**	**0**	**0**	**4**

Prerequisites: ENG 080 and RED 080, or ENG 085 and ENG 085A; or satisfactory writing and reading scores
Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 125	**Sign Language for Educators**	**3**	**0**	**0**	**3**

Prerequisites: ENG 080 and RED 080, or ENG 085 and ENG 085A; or satisfactory writing and reading scores
Corequisites: None

This course introduces students to the sign language systems commonly used in educational environments. Topics include finger spelling, receptive and expressive sign language usage, a comparison of sign language systems and forms of relevant technology. Upon completion, students should be able to communicate at an introductory level using various English based sign language systems including Manually Coded English.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 131	**Child, Family, and Community**	**3**	**0**	**0**	**3**

Prerequisites: ENG 080 and RED 080; or ENG 085 and ENG 085A; or satisfactory writing and reading scores
Corequisites: None

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 144	**Child Development I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *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.*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 145	**Child Development II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading score

Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *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.*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 146	**Child Guidance**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. *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.*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 151	**Creative Activities**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: 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 dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 153	**Health, Safety, and Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 157	**Active Play**	**2**	**2**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 162	**Observation and Assessement in Early Childhood Environments**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores; and EDU 216

Corequisites: COE 111

This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 163	**Classroom Management and Instruction**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 184	**Early Childhood Introduction Pract**	**1**	**3**	**0**	**2**

Prerequisites: EDU 119; and either ENG 090 and ENG 090 and RED 090, or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and on-site faculty visits.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 216	**Foundations of Education (EDU 216 replaced EDU 116)**	**4**	**0**	**0**	**4**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 221	**Children with Exceptionalities**	**3**	**0**	**0**	**3**

Prerequisites: EDU 144 and EDU 145

Corequisites: None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 234	**Infants, Toddlers, and Twos**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119; and either ENG 090 and ENG 090 and RED 090, or ENG 095 and ENG 095A; or satisfactory writing and reading score

Corequisites: EDU 234A

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 234A	**Infants, Toddlers, and Twos Lab**	**0**	**2**	**0**	**1**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: EDU 234

This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 235	**School-Age Development and Program**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 251	**Exploration Activities**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119; and either ENG 090 and ENG 090 and RED 090, or ENG 095 and ENG 095A; writing and reading scores

Corequisites: None

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 256	**Instructional Strategies/ Social Studies**	**2**	**2**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study

Code	Description	Lecture	Lab	Clinic	Credit
EDU 257	**Instructional Strategies/ Math**	**2**	**2**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores and math scores

Corequisites: None

This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 258	**Instructional Strategies/ Science**	**2**	**2**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A, or satisfactory writing and reading scores

Corequisites: None

This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/study techniques, and critical thinking. Upon completion, students should be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 259	**Curriculum Planning**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119; ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 261	**Early Childhood Admin I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 262	**Early Childhood Admin II**	**3**	**0**	**0**	**3**

Prerequisites: EDU 261

Corequisites: EDU 119; ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 271	**Educational Technology**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111; ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A,;or satisfactory writing and reading scores

Corequisites: 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 is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 280	**Language and Literacy Experiences**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A, or satisfactory writing and reading scores

Corequisites: None

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 281	**Instructional Strategies/ Reading and Writing** *(EDU 281 replaced EDU 186)*	**2**	**2**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A, or satisfactory writing and reading scoress

Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 284	**Early Childhood Capstone Prac**	**1**	**9**	**0**	**4**

Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151

Corequisites: EDU 221, 259, 271 and 288

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and on-site faculty visits.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 285	**Internship Exp-School Age**	**1**	**9**	**0**	**4**

Prerequisites: EDU 144, EDU 145, EDU 216, and EDU 163

Corequisites: EDU 221, 256, 257, 258, 271, 281 and 289

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and on-site faculty visits.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 288	**Adv Issues/Early Child Education**	**2**	**0**	**0**	**2**

Prerequisites: EDU 144, EDU 145, EDU 216, and EDU 163

Corequisites: EDU 221, 256, 257, 258, 271, 281 and 289

This course covers advanced topics and issues in early childhood. 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 advanced current topics and issues in early childhood education.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 289	**Adv Issues/School Age**	**2**	**0**	**0**	**2**

Prerequisites: None

Corequisites: EDU 285

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

■ ENGINEERING (EGR)

Code	Description	Lecture	Lab	Clinic	Credit
EGR 150	**Introduction to Engineering**	**1**	**2**	**0**	**2**

Prerequisites: None

Corequisites: None

This course is an overview of the engineering profession. Topics include career opportunities, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and micro-computers. Upon completion, students should be able to understand the engineering process and profession. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
EGR 220	**Engineering Statics**	**3**	**0**	**0**	**3**

Prerequisites: PHY 251

Corequisites: MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ELECTRICITY (ELC)

Code	Description	Lecture	Lab	Clinic	Credit
ELC 113	**Basic Wiring I**	**2**	**6**	**0**	**4**

Prerequisites: ELC 131, ELC 138 or Dept test
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 114	**Basic Wiring II**	**2**	**6**	**0**	**4**

Prerequisites: ELC 131, ELC 138 or Dept test
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 117	**Motors and Controls**	**2**	**6**	**0**	**4**

Prerequisites: ELC 131, ELC 138 or Dept Test
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 118	**National Electrical Code**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 119	**NEC Calculations**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 128	**Intro to PLC**	**2**	**3**	**0**	**3**

Prerequisites: ELC 131, ELC 138 or Dept Test
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
ELC 131	**DC/AC Circuit Analysis**	**4**	**3**	**0**	**5**

Prerequisites: MAT 070 or satisfactory math score
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 135	**Electrical Machines I**	**2**	**2**	**0**	**3**

Prerequisites: ELC 131 or ELC 138 or Dept Test
Corequisites: None
Fee: $25

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 136	**Electrical Machines II**	**3**	**3**	**0**	**4**

Prerequisites: ELC 131 or Dept Test
Corequisites: None

This course covers DC/AC machine fundamentals including applications and control. Topics include control devices and induction single and polyphase AC motors, DC motors, stepper, and special purpose motors. Upon completion, students should be able to perform regulation and efficiency calculations and apply motor theory to practical control applications.

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 215	**Electrical Maintenance**	**2**	**3**	**0**	**3**

Prerequisites: ELC 131 or ELC 138 or Dept Test
Corequisites: None

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 231	**Electric Power Systems**	**3**	**2**	**0**	**4**

Prerequisites: ELC 131, or ELC 138 and MAT 121 or Dept Test
Corequisites: None

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 234	**Electrical System Design**	**2**	**3**	**0**	**3**

Prerequisites: ELC 113, or ELC 131 or Dept Test
Corequisites: None

This course introduces the principles of electrical design for commercial and industrial facilities. Topics include services, high and low power distribution, switchboards, panelboards, motor control centers, switchgear, overcurrent protection, and grounding. Upon completion, students should be able to design services, feeders, and branch circuits for typical commercial/industrial applications in accordance with the National Electrical Code.

■ ELECTRONICS (ELN)

Code	Description	Lecture	Lab	Clinic	Credit
ELN 131	**Semiconductor Applications**	**3**	**3**	**0**	**4**

Prerequisites: ELC 131 or ELC 138 or Dept Test
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 132	**Linear IC Applications**	**3**	**3**	**0**	**4**

Prerequisites: ELN 131 or Dept Test
Corequisites: None
Fee: $25

This course introduces the characteristics and applications of linear 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.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 133	**Digital Electronics**	**3**	**3**	**0**	**4**

Prerequisites: ELC 131 or ELC 138 or Dept Test
Corequisites: None
Fee: $25

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).*

Code	Description	Lecture	Lab	Clinic	Credit
ELN 231	**Industrial Controls**	**2**	**3**	**0**	**3**

Prerequisites: ELC 131 or ELC 138 or Dept Test
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 232	**Intro to Microprocessors**	**3**	**3**	**0**	**4**

Prerequisites: ELN 133 or Dept Test
Corequisites: None
Fee: $25

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 234	**Communication Systems**	**3**	**3**	**0**	**4**

Prerequisites: ELN 131 or Dept Test
Corequisites: None
Fee: $25

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.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 258	**FCC Commercial License Prep**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: ELN 132

This course provides a review of communications technology and federal regulation covered on the FCC General Class Commercial License examination. Topics include transmitters, receivers, modulation types, antennas, transmission lines, wave propagation, troubleshooting, and FCC regulations. Upon completion, students should be able to demonstrate knowledge of the materials covered and be prepared for the FCC General Class Commercial License examination.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 260	**Prog Logic Controllers**	**3**	**3**	**0**	**4**

Prerequisites: ELC 139 or ELC 131
Corequisites: None
Fee: $25

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

ENGLISH (ENG)

Code	Description	Lecture	Lab	Clinic	Credit
ENG 075	**Reading and Language Essentials**	**5**	**0**	**0**	**5**

Prerequisites: None
Corequisites: ENG 075A

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 075A	**Reading and Language Essentials Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: ENG 075

This laboratory provides the opportunity to practice the skills introduced in ENG 075. Emphasis is placed on practical skills for increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to apply those skills in the production of grammatically and syntactically correct sentences.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 080	**Writing Foundations**	**3**	**2**	**0**	**4**

Prerequisites: ENG 070; or ENG 075 and ENG 075A; or satisfactory writing scores

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 085	**Reading and Writing Foundations**	**5**	**0**	**0**	**5**

Prerequisites: ENG 070 and RED 070; or ENG 075 and ENG 075A; or satisfactory writing and reading scores

Corequisites: ENG 085A

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 085A	**Reading and Writing Found Lab**	**0**	**2**	**0**	**1**

Prerequisites: ENG 070 and RED 070; or ENG 075 and ENG 075A; or satisfactory writing and reading scores

Corequisites: ENG 085

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 090	**Composition Strategies**	**3**	**0**	**0**	**3**

Prerequisites: ENG 080; or ENG 085 and ENG 085A; or satisfactory writing and reading scores

Corequisites: ENG 090A

This course provides practice in the writing process and stresses effective paragraphs. 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.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 090A	**Composition Strategies Lab**	**0**	**2**	**0**	**1**

Prerequisites: ENG 080 or ENG 085 and ENG 085A; or satisfactory writing and reading scores

Corequisites: ENG 090

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.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 095	**Reading and Comprehension Strategies**	**5**	**0**	**0**	**5**

Prerequisites: ENG 080 and RED 080; or ENG 085 and ENG 085A; or satisfactory writing and reading scores

Corequisites: ENG 095A

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.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 095A	**Reading and Comprehension Strategies Lab**	**0**	**2**	**0**	**1**

Prerequisites: ENG 080 and RED 080; or ENG 085 and ENG 085A; or satisfactory writing and reading scores

Corequisites: ENG 095

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.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 102	**Applied Communications II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 080 or satisfactory writing score
Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 111	**Expository Writing**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 112	**Argument-Based Research**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 114	**Professional Research and Reporting**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 125	**Creative Writing I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 126	**Creative Writing II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 125
Corequisites: 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 thirst publications. Upon completion, student should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 131	**Introduction to Literature**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: ENG 112 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 233	**Major American Writers**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 243	**Major British Writers**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 261	**World Literature I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114

Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 262	**World Literature II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
ENG 273	**African-American Literature**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114

Corequisites: 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 for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

■ ENTREPRENEURSHIP (ETR)

Code	Description	Lecture	Lab	Clinic	Credit
ETR 215	**Law for Entrepreneurs**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: None

This course introduces students to basic legal concepts specifically relevant to a business start-up venture. Topics include bailments and documents of title, nature and form of sales, risk and property rights, obligations and performance, business organizations, and agency and employment. Upon completion, students should be able to assess the legal responsibilities of a business start-up.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 220	**Innovation and Creativity**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 230	**Entrepreneur Marketing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 240	**Funding for Entrepreneurs**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 270	**Entrepreneurship Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

FRENCH (FRE)

Code	Description	Lecture	Lab	Clinic	Credit
FRE 111	**Elementary French I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
FRE 112	**Elementary French II**	**3**	**0**	**0**	**3**

Prerequisites: FRE 111
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
FRE 211	**Intermediate French I**	**3**	**0**	**0**	**3**

Prerequisites: FRE 112
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
FRE 212	**Intermediate French II**	**3**	**0**	**0**	**3**

Prerequisites: FRE 211
Corequisites: 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.*

GEOLOGY (GEL)

Code	Description	Lecture	Lab	Clinic	Credit
GEL 111	**Introductory Geology**	**3**	**2**	**0**	**4**

Prerequisites: MAT 060 and either RED 090 or ENG 095; or satisfactory math and reading scores
Corequisites: None

This course introduces basis landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEOGRAPHY (GEO)

Code	Description	Lecture	Lab	Clinic	Credit
GEO 111	**World Regional Geography**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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).*

GERMAN (GER)

Code	Description	Lecture	Lab	Clinic	Credit
GER 111	**Elementary German I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
GER 112	**Elementary German II**	**3**	**0**	**0**	**3**

Prerequisites: GER 111
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
GER 211	**Intermediate German I**	**3**	**0**	**0**	**3**

Prerequisites: GER 112
Corequisites: 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, student 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.*

Code	Description	Lecture	Lab	Clinic	Credit
GER 212	**Intermediate German II**	**3**	**0**	**0**	**3**

Prerequisites: GER 211
Corequisites: 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.*

HEALTH (HEA)

Code	Description	Lecture	Lab	Clinic	Credit
HEA 110	**Personal Health/Wellness**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
HEA 112	**First Aid and CPR**	**1**	**2**	**0**	**2**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
HEA 120	**Community Health**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

HISTORY (HIS)

Code	Description	Lecture	Lab	Clinic	Credit
HIS 111	**World Civilizations I**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 112	**World Civilizations II**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 121	**Western Civilization I**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 122	**Western Civilization II**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *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).*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 131	**American History I**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 132	**American History II**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 151	**Hispanic Civilization**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: None

This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 162	**Women and History**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 221	**African-American History**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

HEALTH INFORMATION TECHNOLOGY (HIT)

Code	Description	Lecture	Lab	Clinic	Credit
HIT 110	**Fundamentals of HIM**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: None

This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines. Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 112	**Health Law and Ethics**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: None

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
HIT 114	**Health Data Sys/Standards**	**2**	**3**	**0**	**3**

Prerequisites: None

Corequisites: None

This course covers basic concepts and techniques for managing and maintaining manual and electronic health data records (EHR). Topics include structure and use of health information including collection tools, data sources and sets, storage and retrieval, quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply organization-wide health data documentation guidelines and comply with regulatory standards.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 122	**Prof Practice Exp I**	**0**	**0**	**3**	**1**

Prerequisites: None

Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 124	**Prof Practice Exp II**	**0**	**0**	**3**	**1**

Prerequisites: None

Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 210	**Healthcare Statistics**	**2**	**2**	**0**	**3**

Prerequisites: MAT 110 or MAT 115

Corequisites: None

This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 211	**ICD Coding**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None

This course covers ICD diagnostic and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 212	**ICD-9-CM Coding**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 214	**CPT/Other Coding Systems**	**1**	**3**	**0**	**2**

Prerequisites: HIT 212
Corequisites: None

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 215	**Reimbursement Methodologies**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to preform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 216	**Quality Management**	**1**	**3**	**0**	**2**

Prerequisites: HIT 114
Corequisites: None

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 218	**Management Principles in HIT**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 220	**Health Informatics and EHR 1**	**2**	**0**	**2**	

Prerequisites: HIT 114 and CIS 110 or CIS 111
Corequisites: None

This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech and imaging technology, information/network security and integrity, datadictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage af electronic health record systems and other technologies.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 222	**Prof Practice Exp III**	**0**	**0**	**6**	**2**

Prerequisites: None
Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 226	**Principles of Disease**	**3**	**0**	**0**	**3**

Prerequisites: BIO 169
Corequisites: None

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis and common complications and their management.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 280	**Professional Issues**	**2**	**0**	**0**	**2**

Prerequisites: HIT 212
Corequisites: None

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

HUMANITIES (HUM)

Code	Description	Lecture	Lab	Clinic	Credit
HUM 110	**Technology and Society**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
HUM 115	**Critical Thinking**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: 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 general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
HUM 120	**Cultural Studies**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. This course explores a particular culture through intensive study on campus and field experience in a host country or area. 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.*

Code	Description	Lecture	Lab	Clinic	Credit
HUM 160	**Introduction to Film**	**2**	**2**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
HUM 211	**Humanities I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
HUM 212	**Humanities II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: 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.*

HYDRAULICS AND PNEUMATICS (HYD)

Code	Description	Lecture	Lab	Clinic	Credit
HYD 110	**Hydraulics/ Pneumatics I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $75

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.

INDUSTRIAL SCIENCE (ISC)

Code	Description	Lecture	Lab	Clinic	Credit
ISC 110	**Workplace Safety**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
ISC 112	**Industrial Safety**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
ISC 121	**Environmental Health and Safety**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers workplace environmental health and safety concepts. 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.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 131	**Quality Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 132	**Mfg Quality Control**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 133	**Mfg Management Practices**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers successful industrial organizations and management practices for improving quality and productivity. Topics include selfmanaged work teams, problemsolving skills, and production management techniques. Upon completion, students should be able to demonstrate an understanding of daytoday plant operations, team management processes, and the principles of group dynamics.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 136	**Productivity Analysis I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 210	**Operations and Production Planning**	**3**	**0**	**0**	**3**

Prerequisites: OMT 110
Corequisites: 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. This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 220	**Lean Manufacturing**	**2**	**2**	**0**	**3**

Prerequisites: OMT 110
Corequisites: None

This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

MACHINING (MAC)

Code	Description	Lecture	Lab	Clinic	Credit
MAC 111	**Machining Technology I**	**2**	**12**	**0**	**6**
MAC111A		**1**	**6**	**0**	**3**
MAC111B		**1**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35 for MAC 111A; $35 for MAC 111B; $75 for MAC 111

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 112	**Machining Technology II**	**2**	**12**	**0**	**6**
MAC 112A		**1**	**6**	**0**	**3**
MAC112B		**1**	**6**	**0**	**3**

Prerequisites: MAC 111
Corequisites: None
Fee: $35 for MAC 112A; $35 for MAC 112B; $75 for MAC 112

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 113	**Machining Technology III**	**2**	**12**	**0**	**6**
MAC113A		**1**	**6**	**0**	**3**
MAC 113B		**1**	**6**	**0**	**3**

Prerequisites: MAC 112
Corequisites: None
Fee: $35 for MAC 113A; $35 for MAC 113B; $75 for MAC 113

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 114	**Introduction to Metrology**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 117	**Metal Forming Skills I**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None

This course is designed to prepare students to operate equipment used in metal forming production shops. Emphasis is placed on tooling skills, work planning, job control, handling of materials, operation of metal forming equipment, inspection, quality assurance, and safety. Upon completion, students should be able to operate metal forming workstations.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 121	**Intro to CNC**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 122	**CNC Turning**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $75

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 124	**CNC Milling**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $75

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 126	**CNC Metal Fabrication**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces CNC operations used in precision metal fabrication. Topics include CNC control of shears, brakes, punch presses, and lasers and the programming techniques used to produce parts. Upon completion, students should be able to demonstrate knowledge of equipment operations, CNC control functions, and part programming.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 131	**Blueprint Reading/Mach I**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 132	**Blueprint Reading/Mach II**	**1**	**2**	**0**	**2**

Prerequisites: MAC 131
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 153	**Compound Angles**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques. This course is a unique concentration requirement of the Tool, Die, and Mold Making concentration in the Machining Technology program.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 222	**Advanced CNC Turning**	**1**	**3**	**0**	**2**

Prerequisites: MAC 122
Corequisites: None
Fee: $75

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 224	**Advanced CNC Milling**	**1**	**3**	**0**	**2**

Prerequisites: MAC 124
Corequisites: None
Fee: $75

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 226	**CNC EDM Machining**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 228	**Advanced CNC Processes**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 229	**CNC Programming**	**2**	**0**	**0**	**2**

Prerequisites: MAC 121, MAC 122, MAC 124, or MAC 226
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 231	**CNC Graphics Programming: Turning**	**1**	**4**	**0**	**3**

Prerequisites: MAC 121 or MAC 122
Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 232	**CNC Graphics Programming: Milling**	**1**	**4**	**0**	**3**

Prerequisites: MAC 121 or MAC 124
Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 233	**Appl in CNC Machining**	**2**	**12**	**0**	**6**

Prerequisites: None
Corequisites: None
Fee: $75

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 234	**Adv Multi-Axis Machining**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $75

This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 241	**Jigs and Fixtures I**	**2**	**6**	**0**	**4**
MAC 241A		**1**	**3**	**0**	**2**
MAC 241B		**1**	**3**	**0**	**2**

Prerequisites: MAC 112
Corequisites: None
Fee: $35 for MAC 241A; $35 for MAC 241B; $75 for MAC 241

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 242	**Jigs and Fixtures II**	**1**	**9**	**0**	**4**
MAC 242A		**1**	**6**	**0**	**3**
MAC 242B		**0**	**3**	**0**	**1**

Prerequisites: MAC 241
Corequisites: None
Fee: $35 for MAC 242A; $35 for MAC 242B; $75 for MAC 242

This course provides continued study in the application of jigs and fixtures. Emphasis is placed on design and manufacture of complex jigs and fixtures. Upon completion, students should be able to design and build complex jigs and fixtures.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 243	**Die Making I**	**2**	**6**	**0**	**4**
MAC 243A		**1**	**3**	**0**	**2**
MAC 243B		**1**	**3**	**0**	**2**

Prerequisites: MAC 112
Corequisites: None
Fee: $35 for MAC 243A; $35 for MAC 243B; $75 for MAC 243

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 244	**Die Making II**	**1**	**9**	**0**	**4**
MAC 244A		**1**	**6**	**0**	**3**
MAC 244B		**0**	**3**	**0**	**1**

Prerequisites: MAC 243
Corequisites: None
Fee: $35 for MAC 244A; $35 for MAC 244B; $75 for MAC 244

This course provides continued study in the application and use of dies. Emphasis is placed on the design and manufacturing of complex dies. Upon completion, students should be able to design and build complex dies. *This course is a unique concentration requirement of the Tool, Die, and Mold Making concentration in the Machining Technology program.*

Code	Description	Lecture	Lab	Clinic	Credit
MAC 245	**Mold Construction I**	**2**	**6**	**0**	**4**
MAC 245A		**1**	**3**	**0**	**2**
MAC 245B		**1**	**3**	**0**	**2**

Prerequisites: MAC 112
Corequisites: None
Fee: $35 for MAC 245A; $35 for MAC 245B; $75 for MAC 245

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 246	**Mold Construction II**	**1**	**9**	**0**	**4**
MAC 246A		**1**	**6**	**0**	**3**
MAC 246B		**0**	**3**	**0**	**1**

Prerequisites: MAC 245
Corequisites: None
Fee: $35 for MAC 246A; $35 for MAC 246B; $75 for MAC 246

This course provides continued study in the application and use of molds. Emphasis is placed on design and manufacturing of complex molds. Upon completion, students should be able to design and build complex molds. *This course is a unique concentration requirement of the Tool, Die, and Mold Making concentration in the Machining Technology program.*

Code	Description	Lecture	Lab	Clinic	Credit
MAC 248	**Production Procedures**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

MATHEMATICS (MAT)

Code	Description	Lecture	Lab	Clinic	Credit
MAT 050	**Basic Math Skills**	**3**	**2**	**0**	**4**

Prerequisites: Placement
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 060	**Essential Mathematics**	**3**	**2**	**0**	**4**

Prerequisites: MAT 050 or satisfactory math score
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 070	**Introductory Algebra**	**3**	**2**	**0**	**4**

Prerequisites: MAT 060 or satisfactory math score
Corequisites: RED 080 or ENG 085

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 080	**Intermediate Algebra**	**3**	**2**	**0**	**4**

Prerequisites: MAT 070 or satisfactory math score
Corequisites: RED 080 or ENG 085

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 090	**Accelerated Algebra**	**3**	**2**	**0**	**4**

Prerequisites: MAT 060
Corequisites: RED 080 or ENG 085

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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 101	**Applied Mathematics I**	**2**	**2**	**0**	**3**

Prerequisites: MAT 060 or MAT 070 or MAT 080 or MAT 090; or satisfactory math score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 115	**Mathematical Models**	**2**	**2**	**0**	**3**

Prerequisites: MAT 070 or MAT 080 or MAT 090 or MAT 120 or MAT 121 or MAT 161, or MAT 171 or MAT 175; or satisfactory math score

Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 120	**Geometry and Trigonometry**	**2**	**2**	**0**	**3**

Prerequisites: MAT 070 or MAT 080 or MAT 090, or MAT 121 or MAT 161 or MAT 171 or MAT 175; or satisfactory math score

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 121	**Algebra/Trigonometry I**	**2**	**2**	**0**	**3**

Prerequisites: MAT 070, or MAT 080, or MAT 090; or satisfactory math score

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 122	**Algebra/Trigonometry II**	**2**	**2**	**0**	**3**

Prerequisites: MAT 121 or MAT 161 or MAT 171 or MAT 175

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 140	**Survey of Mathematics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 070 or MAT 080 or MAT 090 or MAT 120 or MAT 121 MAT 161 or MAT 171 or MAT 175

Corequisites: 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 Mathematics for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 151	**Statistics I**	**3**	**0**	**0**	**3**

Prerequisites: MAT 080 or MAT 090 or MAT 120 or MAT 121 or MAT 140 or MAT 161 or MAT 171 or MAT 175

Corequisites: MAT 151A

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. (Quantitative option) This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 151A	**Statistics I Lab**	**0**	**2**	**0**	**1**

Prerequisites: MAT 080 or MAT 090 or MAT 120 or MAT 121 or MAT 140 or MAT 161 or MAT 171 or MAT 175

Corequisites: MAT 151A

This course is a laboratory for MAT 515. 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 155	**Statistical Analysis**	**3**	**0**	**0**	**3**

Prerequisites: MAT 080 or MAT 090 or MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175

Corequisites: 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. (Quantitative option)*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 161	**College Algebra**	**3**	**0**	**0**	**3**

Prerequisites: MAT 080, or MAT 090, or satisfactory math score

Corequisites: 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 of Arts degree. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 161A	**College Algebra Lab**	**0**	**2**	**0**	**1**

Prerequisites: MAT 080 or MAT 090; or satisfactory math score

Corequisites: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 162	**College Trigonometry**	**3**	**0**	**0**	**3**

Prerequisites: MAT 161

Corequisites: None

This course provides an integrated technological approach to trigonometric 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 for the Associate in Arts Degree.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 165	**Finite Mathematics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 161 or MAT 171 or MAT 175

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 167	**Discrete Mathematics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 121 or MAT 161 or MAT 171 or MAT 280

Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 171	**Precalculus Algebra**	**3**	**0**	**0**	**3**

Prerequisites: MAT 080 or MAT 090 or MAT 161

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 172	**Precalculus Trigonometry**	**3**	**0**	**0**	**3**

Prerequisites: MAT 171

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 175	**Precalculus**	**4**	**0**	**0**	**4**

Prerequisites: MAT 080

Corequisites: 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*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 263	**Brief Calculus**	**3**	**0**	**0**	**3**

Prerequisites: MAT 161 or MAT 171 or MAT 175

Corequisites: None

This course is designed for students needing only 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 271	**Calculus I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 172, MAT 175; or satisfactory math score

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 272	**Calculus II**	**3**	**2**	**0**	**4**

Prerequisites: MAT 271 with a grade of C or higher
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 273	**Calculus III**	**3**	**2**	**0**	**4**

Prerequisites: MAT 272 with a grade of C or higher
Corequisites: None

This course covers the calculus of several variables and is 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 280	**Linear Algebra**	**3**	**0**	**0**	**3**

Prerequisites: MAT 271
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MAT 285	**Differential Equations**	**3**	**0**	**0**	**3**

Prerequisites: MAT 272
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

MECHANICAL (MEC)

Code	Description	Lecture	Lab	Clinic	Credit
MEC 111	**Machine Processes I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $75

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 142	**Physical Metallurgy**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 145	**Mfg Materials I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 180	**Engineering Materials**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: MEC 189

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufactufing processes, and material selection of ferrous and non-ferrous metals, plastics, composities, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 187	**Composite Materials**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: MEC 188

This course introduces composite engineering materials. Topics include selection and processing of composites. Upon completion, students should be able to select appropriate materials and demonstrate knowledge in processing and curing of composites.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 188	**Processing Composites I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: MEC 187
Fee: $225

This course covers the properties and forms of various resins used in manufacturing commercial bag and vacuum composites and the processes for commercial application. Emphasis is placed on materials used, including polyester and/or vinyl ester resins, and processes of hand lay-up, vacuum bag and vacuum assisted resin transfer molding. Upon completion, students should be able to produce composite materials suitable for mechanical testing. *This course is a unique concentration requirement in the Composites concentration in the Manufacturing Technology program.*

Code	Description	Lecture	Lab	Clinic	Credit
MEC 189	**Processing Composites II**	**2**	**3**	**0**	**3**

Prerequisites: MEC 188
Corequisites: MEC 180
Fee: $225

This course covers the resins and fibers used in high performance aircraft type composites and processes for advanced composite application. Emphasis is placed on materials used such as epoxy and carbon and the processes of compression molding, vacuum assisted resin transfer molding, and resin transfer molding. Upon completion, students should be able to produce composites suitable for mechanical testing. *This course is a unique concentration requirement in the Composites concentration in the Manufacturing Technology program.*

Code	Description	Lecture	Lab	Clinic	Credit
MEC 210	**Applied Mechanics**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: MEC 212

This course is a study of forces, stresses, and strains acting upon mechanical components. Topics include static equilibrium; normal, shear, and bending stresses; mathematical and graphical solution techniques; and the relationship between stress and strain. Upon completion, students should be able to demonstrate proficiency in analyzing the forces, stresses, and strains common to applications in the workplace.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 212	**Composites Materials Test**	**2**	**3**	**0**	**3**

Prerequisites: MEC 189
Corequisites: MEC 210
Fee: $225

This course introduces different composite tests and testing procedures. Topics include data analysis, report writing, test machines, and test procedures. Upon completion, students should be able to perform and report results using impact, shear, compressions, flexure, and tension tests. *This course is a unique concentration requirement in the Composites concentration in the Manufacturing Technology program.*

Code	Description	Lecture	Lab	Clinic	Credit
MEC 215	**Design of Composite Structure**	**2**	**3**	**0**	**3**

Prerequisites: MEC 212
Corequisites: None
Fee: $225

This course introduces the basics of fiber reinforced composites materials, anisotropic theory, stress analysis, and test methods for composites. Topics include anisotropic constitutive equations and associated elastic constants, micromechanics models, theory of failures, classical laminate theory, laminate design, and special laminates. Upon completion, students should be able to apply concepts to the design of simple composite structural components. *This course is a unique concentration requirement in the Composites concentration in the Manufacturing Technology program.*

Code	Description	Lecture	Lab	Clinic	Credit
MEC 250	**Statics and Strength of Materials**	**4**	**3**	**0**	**5**

Prerequisites: PHY 151
Corequisites: None

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

MEDICAL ASSISTING (MED)

Code	Description	Lecture	Lab	Clinic	Credit
MED 110	**Orientation to Medical Assist**	**1**	**0**	**0**	**1**

Prerequisites: satisfactory college placement test scores
Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

Code	Description	Lecture	Lab	Clinic	Credit
MED 118	**Medical Law and Ethics**	**2**	**0**	**0**	**2**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MED 121	**Medical Terminology I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MED 122	**Medical Terminology II**	**3**	**0**	**0**	**3**

Prerequisites: MED 121
Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MED 130	**Administrative Office Procedures I**	**1**	**2**	**0**	**2**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: MED 110, MED 150

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

Code	Description	Lecture	Lab	Clinic	Credit
MED 131	**Administrative Office Procedures II**	**1**	**2**	**0**	**2**

Prerequisites: MED 130
Corequisites: MED 140

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

Code	Description	Lecture	Lab	Clinic	Credit
MED 134	**Medical Transcription**	**2**	**2**	**0**	**3**

Prerequisites: MED 121
Corequisites: None

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

Code	Description	Lecture	Lab	Clinic	Credit
MED 136	**Preventive Health**	**2**	**0**	**0**	**2**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: None

This course provides information on public school and community health issues at all levels and preventive measures for prevalent diseases in the schools. Topics include healthy lifestyles, disease prevention, child psychology, and holistic health. Upon completion, students should be able to present information to all age levels concerning health issues, disease prevention, and attainment of healthy lifestyles.

Code	Description	Lecture	Lab	Clinic	Credit
MED 138	**Infection/Hazard Control**	**2**	**0**	**0**	**2**

Prerequisites: None

Corequisites: None

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. topics include introduction to Microbiology, Practical Infection control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, Infectious Diseases, OSH Standards, and Applicable North Carolina Laws. Upon completion, students should be able to: understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSH Standards, and applicable North Carolina laws.

Code	Description	Lecture	Lab	Clinic	Credit
MED 140	**Exam Room Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: MED 150

Corequisites: MED 131

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

Code	Description	Lecture	Lab	Clinic	Credit
MED 150	**Laboratory Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores

Corequisites: MED 122, MED 131

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

Code	Description	Lecture	Lab	Clinic	Credit
MED 182	**CPR First Aid and Emergency**	**1**	**2**	**0**	**2**

Prerequisites: None

Corequisites: None

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.

Code	Description	Lecture	Lab	Clinic	Credit
MED 232	**Medical Insurance Coding**	**1**	**3**	**0**	**2**

Prerequisites: MED 131

Corequisites: None

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

Code	Description	Lecture	Lab	Clinic	Credit
MED 260	**MED Clinical Externship**	**0**	**0**	**15**	**5**

Prerequisites: MED 131, MED 140

Corequisites: MED 262, MED 264

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Externship is supervised and unpaid. Please inquire about additional requirements for externship.

Code	Description	Lecture	Lab	Clinic	Credit
MED 262	**Clinical Perspectives**	**1**	**0**	**0**	**1**

Prerequisites: MED 131, MED 140
Corequisites: MED 260, MED 264

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

Code	Description	Lecture	Lab	Clinic	Credit
MED 264	**Medical Assisting Overview**	**2**	**0**	**0**	**2**

Prerequisites: MED 131, MED 140
Corequisites: MED 260, MED 262

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

Code	Description	Lecture	Lab	Clinic	Credit
MED 270	**Symptomatology**	**2**	**2**	**0**	**3**

Prerequisites: BIO 163
Corequisites: None

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions

Code	Description	Lecture	Lab	Clinic	Credit
MED 272	**Drug Therapy**	**3**	**0**	**0**	**3**

Prerequisites: BIO 163
Corequisites: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

Code	Description	Lecture	Lab	Clinic	Credit
MED 274	**Diet Therapy/Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: None

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

Code	Description	Lecture	Lab	Clinic	Credit
MED 276	**Patient Education**	**1**	**2**	**0**	**2**

Prerequisites: ENG 090 and ENG 090A, and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: None

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

■ MARKETING AND RETAILING (MKT)

Code	Description	Lecture	Lab	Clinic	Credit
MKT 120	**Principles of Marketing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MKT 123	**Fundamentals of Selling**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MKT 223	**Customer Service**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

MAINTENANCE (MNT)

Code	Description	Lecture	Lab	Clinic	Credit
MNT 110	**Intro to Maintenance Procedures**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MUSIC (MUS)

Code	Description	Lecture	Lab	Clinic	Credit
MUS 110	**Music Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 111	**Fundamentals of Music**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 112	**Introduction to Jazz**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 113	**American Music**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 114	**Non-Western Music**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 121	**Music Theory I**	**3**	**2**	**0**	**4**

Prerequisites: MUS 111
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 122	**Music Theory II**	**3**	**2**	**0**	**4**

Prerequisites: MUS 121
Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 123	**Music Composition**	**0**	**2**	**0**	**1**

Prerequisites: MUS 111 or MUS 121
Corequisites: None

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. Upon completion, students should be able to create short musical works using appropriate musical notation. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 131	**Chorus I**	**0**	**2**	**0**	**1**

Prerequisites: Instructor's Consent
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 132	**Chorus II**	**0**	**2**	**0**	**1**

Prerequisites: MUS 131
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 141	**Ensemble I**	**0**	**2**	**0**	**1**

Prerequisites: Instructor's Consent
Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 142	**Ensemble II**	**0**	**2**	**0**	**1**

Prerequisites: MUS 141
Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 151	**Class Music I**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 152	**Class Music II**	**0**	**2**	**0**	**1**

Prerequisites: MUS 151
Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 161	**Applied Music I**	**1**	**2**	**0**	**2**
MUS 161A		**1**	**0**	**0**	**1**
MUS 161B		**0**	**2**	**0**	**1**

Prerequisites: Audition and Instructor's Consent
Corequisites: None
Fee: $320

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NOTE: This course is divided into two parts (MUS 161A and MUS 161B). MUS 161A is self-supporting (student pays a fee for one-on-one instruction in their specific instrument or voice); MUS 161B is two hours of supervised practice per week.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 162	**Applied Music II**	**1**	**2**	**0**	**2**
MUS 162A		**1**	**0**	**0**	**1**
MUS 162B		**0**	**2**	**0**	**1**

Prerequisites: MUS 161
Corequisites: None
Fee: $320

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NOTE: This course is divided into two parts (MUS 162A and MUS 162B). MUS 162A is self-supporting (student pays a fee for one-on-one instruction in a specific instrument or voice); MUS 162B is two hours of supervised practice per week.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 181	**Show Choir I**	**3**	**3**	**0**	**4**

Prerequisites: Audition and instructor's consent
Corequisites: None

This course provides students the initial training in basic competencies of dance/voice-based performances and to the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on the introduction to, and subsequent development of, basic performance skills necessary for choreographed performance. Upon completion, students should be able to demonstrate the foundation competencies necessary to perform the assigned literature in various venues and under various professional conditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 182	**Show Choir II**	**3**	**3**	**0**	**4**

Prerequisites: MUS 181; and Audition and instructor's consent
Corequisites: None

This course provides intermediate training in dance/voice-based performances and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on continued development of skills necessary for professional group choral preparation and performance, as well as effective social interaction with a performance troupe. Upon completion, students should be able to demonstrate the intermediate competencies necessary to perform the assigned literature in various venues and under various professional conditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 213	**Opera and Musical Theatre**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: None

This course covers the origins and development of opera and musical theatre from the works of Claudio Monteverdi to the present. Emphasis is placed on how the structure and components of opera and musicals affect dramaturgy through listening examples and analysis. Upon completion, students should be able to demonstrate analytical and listening skills in understanding both opera and the musical. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 214	**Electronic Music I**	**1**	**2**	**0**	**2**

Prerequisites: MUS 111
Corequisites: None

This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 215	**Electronic Music II**	**1**	**2**	**0**	**2**

Prerequisites: MUS 214
Corequisites: None

This course is a continuation of MUS 214. Emphasis is placed on advanced MIDI applications and implementation and continued work with sequencers, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 221	**Music Theory III**	**3**	**2**	**0**	**4**

Prerequisites: MUS 122
Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in partwriting, eartraining, and sightsinging. 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 222	**Music Theory IV**	**3**	**2**	**0**	**4**

Prerequisites: MUS 221
Corequisites: None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, eartraining, and sightsinging. 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.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 231	**Chorus III**	**0**	**2**	**0**	**1**

Prerequisites: MUS 132
Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 232	**Chorus IV**	**0**	**2**	**0**	**1**

Prerequisites: MUS 231
Corequisites: None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 241	**Ensemble III**	**0**	**2**	**0**	**1**

Prerequisites: MUS 142
Corequisites: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 242	**Ensemble IV**	**0**	**2**	**0**	**1**

Prerequisites: MUS 241
Corequisites: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 251	**Class Music III**	**0**	**2**	**0**	**1**

Prerequisites: MUS 152
Corequisites: None

This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 252	**Class Music IV**	**0**	**2**	**0**	**1**

Prerequisites: MUS 251
Corequisites: None

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 261	**Applied Music III**	**1**	**2**	**0**	**2**
MUS 261A		**1**	**0**	**0**	**1**
MUS 261B		**0**	**2**	**0**	**1**

Prerequisites: MUS 162
Corequisites: None
Fee: $320

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NOTE: This course is divided into two parts (MUS 261A and MUS 261B). MUS 261A is self-supporting (student pays a fee for one-on-one instruction in a specific instrument or voice); MUS 261B is two hours of supervised practice per week.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 262	**Applied Music IV**	**1**	**2**	**0**	**2**
MUS 262A		**1**	**0**	**0**	**1**
MUS 262B		**0**	**2**	**0**	**1**

Prerequisites: MUS 261
Corequisites: None
Fee: $320

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NOTE: This course is divided into two parts (MUS 262A and MUS 262B). MUS 262A is self-supporting (student pays a fee for one-on-one instruction in a specific instrument or voice); MUS 262B is two hours of supervised practice per week.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 281	**Show Choir III**	**3**	**3**	**0**	**4**

Prerequisites: MUS 182; and Audition and instructor's consent
Corequisites: None

This course provides advanced training in dance/voice-based performance and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on development of advanced skills necessary for professional group choral performance and the technical skills necessary for the execution of such performances. Upon completion, students should be able to demonstrate the advanced competencies necessary to perform the assigned literature in various venues and under various professional conditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 282	**Show Choir IV**	**3**	**3**	**0**	**4**

Prerequisites: MUS 281; and Audition and instructor's consent
Corequisites: None

This course provides advanced training in dance/voice-based pop/jazz/theatre performances and is the capstone course in a four-semester series. Emphasis is placed on refinement of advanced skills necessary for professional group choral performance and the technical skills necessary for the execution of such performances. Upon completion, students should be able to demonstrate a mastery of the skills necessary to plan and perform the assigned literature in various venues and under various professional conditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

■ NETWORKING TECHNOLOGY (NET)

Code	Description	Lecture	Lab	Clinic	Credit
NET 125	**Networking Basics**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
NET 126	**Routing Basics**	**1**	**4**	**0**	**3**

Prerequisites: NET 125
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
NET 225	**Routing and Switching I**	**1**	**4**	**0**	**3**

Prerequisites: NET 126
Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Code	Description	Lecture	Lab	Clinic	Credit
NET 226	**Routing and Switching II**	**1**	**4**	**0**	**3**

Prerequisites: NET 225
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
NET 260	**Internet Development and Support**	**3**	**0**	**0**	**3**

Prerequisites: NET 110 or NET 125
Corequisites: NOS 230

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.

Code	Description	Lecture	Lab	Clinic	Credit
NET 289	**Networking Project**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: NET 226

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

■ NETWORKING OPERATING SYSTEM (NOS)

Code	Description	Lecture	Lab	Clinic	Credit
NOS 110	**Operating System Concepts**	**2**	**3**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading scores
Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 120	**Linux/UNIX Single User**	**2**	**2**	**0**	**3**

Prerequisites: NOS 110

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 130	**Windows Single User**	**2**	**2**	**0**	**3**

Prerequisites: NOS 110

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 220	**Linux/UNIX Admin I**	**2**	**2**	**0**	**3**

Prerequisites: NOS 120

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 221	**Linux/UNIX Admin II**	**2**	**2**	**0**	**3**

Prerequisites: NOS 220

Corequisites: None

This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to setup a Linux server and configure common network services including security requirements.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 230	**Windows Administration I**	**2**	**2**	**0**	**3**

Prerequisites: NOS 130

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 231	**Windows Administration II**	**2**	**2**	**0**	**3**

Prerequisites: NOS 230

Corequisites: None

This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment.

NURSING (NUR)

Code	Description	Lecture	Lab	Clinic	Credit
NUR 101	**Practical Nursing I**	**7**	**6**	**6**	**11**

Prerequisites: Admission to the Practical Nursing program

Corequisites: ACA 111, BIO 163, and CIS 113

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. The student will be introduced to basic concepts of nutrition and medication administration. *This is a diploma-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
NUR 102	**Practical Nursing II**	**8**	**0**	**12**	**12**

Prerequisites: ACA 111, BIO 163, CIS 113, and NUR 101
Corequisites: PSY 110 and ENG 102

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
NUR 103	**Practical Nursing III**	**6**	**0**	**12**	**10**

Prerequisites: NUR 102, PSY 110, and ENG 102
Corequisites: 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. *This is a diploma-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
NUR 111	**Introduction to Health Concepts**	**4**	**6**	**6**	**8**

Prerequisites: Admission to Nursing Program
Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 112	**Health-Illness Concepts**	**3**	**0**	**6**	**5**

Prerequisite: NUR 111
Corequisite: NUR 114

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 113	**Family Health Concepts**	**3**	**0**	**6**	**5**

Prerequisite: NUR 112, NUR 114
Corequisite: NUR 211, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 114	**Holistic Health Concepts**	**3**	**0**	**6**	**5**

Prerequisite: NUR 111
Corequisite: NUR 112

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 211	**Health Care Concepts**	**3**	**0**	**6**	**5**

Prerequisites: NUR 112, NUR 114
Corequisites: NUR 113, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 212	**Health System Concepts**	**3**	**0**	**6**	**5**

Prerequisite: NUR 112, NUR 114
Corequisites: NUR 113, NUR 211

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 213	**Complex Health Concepts**	**4**	**3**	**15**	**10**

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

OPERATIONS MANAGEMENT (OMT)

Code	Description	Lecture	Lab	Clinic	Credit
OMT 110	**Introduction to Operations Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
OMT 112	**Materials Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

Code	Description	Lecture	Lab	Clinic	Credit
OMT 222	**Project Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods.

Code	Description	Lecture	Lab	Clinic	Credit
OMT 260	**Issues in Operations Management**	**3**	**0**	**0**	**3**

Prerequisites: ISC 121, ISC 131; or ISC132, ISC 210 and OMT 112
Corequisites: 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. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

OFFICE SYSTEMS TECHNOLOGY (OST)

Code	Description	Lecture	Lab	Clinic	Credit
OST 080	**Keyboarding Literacy**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
OST 131	**Keyboarding**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
OST 134	**Text Entry and Formatting**	**2**	**2**	**0**	**3**

Prerequisites: OST 131
Corequisites: None

This course is designed to provide the 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 mailable documents and key timed writings at speeds commensurate with employability. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
OST 136	**Word Processing**	**1**	**2**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
OST 148	**Medical Coding Billing and Insurance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
OST 149	**Medical Legal Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

Code	Description	Lecture	Lab	Clinic	Credit
OST 164	**Text Editing Applications**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. *This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
OST 181	**Introduction to Office Systems**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with coworkers
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.

Code	Description	Lecture	Lab	Clinic	Credit
OST 184	**Records Management**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
OST 236	**Advanced Word/ Information Processing**	**2**	**2**	**0**	**3**

Prerequisites: OST 135 or OST 136
Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. 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).*

Code	Description	Lecture	Lab	Clinic	Credit
OST 241	**Medical Office Transcription I**	**1**	**2**	**0**	**2**

Prerequisites: MED 121 or OST 141
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
OST 242	**Medical Office Transcription II**	**1**	**2**	**0**	**2**

Prerequisites: OST 241
Corequisites: None

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

Code	Description	Lecture	Lab	Clinic	Credit
OST 243	**Medical Office Simulation**	**2**	**2**	**0**	**3**

Prerequisites: OST 148
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
OST 244	**Medical Document Production**	**1**	**2**	**0**	**2**

Prerequisites: OST 134
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
OST 247	**CPT Coding in the Medical Office**	**1**	**2**	**0**	**2**

Prerequisites: MED 122
Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

Code	Description	Lecture	Lab	Clinic	Credit
OST 248	**Diagnostic Coding**	**1**	**2**	**0**	**2**

Prerequisites: MED 122
Corequisites: None

This course provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

■ PHYSICAL EDUCATION (PED)

Code	Description	Lecture	Lab	Clinic	Credit
PED 110	**Fit and Wellness for Life**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 113	**Aerobics I**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 114	**Aerobics II**	**0**	**3**	**0**	**1**

Prerequisites: PED 113
Corequisites: None

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 115	**Step Aerobics I**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 116	**Step Aerobics II**	**0**	**3**	**0**	**1**

Prerequisites: PED 115
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 117	**Weight Training I**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 118	**Weight Training II**	**0**	**3**	**0**	**1**

Prerequisites: PED 117
Corequisites: 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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 120	**Walking for Fitness**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 121	**Walk, Jog, Run**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: 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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 122	**Yoga I**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: 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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 123	**Yoga II**	**0**	**2**	**0**	**1**

Prerequisites: PED 122

Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 128	**Golf-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None

Corequisites: 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 knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 132	**Racquetball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 139	**Bowling-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None

Corequisites: 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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 140	**Bowling-Intermediate**	**0**	**2**	**0**	**1**

Prerequisites: PED 139

Corequisites: 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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 143	**Volleyball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None

Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 145	**Basketball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None

Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 146	**Basketball-Intermediate**	**0**	**2**	**0**	**1**

Prerequisites: PED 145

Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 152	**Swimming-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PHILOSOPHY (PHI)

Code	Description	Lecture	Lab	Clinic	Credit
PHI 210	**History of Philosophy**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
PHI 230	**Introduction to Logic**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
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 Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PHI 240	**Introduction to Ethics**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
PHI 250	**Philosophy of Science**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111, and MAT 161 or MAT 171 or MAT 175
Corequisites: None

This course introduces the concepts of empirical observations and laws and their role in scientific explanation, prediction, and theory formation. Topics include the relationship between the philosophy of science and inductive/deductive logic, analytic philosophy, logical empiricism, and explanatory paradigms. Upon completion, students should be able to describe the development and role of scientific explanation, prediction, theory formation, and explanatory paradigms in the natural and social sciences. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PHARMACY TECHNOLOGY (PHM)

Code	Description	Lecture	Lab	Clinic	Credit
PHM 110	**Introduction to Pharmacy**	**3**	**0**	**0**	**3**

Prerequisites: CIS 113, ENG 111, and MAT 115
Corequisites: PHM 134

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.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 111	**Pharmacy Practice I**	**3**	**3**	**0**	**4**

Prerequisites: CIS 113, ENG 111, and MAT 115

Corequisites: PHM 110, PHM 115, PHM 120, and PHM 134

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 115	**Pharmacy Calculations**	**3**	**0**	**0**	**3**

Prerequisites: CIS 113, ENG 111, and MAT 115

Corequisites: PHM 110, PHM 111, PHM 120, and PHM 134

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 118	**Sterile Products**	**3**	**3**	**0**	**4**

Prerequisites: PHM 115, PHM 120 and PHM 134

Corequisites: PHM 125, PHM 133, PHM 140 and PHM 165

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.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 120	**Pharmacology I**	**3**	**0**	**0**	**3**

Prerequisites: MAT 115

Corequisites: PHM 110, PHM 111, PHM 120, and PHM 134

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.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 125	**Pharmacology II**	**3**	**0**	**0**	**3**

Prerequisites: PHM 120

Corequisites: PHM 118, PHM 133, PHM 140 and PHM 165

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.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 133	**Pharmacy Clinical**	**0**	**0**	**9**	**3**

Prerequisites: PHM 134

Corequisites: PHM 118, PHM 125, PHM 140, and PHM 165

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.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 134	**Pharmacy Clinical**	**0**	**0**	**12**	**4**

Prerequisites: CIS 113, ENG 111, and MAT 115

Corequisites: PHM 110, PHM 111, PHM 115, and PHM 120

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.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 140	**Trends in Pharmacy**	**2**	**0**	**0**	**2**

Prerequisites: PHM 134
Corequisites: PHM 118, PHM 125, PHM 133, and PHM 165

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.

Code	Description	Lecture	Lab	Clinic	Credit
PHM 165	**Pharmacy Prof Practice**	**2**	**0**	**0**	**2**

Prerequisites: PHM 120
Corequisites: PHM 140, PHM 133

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.

PHYSICAL SCIENCE (PHS)

Code	Description	Lecture	Lab	Clinic	Credit
PHS 140	**Weather and Climate**	**3**	**0**	**0**	**3**

Prerequisites: RED 090, or ENG 095, or satisfactory reading score
Corequisites: 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 for transferability as a pre-major and/or elective course requirement.*

PHYSICS (PHY)

Code	Description	Lecture	Lab	Clinic	Credit
PHY 151	**College Physics I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 161 or MAT 171 or MAT 175; and RED 090 or ENG 095 or satisfactory reading score
Corequisites: None
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
PHY 152	**College Physics II**	**3**	**2**	**0**	**4**

Prerequisites: PHY 151
Corequisites: None
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
PHY 251	**General Physics I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 271
Corequisites: MAT 272
Fee: $15

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.*

Code	Description	Lecture	Lab	Clinic	Credit
PHY 252	**General Physics II**	**3**	**3**	**0**	**4**

Prerequisites: MAT 272 and PHY 251
Corequisites: None
Fee: $15

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.*

PLASTICS (PLA)

Code	Description	Lecture	Lab	Clinic	Credit
PLA 110	**Introduction to Plastics**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the plastics processing industry, including thermoplastics and thermosets. Emphasis is placed on the description, classification, and properties of common plastics and processes and current trends in the industry. Upon completion, students should be able to describe the differences between thermoplastics and thermosets and recognize the basics of the different plastic processes.

Code	Description	Lecture	Lab	Clinic	Credit
PLA 120	**Injection Molding**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides theory and processing experience with the injection molding process. Topics include machine type, molds, controls, machinepolymer part relationship, molding factors, troubleshooting, and molding problems/solutions. Upon completion, students should be able to demonstrate an understanding of machine setup and operation and be able to optimize common injection molding machines.

Code	Description	Lecture	Lab	Clinic	Credit
PLA 162	**Plastics Manufacturing Processes**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers manufacturing processes including machining, sawing, routing, drilling, taping, turning, thermoforming, molding, extrusion, laminating, reinforcing, expansion, casting, coasting, assembly, and finishing. Emphasis is placed on the process and equipment requirements, special operational concerns, setup, operation, tooling, capability limitations, maintenance, and safety. Upon completion, students should be able to select the correct process for the material required and discuss machine operation, setup, tooling, safety, and scrap recycling.

POLITICAL SCIENCE (POL)

Code	Description	Lecture	Lab	Clinic	Credit
POL 120	**American Government**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
POL 130	**State and Local Government**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
POL 210	**Comparative Government**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
POL 220	**International Relations**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: 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.*

PSYCHOLOGY (PSY)

Code	Description	Lecture	Lab	Clinic	Credit
PSY 101	**Applied Psychology**	**3**	**0**	**0**	**3**

Prerequisites: RED 080 or ENG 085; or satisfactory reading score

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
PSY 110	**Life Span Development**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
PSY 150	**General Psychology**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score

Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
PSY 237	**Social Psychology**	**3**	**0**	**0**	**3**

Prerequisites: PSY 150 or SOC 210

Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
PSY 239	**Psychology of Personality**	**3**	**0**	**0**	**3**

Prerequisites: PSY 150
Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
PSY 241	**Developmental Psych**	**3**	**0**	**0**	**3**

Prerequisites: PSY 150
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
PSY 281	**Abnormal Psychology**	**3**	**0**	**0**	**3**

Prerequisites: PSY 150
Corequisites: 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.*

PHYSICAL THERAPY (PTA)

Code	Description	Lecture	Lab	Clinic	Credit
PTA 110	**Intro to Physical Therapy**	**2**	**3**	**0**	**3**

Prerequisites: BIO 168, COM 120, ENG 111, HUM 115 and MAT 115
Corequisites: PTA 130 and PTA 212

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 120	**Functional Anatomy**	**1**	**6**	**0**	**3**

Prerequisites: PTA 110
Corequisites: PTA 150, PTA 170, and PTA 182

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 130	**Physical Therapy Proc I**	**1**	**6**	**0**	**3**

Prerequisites: BIO 168, COM 120, ENG 111, HUM 115 and MAT 115
Corequisites: PTA 110, PTA 212

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 140	**Therapeutic Exercise**	**2**	**6**	**0**	**4**

Prerequisites: PTA 120
Corequisites: PTA 160, PTA 210 and PTA 240

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 150	**Physical Therapy Proc II**	**1**	**6**	**0**	**3**

Prerequisites: PTA 130

Corequisites: PTA 120, PTA 170 and PTA 182

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 160	**Physical Therapy Proc III**	**2**	**3**	**0**	**3**

Prerequisites: PTA 150

Corequisites: PTA 140, PTA 210 and PTA 240

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 170	**Pathophysiology**	**3**	**0**	**0**	**3**

Prerequisites: PTA 130, BIO 169

Corequisites: PTA 120, PTA 150 and PTA 182

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 182	**PTA Clinical Ed I**	**0**	**0**	**6**	**2**

Prerequisites: PTA 130

Corequisites: PTA 120, PTA 150 and PTA 170

This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on basis skills including patient transfers, elementary exercise programs, and other learned skills. Upon completion,
students should be able to demonstrate satisfactory performance as an introductory-level physical therapist assistant student.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 210	**PTA Clinical Ed II**	**0**	**0**	**6**	**2**

Prerequisites: PTA 182

Corequisites: PTA 140, PTA 160 and PTA 240

This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on goniometric analysis, intermediate-level exercise regimens, medications, and pathological conditions. Upon completion, students should be able to demonstrate satisfactory performance as an intermediate-level physical therapist assistant student.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 212	**Health Care/Resources**	**2**	**0**	**0**	**2**

Prerequisites: BIO 168, COM 120, ENG 111, HUM 115, and MAT 115

Corequisites: PTA 110, PTA 130

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 220	**PTA Clinical Ed III**	**0**	**0**	**24**	**8**

Prerequisites: PTA 210

Corequisites: PTA 222, PTA 252 and PTA 254

This course provides a long-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on assessment, communication, and time management of the available patient case load including manual muscle testing and dovetailing of multiple treatments. Upon completion, students should be able to demonstrate a satisfactory performance as a pre-entry level practitioner

Code	Description	Lecture	Lab	Clinic	Credit
PTA 222	**Professional Interactions**	**2**	**0**	**0**	**2**

Prerequisites: PTA 240

Corequisites: PTA 220, PTA 252 and PTA 254

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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 240	**Physical Therapy Proc IV**	**3**	**6**	**0**	**5**

Prerequisites: PTA 160
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 252	**Geriatrics for the PTA**	**2**	**0**	**0**	**2**

Prerequisites: PTA 240
Corequisites: PTA 220, PTA 222 and PTA 254

This course is designed to provide more in-depth knowledge of physical therapy care for the geriatric individual. Topics include health promotion, wellness programs, and medical problems specific to the elderly. Upon completion, students should be able to discuss and describe special problems and programs for the elderly.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 254	**Pediatrics for the PTA**	**0**	**3**	**0**	**1**

Prerequisites: PTA 240
Corequisites: PTA 220, PTA 222 and PTA 254

This course provides an in-depth study of pediatric dysfunction and rehabilitation techniques. Topics include severe and profound attention deficit disorder, sensory integration, and rehabilitation in the school setting. Upon completion, students should be able to discuss selected pediatric dysfunctions and demonstrate specialized rehabilitation techniques.

READING (RED)

Code	Description	Lecture	Lab	Clinic	Credit
RED 080	**Introduction to College Reading**	**3**	**2**	**0**	**4**

Prerequisites: RED 070 or ENG 075; or satisfactory reading score
Corequisites: 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. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

Code	Description	Lecture	Lab	Clinic	Credit
RED 090	**Improved College Reading**	**3**	**2**	**0**	**4**

Prerequisites: RED 080 or ENG 085; or satisfactory reading score
Corequisites: 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. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

RELIGION (REL)

Code	Description	Lecture	Lab	Clinic	Credit
REL 110	**World Religions**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
REL 211	**Introduction to Old Testament**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
REL 212	**Introduction to New Testament**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

■ INFORMATION SYSTEMS SECURITY (SEC)

Code	Description	Lecture	Lab	Clinic	Credit
SEC 110	**Security Concepts**	**3**	**0**	**0**	**3**

Prerequisites: CTI 120
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 150	**Secure Communications**	**2**	**2**	**0**	**3**

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 160	**Secure Admininstration I**	**2**	**2**	**0**	**3**

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 220	**Defense-In-Depth**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: SEC 160

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.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 289	**Security Capstone Project**	**1**	**4**	**0**	**3**

Prerequisites: SEC 220
Corequisites: 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.

SOCIOLOGY (SOC)

Code	Description	Lecture	Lab	Clinic	Credit
SOC 210	**Introduction to Sociology**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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. This course is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 213	**Sociology of the Family**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved 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).*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 220	**Social Problems**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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).*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 225	**Social Diversity**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 234	**Sociology of Gender**	**3**	**0**	**0**	**3**

Prerequisites: RED 090 or ENG 095; or satisfactory reading score
Corequisites : None

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPANISH (SPA)

Code	Description	Lecture	Lab	Clinic	Credit
SPA 111	**Elementary Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 090 and ENG 090A and RED 090; or ENG 095 and ENG 095A; or satisfactory writing and reading scores
Corequisites: SPA 181

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. This is also available through the Virtual Learning Community (VLC).*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 112	**Elementary Spanish II**	**3**	**0**	**0**	**3**

Prerequisites: SPA 111
Corequisites: SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 161	**Cultural Immersion**	**2**	**3**	**0**	**3**

Prerequisites: SPA 111
Corequisites: 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, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 181	**Spanish Lab 1**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: SPA 111

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 182	**Spanish Lab II**	**0**	**2**	**0**	**1**

Prerequisites: SPA 181
Corequisites: SPA 112

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 for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 211	**Intermediate Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: SPA 112
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 212	**Intermediate Spanish II**	**3**	**0**	**0**	**3**

Prerequisites: SPA 211
Corequisites: 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.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 221	**Spanish Conversation**	**3**	**0**	**0**	**3**

Prerequisites: SPA 212
Corequisites: 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 for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 231	**Reading and Composition**	**3**	**0**	**0**	**3**

Prerequisites: SPA 212
Corequisites: 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 pre-major and/or elective course requirement.*

SUSTAINABILITY (SST)

Code	Description	Lecture	Lab	Clinic	Credit
SST 110	**Intro to Sustainability**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

Code	Description	Lecture	Lab	Clinic	Credit
SST 120	**Energy Use Analysis**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

WEB TECHNOLOGIES (WEB)

Code	Description	Lecture	Lab	Clinic	Credit
WEB 110	**Internet/Web Fundamentals**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 115	**Web Markup and Scripting**	**2**	**2**	**0**	**3**

Prerequisites: CTI 110 or CSC 151
Corequisites: CIS 115

This course introduces client-side Internet programming using the current W3Crecommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into Web sites.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 210	**Web Design**	**2**	**2**	**0**	**3**

Prerequisites: CTI 110 or WEB 110
Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 215	**Advanced Markup and Scripting**	**2**	**2**	**0**	**3**

Prerequisites: WEB 115
Corequisites: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 250	**Database Driven Website**	**2**	**2**	**0**	**3**

Prerequisites: DBA-110 and WEB 210
Corequisites: 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.

WELDING (WLD)

Code	Description	Lecture	Lab	Clinic	Credit
WLD 110	**Cutting Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $30

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.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 112	**Basic Welding Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $30

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.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 115	**SMAW (Stick) Plate**	**2**	**9**	**0**	**5**
WLD 115A		**1**	**3**	**0**	**2**
WLD 115B		**1**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $15 for WLD 115A; $15 for WLD 115B; $30 for WLD 115

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.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 116	**SMAW (Stick) Plate/Pipe**	**1**	**9**	**0**	**4**
WLD 116A		**1**	**6**	**0**	**3**
WLD 116B		**0**	**3**	**0**	**1**

Prerequisites: WLD 115
Corequisites: None
Fee: $15 for WLD 116A; $15 for WLD 116B; $30 for WLD 116

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.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 121	**GMAW (MIG) FCAW/Plate**	**2**	**6**	**0**	**4**
WLD 121A		**1**	**3**	**0**	**2**
WLD 121B		**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $15 for WLD 121A; $15 for WLD 121B; $30 for WLD 121

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.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 131	**GTAW (TIG) Plate**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $30

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.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 141	**Symbols and Specifications**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $30

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.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 261	**Certification Practices**	**1**	**3**	**0**	**2**

Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None
Fee: $30

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

Workforce Development and Enrichment Course Info

Introduction
Workforce Development and Enrichment offers a wide variety of non-credit courses and programs. Curriculum credit will not be awarded, but in some programs continuing education units or CEUs are awarded.

Programs are developed and offered based on the community's expressed needs in workforce/occupational training, upgrading of work skills, vocational improvement, cultural advancement or creative personal interest. Please contact the College if you have a specific request for a course.

Admission
Any adult is eligible to attend classes offered on campus or at any of the several adult education classroom areas used by the College.

Any student admitted to class must be at least 18 years of age. A minor 16-17 years of age may be admitted with release documents from the public school system, unless they have been out of the public school system for six months.

Individuals having special high school education needs who do not meet the above requirements may be assisted by special agreement between local public school officials and the administration of Craven Community College.

Fees
The registration fee for Occupational Courses ranges from $65.00 to $175.00 depending on the number of class hours. There is no charge for Adult Basic Education, Adult High School Courses, or job related courses for law enforcement, firemen, and rescue personnel. The fee charged for Workforce Development/Occupational Courses is determined by the North Carolina General Assembly. A charge may be necessary in some courses for class supplies. Workforce Development and Enrichment fees are subject to change for the duration of this catalog. Self-supporting/Adult Enrichment registration fees vary and there are no fee exemptions for self-supporting courses.

Class Locations
Workforce Development and Enrichment classes are held on campus and in areas away from the Craven Community College campus where suitable locations can be arranged and student interest justifies the classes. Classes have been held in schools, community centers, and businesses. Classes are also offered through distance education.

Attendance
Students are expected to attend class regularly. Attendance records are maintained by class instructors. Students must attend a minimum of 80% in Occupational/Workforce Courses in order to receive Continuing Education Unit (CEU) credit. Some Occupational/Work-force Courses require 100% student attendance in order to receive CEU credit. Regular attendance helps maintain continuity in classroom work, justifies the existence of the class, and assures the student of accomplishment that would be impossible with excessive absences.

Schedules
Workforce Development and Enrichment classes are announced by published schedules during the year. In addition, Workforce Development and Enrichment classes are scheduled when a need for the class is established, space exists to teach the class, and an instructor is available. The programs do not begin and conclude on a semester schedule as do the curriculum programs. Classes in any subject can be arranged upon request in most cases; however, the College reserves the right to postpone or cancel classes due to insufficient enrollment.

Refund Policy

Students in occupational extension classes may only request a registration fee refund by filling out an official withdrawal/refund request form in the Workforce Development and Enrichment office at the New Bern Campus or Havelock-Cherry Point Campus offices.

The student will be eligible for a 100 percent refund if he/she officially withdraws from the class(es) prior to the first class meeting.

The student will be eligible for a 100 percent refund if an applicable class fails to "make" because of insufficient enrollment.

The student will be eligible for a 75 percent refund if the student officially withdraws from a class that has begun if the official withdrawal from the class is prior to or on the 10 percent point of the scheduled hours of the class.

The student will be eligible for a 75 percent refund if the student officially withdraws from a contact hour's class prior to or on the 10th day from the first class meeting.

All registration fee(s) for the semester/term may be refunded to the estate of the deceased if the student, having paid the required registration fee for a semester/term, dies during that semester/term (prior to or on the last day of examinations of the semester/term).

Students in all other Workforce Development and Enrichment classes WILL NOT BE ELIGIBLE for refunds unless the class fails to "make" because of insufficient enrollment.

Transcripts

All student records are held in confidence by the College. Transcripts will be made available only upon request of the student. A statement authorizing release must be signed by the student before a transcript will be sent to other colleges, employers, or other agencies. Authorization for release of transcript forms is available in the Division of Workforce Development and Enrichment. There is no fee charged for the first transcript. There will be a one dollar fee for each transcript after the first.

Certificates

Certificates are awarded students meeting requirements for the Workforce Development and Enrichment classes and programs.

Continuing Education Unit

CEU

The Continuing Education Unit (CEU) was designed to recognize and record individual and institutional participation in nontraditional studies and special activities. The CEU meets the need in Workforce Development and Enrichment education for uniformity in the planning of educational experience for technical and professional people, who seek to improve their competency and skill levels through staff development type training.

Craven Community College has adopted the CEU as a system for record keeping and quality control in programs of educational activities in Workforce Development and Enrichment. Not all courses have the need to be measured by the CEU; however, CEUs are awarded in all Workforce/Occupational Courses. Otherwise, the functions of organization, instruction, and record keeping are performed according to CEU standards in programs of continuing education.

BASIC SKILLS/LITERACY PROGRAMS

Adult Basic Education (ABE)

Adult Basic Education (ABE) is a program of instruction designed for adults who need to improve their reading, writing, speaking, or computational skills to function more effectively in society or in the workplace. ABE students function below the high school level.

Adult High School (AHSD)

Adult High School (AHSD) is a program designed to help students earn their adult high school diploma. Students must complete a minimum of 20 credits, including required credits, to earn their diploma. We offer three ways to earn your high school diploma: Internet courses, small group classes and a self-paced Learning Lab environment. Registration, placement test and orientation required.

Compensatory Education (CED)

Compensatory Education (CED) is a program designed specifically for adults with intellectual disabilities. The focus of the program is on helping the individual become as independent as possible through acquiring basic life skills needed to function successfully in daily living.

Distance Education

Available through the Internet. This program allows you to work primarily at home on ABE/Pre-GED/Pre-Adult High School, GED and Adult High School Diploma.

English as a Second Language (ESL)

English as a Second Language (ESL) is a program designed for adults whose native language is not English. Instruction focuses on English skills which will enable students to interact effectively in the community and in the workplace. Our classes are designed to provide reading, writing, speaking and basic living skills to students with a limited English-speaking background. Interested students should attend the class that is convenient for them. Registration and assessment will be completed at this time.

El inglés como un segundo idioma (ESL)

El programa de ESL es para los estudiantes adultos cuya lengua materna no es el inglés. La instrucción se concentra en las habilidades del inglés que les permitirán a los estudiantes interactuar efectivamente en la comunidad y en los lugares de trabajo.

Las clases son completamente gratis. La registración es abierta; venga y regístrese en las clases en cualquier momento durante el semestre. También tenemos cursos en video y por la Internet para tomar en la comodidad de su hogar.

General Educational Development (GED)

General Educational Development (GED) is a program designed to help students pass the official GED exam. The exam consists of five parts: Writing, Reading, Social Studies, Science and Mathematics. Students who pass the GED receive a high school diploma equivalency.

GED Family Literacy Programs

The Even Start Family Literacy Program provides educational opportunities for children and their parents/guardians by integrating early childhood education and adult education into a unified program. Adults may study basic math and reading classes and also study to take the GED. In addition, the program includes transportation to school, breakfast and lunch. Children newborn to 5 years of age may attend.

Workforce Development and Enrichment/Basic Skills Program

The mission of the Basic Skills Program is to provide educational opportunities for adults 16 years or older who are out of school. The program addresses the needs of adults who do not have a high school diploma or who want to improve their basic education skills to function more effectively in society. The Basic Skills Program of Craven Community College (CCC) offers a wide variety of classes at on-campus and off-campus sites throughout Craven County. Classes are offered during the day, afternoon and evening. All classes are free! Students who are 16 or 17 years old need special permission from a parent/guardian and the school district before enrolling in any Basic Skills Program.

Orientation sessions for ABE, GED, and AHSD Programs

Orientation sessions are required for all of our new students. During our orientation sessions, students will receive details about the different programs and classroom options available. Additionally, students will complete an assessment to determine their academic skill levels and to receive a referral based on their skill levels, goals and time commitments

Learning Labs

The Learning Labs provide a self-paced learning environment where students can utilize computers, text books, videos and other resources. An instructor is always present to teach small groups or to answer individual questions.

ADULT ENRICHMENT

Adult Enrichment seated courses are offered specifically for adults (ages 16 and up) and are offered in a wide variety of individual interest area's including:

- Art and Appreciation
- Business and Finance
- Crafts and Needlework
- Computer Skills and Technology
- Culinary Arts
- Dance and Exercise
- Fun and Games
- History, Humanities and Foreign Languages
- Horticulture and Landscaping
- Motorcycle Safety
- Music and Appreciation
- Photography

All courses in Adult Enrichment are "self-supporting" and open to all adults. No participant is exempt from payment of the registration fee for these programs. Some self-supporting courses require a supply fee; these fees are included within the tuition fees when noted. Other supplies are to be provided by student. No refunds will be allowed or authorized unless the class fails to "make" because of insufficient enrollment.

IMPORTANT: Each course requires a minimum number of students to enroll before it can be offered. If this number is not reached, the class will be canceled. The minimum number of students required is included in parentheses with each class listing.

Lifetime Learning

The Lifetime Learning Center, a division of the Craven Community College Foundation, provides supplemental experiences for adults to learn about history, culture, arts and more, in arenas that reach beyond the classroom.

The college is keenly aware of Craven County's growing population of accomplished adults and offers them a variety of opportunities to participate in lifelong learning experiences that span a wide variety of interest areas that include:

- Explorations: The International Film and Lecture Series – a free series held on the New Bern Campus at Orringer Auditorium from September to April each year.
- Day trips to see touring Broadway shows, ballet and opera performances, special art and history exhibits and historic sites.
- Overnight trips to visit cities, historic sites, museums and gardens.
- International trips for the exploration of history and world cultures.

HUMAN RESOURCES DEVELOPMENT (HRD)

Employment Readiness Program

The Human Resources Development/Employment Readiness Program provides short-term pre-vocational training and counseling for unemployed, underemployed, those laid off or those looking to make a career change, enter the workforce or begin new careers. The curriculum focuses on how to find and keep a job along with career explorations. This includes teaching students to assess their strengths and weaknesses, develop problem-solving and communication skills, develop a positive self-image, improve academic skills and understand the dynamics of interpersonal relationships. Students also learn how to successfully market themselves to potential employers. Students in an HRD Program enroll for a period of instruction that averages from one to six weeks.

OCCUPATIONAL COURSES

Occupational Extension/Workforce Development

This area of training is devoted to assisting the organization to enhance or improve its operations by training the workforce in the skills deemed appropriate after analyzing processes, skill levels, and training methodologies.

You can learn new job skills or upgrade your current knowledge and ability through Craven's training programs. We offer a wide variety of courses, whether it is traditional or online. These courses are intended to provide training to upgrade a person's skills or qualifications, or assist in preparing an individual for a new career. These classes can be a single course or a series of courses designed for a specific job area.

A variety of courses are also offered to our military partners at Marine Corps Bases for the purpose of enhancing and updating individual skills. Additionally, these courses provide military family members an opportunity to acquire new skills, making themselves marketable to the local economy.

Environmental Safety Programs

The Environmental Safety Programs support the economic development efforts of the State of North Carolina by providing education and training opportunities for eligible businesses and industries.

These courses are a fundamental overview of the recognition and avoidance of unsafe conditions on the job sites, plan operations, retail stores, and food service facilities and will provide the student with a basic understanding of OSHA regulations, enforcement, and compliance for environmental standards. Topics include discussions of the OSHA standards that relate to safety management, hazard recognition, the inspection process, required safety programs, and areas of general industry most often cited.

We offer courses that address OSHA regulations regarding employees entering, working, or exiting those workplaces which may present physical or health hazards or contain a hazardous atmosphere. Courses will also teach services and maintenance personnel the basic fundamentals and procedures of the OSHA Lockout/Tagout standard and the importance of energy control and isolation in the safe service and maintenance of equipment.

Health Services (LAW/EMS/FIRE)
Craven Community College offers a wide variety of health related courses and training programs. Craven Community College Health Care training plays an active role in the Continuing Education of the citizens of Craven County and surrounding areas desiring to prepare themselves for employment in the ever-evolving and the growing needs of the healthcare field.

Continuing Education Healthcare programs provide courses for those who need to train, retrain, and update themselves in a health care field or professional area. The continuing education programs offered are of the highest quality both in classroom/lab and clinical instruction

Business and Technology
Continuing Education partners with businesses, organizations, and the military to provide customized, high quality programs, services, and courses. These programs can be tailored by topic to meet training needs by customizing any learning experience to fit any unique requirements.

Craven delivers quality programs and services to satisfy a variety of business and employee needs in the areas of computer, office, personnel, and soft skill training. Courses are designed for adult learners and offer modern methods, skills reinforcement, and active learning. Lively, hands-on, and informative, the courses are guaranteed to solve a variety of workplace challenges.

Customized Training
The Customized Training Program supports the economic development efforts of the State of North Carolina by providing education and training opportunities for eligible businesses and industries.

Small Business Center
The objective of Craven Community College's Small Business Center is to increase the success rate and the number of viable small businesses in Craven County by providing high quality, readily accessible assistance to prospective and existing small businesses.

A Small Business Resource Center is located at the college's New Bern campus. The Havelock campus also has a limited Small Business Center that partners with the Military Business Center in the Redd Building. The Centers provide free computer and Internet access and a variety of small business resources, including specialized software and multimedia tools, along with small business books, magazines and government resources.

Military Business Center
The North Carolina Military Business Center (NC-MBC) is an operational arm of the Small Business Center of Craven Community College. The Military Business Center is dedicated to assisting Craven County businesses in the pursuit of defense-related work. For those that own a small business and would like to expand sales and grow business, the Military Business Center is designed to help. The MBC help businesses increase market share and improve profitability through the almost endless opportunities to procure business with the U.S. Government. The MBC can help provide assistance with: Registering your business to receive information about potential government contracting opportunities; targeting specific opportunities; understanding contracting paperwork ; and developing proposals to bid on military contracts.

One tool of the NCMBC is MatchForce.org, a multi-functional website that serves as a gateway for individuals, businesses, and government purchasing officials. MatchForce.org automatically matches registered North Carolina businesses to government contracts, government purchasers to local suppliers, and job seekers to North Carolina jobs. Businesses, government contracting officials, government purchase card holders, and job seekers can register, post, search and receive opportunities and immediate results.

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AAS – Wayne Community College
BS – North Carolina State University

Betty "Belinda" Barnhill
Director of Nursing Programs
BSN, MSN – East Carolina University

Patricia Batten
Cosmetology Faculty
Cosmetology Diploma – Craven Community College
Teacher's License – NC State Board of Cosmetic Art Examiners

Joyce R. Belfance
Nursing Faculty
BSN – East Carolina University
MSN – Duke University
NLN Certified Nurse Educator

Camoosha V. Bell
Spanish Faculty
BA, MA – East Carolina University

Donna W. Bell
Drafting/Design Faculty
BS – Appalachian State University

Danny Best Sr.
Accounting Faculty
BS – Atlantic Christian College
MBPA – Southeastern University

Timothy Best
Machinist Faculty
AAS – Craven Community College
NIMS Certified

Katrina Bishop
Developmental Mathematics Faculty
BS – University of Alabama
MS – Boston University

Peter S. Bonacci
Information Technology Faculty/Support Specialist-Havelock
BS, MS - Park University

Joseph Russell Boyce
Aviation Systems Technology Faculty
AAS – Craven Community College

Eric S. Braddy
Welding Faculty
AAS – Pitt Community College
AWS Certified Welding Inspector
AWS Certified Welding Educator

Kimberley Bramson
Pharmacy Technology Faculty
BS – East Carolina University
Pharm.D. – Creighton University

Jeffrey K. Brown
Aerospace Manufacturing and Repair Faculty
AAS – Wayne Community College

Walter Calabrese
Chair of Havelock Campus
BS – Embry-Riddle Aeronautical University
MA – St. Joseph's College

Donald Carpenetti
Chemistry Faculty
BS – University of Pittsburgh
MS – West Virginia University

Vincent Castellana
Mathematics Faculty
BS – State University of New York
MA – Western Michigan University
PhD – Auburn University

Velinda J. Clarke
Nursing Faculty
BSN – Hawaii Pacific University

Jessica A. Cofield
Biology Faculty
BS, MS – Auburn University

Jennifer R. Cooke
Physical Therapy Faculty
BA, MPT, DPT – University of North Carolina-Chapel Hill

Kerry D. Cox
Speech Faculty
BA, MA – University of North Carolina-Chapel Hill

Jack "Griffin" Dodd
Mathematics Faculty
BA – University of North Carolina at Wilimington
MA – Appalachian State University

Keila G. Dumicz
Nursing Faculty
BS – University of North Carolina-Wilmington

Philip S. Evancho
Music Director, Music Faculty
BMusEd – Baldwin-Wallace Conservatory of Music
MMus – University of Akron

Mitchell W. Fortescue
Psychology Faculty
BA, MA – North Carolina State University

Terri L. Frost
Early Childhood Faculty
BA – Berkshire Christian College
MA – Cambridge College
MSEd – University of New England
C.A.G.S. – Cambridge College

Dawn Gibson
English Faculty
BA – Shaw University
MA – East Carolina University

Rodney E. Guldner
Organization Performance Improvement Facilitator
BS – University of Central Florida
MBA – Golden Gate University

Linwood Hartsell, II
Athletic Director/Head Coach/Faculty
AA – Lenoir Community College
BA – Barton College
MA – East Carolina University

Betty Hatcher
Chair of English, Communications and Fine Arts
AA – Craven Community College
BA, MA – East Carolina University

Carlos "Rick" Hughes
Automotive Systems Technology Faculty
AAS – Craven Community College
ASE Certified, GM Certified

Kenneth Hunter
Criminal Justice/BLET Faculty
BSOE – Wayland Baptist University
MPA – City University

Colleagues

Robert J. Husson
Computer Program/Networking Technology Faculty
BA – University of Notre Dame
MS – The Johns Hopkins University

Patricia Johnson
Psychology/Sociology Faculty
BA, MA – East Carolina University
MAEd – University of Maryland

Carolyn S. Jones
Faculty of Nursing
BSN, MSN, MAEd – East Carolina University

Tyrone Jones
Medical Assisting Faculty
BS – Miller-Motte College

Suzanne M. Kaylor
Coordinator Faculty Advising/English Faculty
BA – Agnes Scott College
MA – East Carolina University

Jacqueline Kiernan
ABE/Comp Ed Coordinator
BS – Campbell University
MS – Walden University

Lealer R. King
Developmental Studies English/Reading Faculty
BA – Bennett College

Lawrence Lafferty
Electronics Faculty
AAS – Craven Community College
BS – East Carolina University

Charles Lancaster
Mathematics Faculty
BS – U. S. Coast Guard Academy
MS – U. S. Naval Postgraduate School

Quincy Leigh Lieske
English Faculty
BA – University of Texas
MLA – University of North Carolina - Asheville

Quent Lupton
Biology Faculty
BA – University of North Carolina - Wilmington
MS – Towson University

Patrick McCain
Director of Criminal Justice/BLET Programs
BS – North Carolina Wesleyan College

Tanya McGhee
Chair of Math and Sciences
BS – Southhampton College
MS – University of North Carolina – Chapel Hill

Surrie F. McNeill
Faculty of Nursing
BSN – University of North Carolina - Pembroke
MSN – University of North Carolina - Greensboro

Kasey Melvin
Faculty of Psychology
BA – Mercer University
MA – University of South Carolina

Shawn A. Moore
Biology Faculty
BS, MS – East Carolina University

Karen D. Nelson
Developmental Reading/English Faculty
BA, MA – Appalachian State University

Caroline R. Parham-Ramsey
Sociology Faculty
BA – Meredith College
MA – East Carolina University

Gregory W. Purvis
Aviation Systems Technology Faculty
BA – High Point University

Katrina M. Ramsey
ESL Instructor/Coordinator
BA, MA – East Carolina University

Gloria T. Sanders
Physical Therapy Assistant Faculty
BS – East Carolina University
DPT – Simmons College

Nanette Sanders-Cobb
Business Administration Faculty
BBA – Howard University
MBPA – Southeastern University

Jessica Saxon
English Faculty
BA – University of North Carolina - Chapel Hill
MA – North Carolina State University

Barbara A. Scholz
Nursing Faculty
ASN – Quinnipiac College
BSN – Central State Connecticut University
MSN – Armstrong Atlantic State University

Paul D. Scott
Mathematics Faculty
BS – Pikeville College
MTS – The College of William and Mary
PhD – Florida State University

Robert D. Scull Jr.
History/Geography Faculty
BA, MA – Old Dominion University

Cynthia Seymour
Biology Faculty
BS, MA – East Carolina University

Ravi D. Sharma
Mathematics Faculty
BS, MS – Meerut University - India
BA – University of Delhi - India
MAEd – Saurashtra University - India
MA – East Carolina University

David Shelton
Aviation Systems Technology Faculty
BS – Embry - Riddle Aeronautical University
MA – Liberty University

Crystal H. Smith
Health Information Technology Faculty
AAS – Pitt Community College

Elizabeth S. Spencer
Art Faculty
BFA – Murray State University
MFA – University of Massachusetts Dartmouth

Patrice Suggs
English Faculty
BA – University of North Carolina-Wilmington
MFA – Bowling Green State University

Deborah M. Taylor
Cosmetology Faculty
Diploma – Craven Community College
Teacher's License – NC State Board of Cosmetic Art Examiners

Willard Taylor
Machining and Manufacturing Faculty
AAS – Craven Community College
NIMS Certified

Karen Thomas
Medical Assisting Faculty
AAS, Certificate – Pitt Community College

Kay T. Tosto
Nursing Faculty
BS, MS – Walden University
BSN – East Carolina University

Diane Tyndall
Chair of Business, Technology and Education Programs
AB – University of North Carolina - Chapel Hill
MAEd – East Carolina University

John R. Upchurch
Automotive Faculty
AGE, Diploma – Craven Community College

Robert Vogelien
Mathematics Faculty
BS, MS – State University of New York

Annette D. Walker
Information Systems/Network Technology Faculty
BS – Portland State University
MSIT – East Carolina University

Kyle Warner
English Faculty
BA – University of North Carolina-Chapel Hill
MA – Appalachian State University

Bruce Waugh
Information Technology Faculty
BA, DC – Logan University

Kaisy R. Wilkerson-Mills
English Faculty
BA – Mount Olive College
MA – North Carolina Central University

Michael L. Williams
Machining and Tool and Die Faculty
AAS – Asheville-Buncombe Technical Community College

Professors Emeriti

Diane Hartge
BS – Shippensburg University

Murdina D. MacDonald
BA – University of Hawaii
MDiv– Southeastern Baptist Theological Seminary
DPhil – Oxford University

Jonathan Pharr
BA, MAEd – East Carolina University

Administrative and Professional Staff

Richard Adamson
Academic Advisor
BA – Park University
MA – Webster University

Linda E. Adkisson
Accounting Assistant/Cashier
AAS – Craven Community College

Jennifer L. Baer
Coordinator of Foundation Outreach/Lifetime Learning Center
BS – University of Toledo

Pamela Trina Baldwin
Administrative Assistant (to Liberal Arts and University Transfer Learning Center)
AA – Craven Community College

Carlton Banks
Facilities/Receiving Assistant

Kathryn M. Banks
Director, Financial Aid
AAS – Craven Community College
BS – Mount Olive College
MAEd – East Carolina University

Rita Barrow
Facilities Maintenance Technician I

Fredrick Bell
Facilities Maintenance Technician II

Mark W. Best
Director of Workforce Readiness and Special Programs
BSBA – Fayetteville State University

Zeledith H. Blakely
Director of Basic Skills Programs
BS – Florida A&M University
MEd – Columbia College

Gerald M. Boucher Jr
Dean of Havelock Campus-Cherry Point
BA, MAEd – East Carolina University

Yuko Boyd
Enrollment Services Specialist II
AA – Showa Women's College

Tara Brocklesby
Basic Skills Assessment Retention Specialist I
AAS, AGE – Craven Community College

Catherine C. Campbell
Director, Library Services
AA – Mississippi Gulf Coast Community College
BS – Delta State University
MLS – Florida State University

J. "Denise" Carr-Dale
Director, Student Development
BS – Winston-Salem State University
MS – North Carolina A&T State University

H. Steve Carter
Chief of Campus Security
AAS – Craven Community College

Richard Cayton
Facilities Maintenance Specialist-Trades

Margaret B. Chance
Con Ed Coordinator II-Occupational Extension
BSBE – East Carolina University

Michelle Chapman
Human Resources Specialist
AA – Craven Community College

Catherine Chew
President
BA – Tennessee Tech University
MA, EdD – Virginia Tech

Nancy M. Childs
Marketing Design Specialist
BS – North Carolina State University

Christopher M. Coffin
Facilities Maintenance Specialist-Trades

Lisa M. Collin
Executive Assistant to the President
BA – SUNY College at Buffalo

Frederick E. Cooze
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BSc, BEd and MEd – Memorial University of Newfoundland and Labrador

Susan S. Crepeau
Human Resources Technician
AAS – Craven Community College
BSBE – East Carolina University

Gail B. Daniels
Accounting Assistant
AAS, BS – Mount Olive College

Marsha O. Daugherty
Administrative Assistant
Diploma – King's College
AAS, AGE – Craven Community College

Michelle Davis
Academic Skills Center Manager/ADA Liaison–Havelock
BS – Appalachian State University

Amy Derck
Director, Student Services – Havelock
BA – Ohio State University
MHDL – University of North Carolina - Charlotte

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AAS – Jefferson Community College

Emily J. Drake
Research and Assessment Specialist
BS – Meredith College

Neil Edmundson
Facilities Maintenance Technician II

Bambi Edwards
Director, Technology Services
AAS – Beaufort County Community College
BSA, MBA – East Carolina University

Merlinda Elson
Facilities Maintenance Technician I

Robert L. Ericksen
Director, Small Business Center
ABA – Pace University
MBA – New York University

Gale B. Evancho
Executive Assistant to the Executive Vice President/ Chief Academic Officer
AAS – College of the Albemarle

Mark Faithful
Dean of Career Programs
BS, MAEd – East Carolina University

Jill C. Fegley
Director, Research, Evaluation, Assessment and Planning
BS – Richard Stockton College of New Jersey
PhD – University of Maine

Milagros "Mila" Feigenbaum
Facilities Maintenance Technician I

Vicki A. Feldhaus
Administrative Assistant (to Academic Affairs)

Melinda J. Finkle
First Year Experience Program Coordinator
BS – University of Illinois at Urbana-Champaign
MA – University of Albany - SUNY

John Fonville
Registrar
AAS – Craven Community College
BS – University of North Carolina-Chapel Hill
MAEd – East Carolina University

Taylor G. Fornes
Maintenance Technician-Grounds

Colleagues

Sherry Forrest
Director, Educational Partnerships
AAS – Mount Olive College
BS – Barton College
MAEd – East Carolina University

Eddie D. Foster
Director, Customized Training
BA – Lynchburg College in Virginia

Maria Fraser-Molina
Executive Vice President/Chief Academic Officer
BA – John F. Kennedy School
MAT, PhD – University of North Carolina - Chapel Hill

Barbara Frederick
Facilities Maintenance Technician I

Kathleen Gallman
Dean of Health Professions
BSN – East Carolina University
MSN – Duke University

Susie P. Games
Financial Aid Advisor III
BSBA – University of North Carolina - Chapel Hill

Ivy L. Garris
Administrative Assistant
AA – Peace College

Suzanne F. Gifford
Executive Director of the Foundation
BA – California State University, Fresno
MS – California State University, Long Beach

Charlotte Graham
Learning Management Systems Administrator
BS – Western Connecticut State College
MA – Fairfield University

Michelle Griffin-Webber
Financial Aid Advisor I
AA – Craven Community College

Martin Guion
Web and IT Project Administrator
BTD – Charleston Southern University
MS – East Carolina University

Rodney E. Guldner
Organization Performance Improvement Lead Facilitator
BS – University of Central Florida
MBA – Golden Gate University

William Gurganus
Information Systems Specialist
AA – Craven Community College

Julia Hamilton
Coordinator, Center for Teaching and Learning/ Distance Education
BS, MA – East Carolina University

Layne Harpine
Dean of Workforce Development and Community Affairs Liaison
BA – Marietta College
MS – Central Michigan University

Opal Harris
Academic Skills Center Assistant
AGE, AAS – Craven Community College

Larry G. Henderson
Director, Facilities and Security

Marvin S. Hicks
Facilities Maintenance Technician II

George S. Holley
Facilities Maintenance Technician II

Roderick C. Hooks
Security Officer

Angela K. Hughes
Administrative Support Specialist-Con Ed
AAS, D, C – Carteret Community College

LaShawna Humphrey
Administrative Assistant
AGE – Craven Community College

Katie P. Jenkins
Con Ed Coordinator II-Health Programs
AAS – Regent University

LaRhonda K. Johnson
Coordinator/TRiO/Student Support Specialist
BA – Elon University
MEd – James Madison University

Karla "Page" Jones
Dean of Learning Support
BS – Mount Olive College
MAEd – East Carolina University

Sara E. Jones
Coordinator, Science Lab
BS – University of North Carolina-Wilmington
MS – College of Charleston

Deborah B. Joyner
Systems Administrator
BS – University of North Carolina - Chapel Hill

Mark King
Librarian
BA – University of North Carolina - Greensboro
MS – Wayne State University

Sandra A. King
Enrollment Services Specialist I
AGE, AAS – Pamlico Community College

Sylvia J. King
Financial Aid Advisor I
BS – Elizabeth City State University

Valarie Kite
Senior Administrative Assistant (to the Career Programs Learning Center)
BS, MA – University of North Carolina - Wilmington

George T. Kramer
Continuing Education Coordinator II-Training and CRC
AAS – St. Petersburg Junior College
BS, MA – University of South Florida
PhD – Florida State University

Diane T. Lavoie
Accountant–Grants/Special Projects
AS, BS – Southern New Hampshire University

Thomas J. Lewis
Network and Information Security Administrator
AAS – Craven Community College

Bertram L. Linkonis
Military Business Center Manager - Havelock
BBA – St. John's University

Cheryl G. Martin
Senior Administrative Assistant
AA, AGE – Craven Community College

Andrea R. Matthews
Executive Assistant to the Vice President for Administrative Services
BA – University of North Carolina - Wilmington

Robin Matthews
Director, OE Workforce Development & Military Programs
BA – Francis Marion University

Richard McCormac
Con Ed Coordinator II-Service Programs
BS – East Carolina University

Millicent McLean
Academic Advisor
AB – University of North Carolina-Chapel Hill
MAEd – East Carolina University

Ricky L. Meadows
Chair of Industrial, Transportation and Service Programs
BSBE – East Carolina University

John M. Melville
Facilities Maintenance-Trades

Daryl Minus
Vice President for Student Services
BA – Hampton University
MA – New York University
EdD – University of Phoenix

Monica P. Minus
Grant Writer
BA – Hollins University
MA – University of Albany, SUNY

Vickie Moseley-Jones
Director, Human Resources
BA – Johnson C. Smith University
MA – University of Michigan
PHR – Certified

Hiram "Todd" Murphrey
Procurement & Fixed Assets Officer
BSBA – East Carolina University

Colleagues

Gerard "Jerry" Nansteel
Information Systems Specialist
AAS – Craven Community College

Pandora D. Parker
Administrative Assistant-Facilities
AGE – Craven Community College

Zomar Peter
Academic Advisor
BBA – Siena Heights University
MA – Western Michigan University

Maria A. Pharr
Dean of Liberal Arts and University Transfer
BA – St. Andrews Presbyterian College
MA – East Carolina University

Kary A. Porter
Vice President, Administrative Services
BBA – Kennesaw State University

Jeffrey T. Quinn
VA Coordinator/Financial Aid Advisor II
BS – Atlantic Christian College

Terry L. Reger
Continuing Education Support Manager
AA – Coastal Carolina Community College
BBA – Campbell University

Sharon L. Robinson
Security and Maintenance Specialist-Havelock
Certificate – Cape Fear Community College
AAS – Craven Community College

Matthew C. Salerno
Information Systems Specialist
AAS – Craven Community College

Kisha B. Simpson
Bursar
BS – Methodist University

Lisa Simpson
Executive Assistant to the Foundation Director
BA – Bloomsburg University of Pennsylvania

Jessalyn R. Skilling
Admissions Specialist II
BA – Cornerstone University

Donald Smith
Facilities Maintenance Technician III
AA – Craven Community College

Sabra J. Smith
Payroll & Benefits Specialist
AAS – Craven Community College

Jonathan W. Stephens
Con Ed Coordinator II-EMS Training Programs
AAS – Carteret Community College

Tina Stilley.
Basic Skills Assessment & Retention Specialist II
BS – Appalachian State University

Gladys Suggs
Executive Assistant to the Vice President for Student Services
AA – Craven Community College
BS – Mount Olive College

Kathleen Swecker
Military Outreach Specialist
AGE – Craven Community College

Constance Swindell
Senior Administrative Assistant
AGE – Craven Community College

Nina A. Taylor
Continuing Education Auditor
BS – East Carolina University

Jackie Thomas
Security Officer
AAS – Carteret Community College

Ronnie Thompson
Facilities Maintenance Supervisor

Hyman "Glenn" Tripp
Accounting Assistant

Sandy W. Wall
Public Information Officer
BA – University of North Carolina - Chapel Hill

Daryl K. Warren
Facilities Maintenance Technician II

Steven W. Watson
Accountant-Budget/Financial Reporting
BSA – East Carolina University

Charlene White
Community Service/Adult Enrichment Specialist II
AA – Craven Community College

Velda Whitfield
Administrative Assistant
Secretarial Science Certificate - State University of New York
AA, AGE – Craven Community College

Charlotte P. Whitford
Library Assistant
BS – East Carolina University

Carolyn S. Wynn
Financial Aid Advisor II
BS – Park University

Shelley D. Young
Senior Administrative Assistant
AGE – Craven Community College

Kimberly J. Zaccardelli
Continuing Education Coordinator I-Havelock Campus

Public Radio East

Kelly Y. Batchelor
Broadcast Supervisor
AA – Lenoir Community College

Jared T. Brumbaugh
Producer-Down East Journal
AAS – Craven Community College

Michael R. Foster
Business Account Executive

NeTashia Kennedy
Senior Administrative Assistant
BS – Mount Olive College

Jill McGuire
Assistant General Manager
BA – Southern Connecticut University

George W. Olsen
Producer-ATC Host
BA – University of South Carolina

Hester W. Segar
Membership Coordinator
AAS – Pamlico Community College

Charles A. Wethington
General Manager
AAS – Lenoir Community College

Gordon Sefton Wiggs
Music Director
AB – Campbell University

Craven Early College

Gail Autry
Teacher Assistant
AA – Craven Community College

Christopher Barr
Social Studies Teacher
BS – Fairmont State College

Daniel L. Colvin
Dean of Craven Early College
BS – Barton College

John C. Cooper
Math Teacher
BS – St. Joseph University

Amanda Cummings
Math Teacher
BS, MA – West Virginia University

Jill Darrough
Science Teacher
BS – East Carolina University

Craven Early College (continued)

Sheena Hamilton
Science Teacher
BS – East Carolina University

Lauren Leggett Seymour
Science Teacher
BS – North Carolina State University
MEd – East Carolina University

Jessica McQuaig
Guidance Counselor
BS – North Carolina State University

Stacy Miller
English Teacher
BS – Marist University

Eric Onufer
Technology Assistant
AA – Craven Community College

Kim Quinn
Administrative Assistant
BA – Hastings College

Steven Shipley
Math Teacher
BS – East Carolina University

Leah Shore
Social Studies Teacher
BA – North Carolina State University

Blake Wiggs
Social Studies Teacher
BA – East Carolina University
MAT – East Carolina University

Aaron Williams
English Teacher
BS – Texas A&M

Early College EAST

Jill Darrough
Science Teacher
BS – East Carolina University

John Ebright
Engineering Teacher
BS – University of North Carolina - Charlotte

Jessica Kelly
Math Teacher
BA – North Carolina State University

Kaye Keylor
Administrative Assistant

Allan Quinn
Dean of Early College EAST
BA – Hastings College
MA – East Carolina University

Karyn Suggs
Curriculum Coordinator
BA – Sam Houston State University
MA – Northern Arizona State University

John Suralik
English Teacher
BS-ENED – East Carolina University

Lauren Weaver
Counselor
BS – North Carolina State University
MA – Appalachian State University

Blake Wiggs
History Teacher
BA – East Carolina University
MAT – East Carolina University

Writing Style Guide

Introduction
This style guide has been developed as a reference source for Craven Community College faculty and staff, especially those who create documents for an external audience. Such documents include print and electronic materials designed to promote Craven Community College, its departments and programs. What is not outlined here, please refer to the AP Manual of Style.

Our goal is to present a consistent and high-quality standard of writing and design that appropriately reflects Craven Community College's standard of excellence. We welcome comments, questions, concerns, and suggestions.

Quick Tip
Keep it simple, avoid redundancies and use minimal capitalization and punctuation. Use one space after periods.

Abbreviations and Acronyms
Abbreviations should be restricted to situations where they enhance comprehension; that is, when your copy refers repeatedly to a lengthy name or term that has a commonly accepted abbreviation. Use abbreviations and acronyms only when they are familiar to your readers. Spell out the abbreviation on its first occurrence and follow with the abbreviated form or acronym in parentheses to prepare readers for your subsequent use of the abbreviation. Avoid using periods in abbreviations, unless confusion might result (e.g., write VP rather than V.P.). Capitalize and hyphenate abbreviations based on the source word. No space should appear after internal periods. Use periods sparingly, such as when the abbreviation could be mistaken for a word if periods are omitted. GPA and SAT are not spelled out. SAT is no longer an abbreviation; it is a trademark.

Ampersand (and)
Do not use the ampersand (&) as an abbreviation for and. Use the ampersand only when it is part of an official name of a company, product or other proper noun; or on covers and display matter, at the discretion of the designer.

Degrees
Craven Community College style is to omit periods from abbreviations of academic degrees. When the abbreviation may be unfamiliar to the reader, we recommend either using the familiar generic degree (such as AA, AAS, BA, BS, MA, PhD, MBA) along with the subcategory spelled out. Use lowercase when spelling out degrees. Examples: associate of arts, bachelor of science, master's degree.

College Name
In text, the first reference to the college should be: Craven Community College. Acceptable second references to the college include Craven, the college, or CCC. On subsequent references, make sure that the use is consistent.

Use to following when referring to: Craven Community College Havelock-Cherry Point Campus, Craven Early College High School or Craven Early College, Early College EAST, North Carolina Community College System.

Craven Community College as a noun in text, do not use the word "the" before the name.
Correct: The event was sponsored by Craven Community College. Incorrect: The event was sponsored by the Craven Community College.

Corporation Names
The full form of a company's name should be used; Inc. or Ltd. may be dropped. Examples: Bosch and Siemens Home Appliances; Time Inc.; Hatteras Yachts.

College Standards

Numbers

Spell out numbers under 10. Avoid wording two numbers back-to-back. If this is necessary, spell one number out and use a numeral for the other. Spell out numbers if they begin a sentence unless the number is a year. Exceptions to these rules include the following in which numerals should always be used:

- addresses
- ages
- days of the month
- degrees of temperature
- dimensions
- percentages
- proportions
- scores
- speeds
- sums of money
- time of day
- votes
- years

Geographical Terms

Capitalize geographical terms accepted as proper names. If a geographical term applies to more than one entity or is not regarded as a proper name, it is not capitalized. Regions are capitalized but compass directions are not.
Examples: the South, southern, southeastern (direction), the East Coast, the Middle East.
When they stand alone, spell out the names of states and U.S. territories and possessions. Spell out the names of states, territories, or possessions when they follow the name of a city or other capitalized geographical term. When it is necessary to save space, the abbreviations listed below can be used. Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, or Utah:
Ala., Ariz., Ark., Calif., Colo., Conn., Del., Fla., Ga., Ill., Ind., Kan., Ky., La., Md., Mass., Mich., Minn., Miss., Mo., Mont., Neb., Nev., N.C., N.D., N.H., N.J., N.M., N.Y., Okla., Ore., Pa., R.I., S.C., S.D., Tenn., Tex., Vt., Va., Wash., W. Va., Wis., and Wyo.
Use post office abbreviations in complete addresses that contain a ZIP code. http://zip4.usps.com/zip4/welcome.jsp

Spell out the names of countries. The abbreviation U.S. is acceptable when used as an adjective. Examples: foreign policy of the United States or U.S. foreign policy.

Names and Titles

Use periods with no space if the initials are used instead of a first name. Example: E.B. Smith. Don't use periods or spaces when initials are used to refer to a person. Examples: JFK (John Fitzgerald Kennedy).

Spell out civil or military titles when the title appears with a surname. Example: Lieutenant Colonel Bottorff. Abbreviate the title with a full name. Examples: Lt. Col. Frank Bottorff.

Abbreviate social titles Mr., Ms., Mrs., and Dr. when the titles appear before a name.

Use the abbreviations Jr., Sr., II, and III as part of a person's full name. Examples: Dr. Robert James Miller, Jr. or: Dr. Robert James Miller Jr., resides in Raleigh, N.C.
There is no need to use commas to set off II and III when used as a part of a name. Example: Dr. Robert James Miller II resides in Raleigh, N.C.

Time

Use abbreviations for the time of day in body copy, tables, and footnotes. Do not use capital letters. Example: 8 a.m. Do not use :00 after an on-the-hour time. Simply use the numeral. Avoid redundancies like 9 p.m. Tuesday night. Use noon or midnight for 12:00, but only use the word.

Capitalization

Capitalize only proper nouns. Do not capitalize common nouns and various shortened forms of official names.
Do not capitalize a word that follows a colon, unless it begins a series of complete sentences or is a proper noun or adjective. Example: Please bring the following to class: pens, pencils and notebook paper.

Fax use lowercase. Example: fax, not FAX.
FAFSA use all capitals, no periods.

Internet use an initial capital when referring to the home of the World Wide Web.
Web site
GMail (the College's e-mail service) No spaces, capital M.

College Terms of Study: Capitalize if referring to specific term and year (Fall 1993) but lowercase if generic (fall semester).

Capitalization (continued)
Vice President or vice president
Use initial capitals if using complete title precedes a name. Example: Executive Vice President Dr. Maria Fraser-Molina. Use lowercase if the title is used generically (Fraser-Molina is a vice president at Craven Community College).

Personal names and titles
Capitalize titles only when they appear before a name. Examples: President Barack Obama, Governor Beverly Perdue. Lowercase a descriptive title when it precedes a name. Examples: art history professor, orchestra director. Do not capitalize titles when used alone in place of a name. Examples: the president and regents of the college, the governor.

Awards, historical and cultural terms
Capitalize names of awards and prizes. Examples: Pulitzer Prize winner, Outstanding Achievement Award.

Military terms
Capitalize full titles of military forces. Examples: United States Marine Corps, the Marines, Marine Recruiter, Reserve Officers Training Corps, the Reserves.
Capitalize full titles of wars and military awards. Examples: World War II, Second World War, Silver Cross.

Trademarks
All registered trademarks are capitalized. In most cases, generic terms can be substituted. Examples: Xerox/photocopy, Kleenex/tissue.

Italics and quotation marks
URLs in running text
When there is a need for emphasis, set off URLS in running text by using italics or boldface. Drop the "http://" element for Web sites with a URL that includes "www" to be concise. If the URL has no "www," such as http://news.google.com/, the "http://" element should be dropped: news.google.com/.
Do not drop the "https://" element used to indicate a secure site. Do not break a line on a hyphen or insert a hyphen; it can be misleading. Try to break the URL before or after the discrete departments of the URL. If the URL is at the end of a sentence, it is acceptable to add a period.

Commas and periods
Place commas and periods inside quotation marks. Colons and semicolons should be placed outside the quotation marks.
All other punctuation: If the punctuation is part of the quotation, put it inside the quotation marks. If it's not, put it outside.
Use one space after periods.

Money
Delete cents when you have a round dollar amount. Example: $20 instead of $20.00.
Figures should be used for monetary amounts.
Use the word "cents" for amounts less than a dollar and the dollar sign for amounts of more than a dollar.
If the monetary amount is more than a million dollars, use the dollar sign and spell out million, billion, etc.

Decimals and percentages
Figures should be used for percentages unless they start a sentence.
Percent should be spelled out in text. Example: He received a score of 92 percent on his exam.
Zeros can be used before decimal points, but not after, unless they are needed to show exact measurement.

Commas
Commas should be used before a conjunction joining two independent clauses in a compound sentence. Example: She wanted to go swimming, but her mom told her to wait.
Use commas to separate two or more adjectives that modify a single noun. Example: She bought a pink, fuzzy sweater.
Commas should be placed inside quotation marks but outside of brackets and parentheses.

Semicolons
Semicolons should be used in lists whose items include commas. Semicolons should separate closely related clauses.

Colons
Use colons to introduce a series or a list. Text following a colon only should be capitalized if it is a complete sentence.

College Standards

Periods
Use periods to end:
a declarative sentence;
a quoted passage that also ends a sentence;
a list of vertical items if some or all of the list items are complete sentences;
a vertical list that is punctuated with commas at the end of each item.

Exclamation points
Use sparingly, to indicate emphatic or emotional statements.

Apostrophe
Use apostrophes to show omitted letters, such as in contractions. When referring to class year, use an apostrophe. class of '89. Use an apostrophe followed by an s when indicating the possessive for names, even when the person's name ends in s. Example: The Stevens's dog, New Bern High's football team. An apostrophe and s should be added when forming the possessive of a singular common noun. The possessive of a plural common noun is formed by the addition of an apostrophe only. Example: the dog's tail, the puppies' tails.

Parentheses
Use for explanatory information that doesn't relate to the rest of the sentence.

Brackets
Use brackets to enclose editorial comments, corrections, explanations, phonetic spellings, and the phrases To be continued and Continued from.

Spelling (AP preferred)
a lot
advanced-level courses
advisor
African-American
bandwidth
backyard
best-seller
call letters
child care
coed
collegewide
combined degree program
CD-ROM
courseload
course work
coworker
credit-no credit
datum (singular), data (Plural)
dialog box
e-mail
freelance, freelancer
Game Boy
grade point average
half-time
health care
home page
home-schooled, home-schooler
home schooling
Internet
intranet
Middle East
online
policymaker
reentry
reenroll
spokesman, spokeswoman (never spokesperson)
summer session
teenage, teenager
touch-screen
vice president
World Wide Web
Webmaster
web site
well-informed

Correct Usage

alumna/alumnae/alumni/alumnus
Alumnus is the singular form for a man who has attended a school. The plural is alumni.
Alumna is the singular for a woman who has attended a school. The plural is alumnae.
Use alumni as the plural when referring to both men and women who have attended a school.

emeritus/emerita
Use emeritus when referring to male professors. Use emerita when referring to female professors. Note that this term should not be substituted for "retired." Emeritus/emerita is a special status that must be officially approved by the college.

Nonsexist language

Take reasonable steps to avoid unnecessary gender-specific language.

Avoid using a generic masculine pronoun when the antecedent includes both men and women. Use substitutions for words with masculine markers when possible and logical. Example: firefighter instead of fireman.

Females over the age of 18 should be referred to as women and males over the age of 18 should be referred to as men. Parallel terms should be used for men and women. Examples: ladies and gentlemen, wife and husband.

Women and men should not be referred to by their roles as wife and husband, mother and father, brother and sister, or son and daughter unless it aids in the comprehension of the content. Take reasonable steps to avoid unnecessary use of the words "feminine" or "woman" as modifiers. Examples: woman doctor, feminine logic.

Graphic Standards Manual

Introduction
This graphic Standards manual is to provide staff and faculty with information about the college identity, its logo, and the correct and incorrect use of the logo, colors, and typefaces. A strong and recognized identity can empower the college's ability to develop the best students, secure gifts to the foundation, recruit the brightest talent, and ultimately serve the public in the best possible manner.

The key elements of the college visual identity are the fonts, colors and logo. The logo must remain as originally configured and proportioned and cannot be modified. The logo must have a "buffer space around it to maintain legibility and visual impact. No other graphic elements, such as type, rule lines, or pictures should infringe on this space. The minimum free space needed around the logo is 0.1875" (or $^{3}/_{16}$"). Note that proportionately more space should be given as the logo grows larger. The logo should appear on all external publications with prominent placement on the cover, if possible, or on the back.

Official Use Only
The college logo may not be used to promote or imply endorsement of non-college activities.

Correct one-color or black and white (k only).

The size of the logo must stay proportional. Do not stretch or squeeze when re-sizing.

Examples of incorrect sizing

Correct One-Color Reverse
This black and white reverse example can be printed in blue PMS 541 or other approved color. Use this reverse logo for backgrounds 50% black or darker.

Overprinted logo
Do not use logo on colored paper or percentage screen greater than or equal to 35% black. When applicable overprint "Craven" and reverse "Community College" out to white.

Do not allow logo to sit in a white box. Use the transparent logo so that the background color is visable.

Correct color logo
Do not reverse the color structure

— PMS 541 (blue)

— PMS 576 (green)

Do not alter approved colors.
Do not use a drop shadow.
Do not alter the proportions.
Do not use the campus logo on an angle.
Do not combine the campus logo with another logo.
Do not alter the position of elements.
Do not use the campus logo over a background that renders it unreadable.

Additions to Logo

Additional type may be added to the bottom of the college logo to describe unique programs. Use our colors [PMS 576 (green)] or black and Univers font. Contact Design and Marketing for finished logo if needed. Any additional wording will always be subordinate to the college logo. Example:

Creating Success Logo

Use our colors PMS 541 (blue), PMS 576 (green) and Univers font in the NC Community College System logo "Creating Success Hope•Opportunity•Jobs" logo. Usage of this logo is not required and should always be subordinate to the college logo.

Events

College departments may create their own type treatments, look, logo, etc., for special events, but should not incorporate or modify the college logo or any element of the logo, to create a new logo for the event. Please note that the event-related type treatment, look, or logo may not replace the college logo. The college logo must still appear on all print and digital communication materials according to the guidelines stated here.

Flexibility

There are rare instances where these guidelines should be flexible. Designers working under unique circumstances should contact Marketing and Communications for guidance.

Color Information

The palette offers two lively, vibrant, and energetic colors from the Pantone Matching System (PMS). The college logo may be reproduced in a single color or in two colors. (Black is the alternative when budget or context rule out the use of color.) The logo may be reproduced in a single color, black or PMS 541 (blue) only.

When the college logo is reproduced in two colors Craven is always PMS 541(blue) and the bar PMS 576 (green). Colors viewed online can vary significantly from one monitor to another. Designers are encouraged to view the Pantone color chip in person.

Palettes

Print colors, built 4-color, hexachrome, RGB

PMS 541 (blue) or CMYK color build (100-C, 53-M, 9-Y, 42-K) or hex # 004270 or RGB 0 - 66 - 112

PMS 576 (green) or CMYK color build (52-C, 6-M, 79-Y, 25-K) or hex # 679550 or RGB 103-149-80

More information about color is available on the Pantone Web site at http://www.pantone.com and at http://www.colorguides.net. A Pantone mixing guide is available in the Marketing and Design office of Student Services.

College Standards

Typefaces

The typefaces for all Craven Community College external communications are Minion Pro and Univers 67. Both typefaces may be purchased from the Adobe Web site. The use of Minion Pro for the body text of official campus publications is encouraged, but is not required. If these type fonts are not available to you please substitute Times New Roman (serif font) and Arial Narrow Bold (sans serif font). The college logo is Univers 67. Minion Pro is used for text and other typographic elements as serif fonts are easier for the eye to recognise in small or text heavy print. The use of Univers 67 for headings in official college publications is encouraged, but not required.

Minion Pro 12 point
The little brown fox was very quick.123456789

Univers 67 12 point
The little brown fox was very quick. 123456789

Logo Downloads

Downloadable files, instructions, and technical information is available at http://www.cravencc.edu/style-guide/style-guide.cfm.

Template Downloads

Downloadable sample file templates are available at http://www.cravencc.edu/style-guide/style-guide.cfm. MS word, MS Power Point, logo image files, instructions, and technical information is available here or contact Marketing and Graphics.

■ ACADEMIC CALENDAR - (Fall 2011)

Registration for Fall	July 5-21
College Assembly/Professional Development Day **(College Closed)**	August 15
Late Registration for Fall	August 16–18
Faculty Workdays	August 16–18
Classes Begin (Regular and Term A)	August 19
10% Point – 75% Refund (Term A)	August 24
10% Point-75% Refund (Regular Term)	August 30
Rosters Distributed (Regular and Term A)	August 31
Last Day to Appeal Final Grade for Summer Term	September 1
Labor Day Holiday **(College Closed)**	September 5
Faculty Enrollment Verifications due to Financial Aid Office (Regular & Term A)	September 6
Registration Period (Late Start)	September 15–19
Classes Begin (Late Start)	September 20
10% Point-75% Refund (Late Start)	September 27
Last Day to Withdraw from Class or Audit (Term A)	September 27
Rosters Distributed (Late Start)	September 28
Financial Aid Grant Disbursement (Regular & Term A)	September 28
Faculty Enrollment Verifications due to Financial Aid Office (Late Start)	October 3
Last Day to Apply for Fall Graduation	October 14
Registration Period (Term B)	October 14–18
End of Term A	October 17
Last Day to Remove an Incomplete Grade for Spring/Summer Terms	October 17
Semester Break (no classes) or Makeup Day for Official Cancellation	October 18
Grades Posted/Attendance Rosters Due by 5 p.m. (Term A)	October 18
Classes Begin (Term B)	October 19
10% Point – 75% Refund (Term B)	October 24
Rosters Distributed (Term B)	October 25
Financial Aid 60% Date (Regular Term)	October 26
Faculty Enrollment Verifications due to Financial Aid Office (Term B)	October 28
Last Day to Withdraw from Class or Audit (Regular Term)	November 3
Early Advising for Spring Semester	November 1–4
Spring Registration	November 7–18
Semester Break (no classes) or Makeup Day for Official Cancellation	November 11
Last Day to Withdraw from Class or Audit (Late Start)	November 16
Financial Aid Grant Disbursement (Term B)	November 16
Last Day to Withdraw from Class or Audit (Term B)	November 30
Semester Break (no classes)	November 23–27
Thanksgiving Holiday **(College Closed)**	November 24–25
Final Exams	December 12–16
End of Fall Semester (Regular, Term B & Late Start)	December 16
Grades Posted/Attendance Rosters Due by 5:00 p.m. (Regular, Term B & Late Start)	December 20
Semester Break	December 21–Jan. 2
Administrative Holidays **(College Closed)**	December 23–Jan. 2

Note: Dates are subject to change

Term A – (8 Weeks)	August 19–October 17
Regular Fall Semester – (16 Weeks)	August 19–December 16
Late Start – (12 Weeks)	Sept.20–December 16
Term B – (8 Weeks)	October 19–December 16

ACADEMIC CALENDAR - (Spring Term 2012)

New Years Day Holiday **(College Closed)**	January 2
College Assembly/Professional Development Day **(College Closed)**	January 3
Late Registration for Spring Semester	January 4–6
Faculty Workdays (no classes)	January 4–6
Classes Begin (Regular & Term A)	January 9
10% Point – 75% Refund (Term A)	January 12
Martin Luther King Holiday **(College Closed)**	January 16
10% Point – 75% Refund (Regular Term)	January 19
Rosters Distributed (Regular & Term A)	January 20
Last Day to Appeal Final Grade for Fall Term	January 23
Faculty Enrollment Verifications due to Financial Aid Office (Regular & Term A)	January 25
Registration Period (Late Start)	February 2–6
Classes Begin (Late Start)	February 7
10% Point – 75% Refund (Late Start)	February 14
Rosters Distributed (Late Start)	February 15
Last Day to Withdraw from Class or Audit (Term A)	February 15
Faculty Enrollment Verifications due to Financial Aid Office (Late Start)	February 20
Financial Aid Grant Disbursement (Regular & Term A)	February 28
Registration Period (Term B)	March 2–6
Term A Ends	March 5
Last Day to Remove an Incomplete Grade for Fall Term	March 5
Semester Break (no classes) or Makeup Day for Official Cancellation	March 6
Grades Posted/Attendance Roster Due by 5:00 p.m. (Term A)	March 6
Classes Begin (Term B)	March 7
10% Point – 75% Refund (Term B)	March 12
Rosters Distributed (Term B)	March 13
Last Day to Apply for Spring Graduation	March 15
Faculty Enrollment Verifications due to Financial Aid Office (Term B)	March 16
Financial Aid 60% Date (Regular Term)	March 19
Last Day to Withdraw from Class or Audit (Regular Term)	March 23
Early Advising for Summer Semester	March 26–30
Semester Break (no classes)	April 2–6
Spring Holiday **(College Closed)**	April 6
Summer Registration	April 9–20
Last Day to Withdraw from Class or Audit (Late Start)	April 10
Financial Aid Grant Disbursement (Term B)	April 12
Last Day to Withdraw from Class or Audit (Term B)	April 19
Final Exams	May 2–8
End of Spring Semester (Regular Term, Late Start & Term B)	May 8
College Convocation	May 9
Grades Posted/Attendance Rosters Due by 5:00 p.m.- (Regular Term, Late Start & Term B)	May 10
Semester Break	May 11–18
Faculty Workday/Graduation	May 12

Note: Dates are subject to change

Term A - (8 Weeks)	January 9–March 5
Regular Spring Semester – (16 Weeks)	January 9–May 8
Late Start (12 Weeks)	February 7–May 8
Term B - (8 Weeks)	March 7–May 8

ACADEMIC CALENDAR - (Summer Term 2012)

Late Registration for Summer	May 14–17
Classes Begin	May 21
10% Point - 75% Refund	May 25
Memorial Day Holiday **(College Closed)**	May 28
Rosters Distributed	May 29
Faculty Enrollment Verifications due to Financial Aid Office	June 1
Last Day to Appeal Final Grade for Spring Term	June 4
Last Day to Apply for Summer Graduation	June 14
Financial Aid Grant Distribution	June 28
Early Advising for Fall Semester	July 2–6
Semester Break (no classes)	July 3–4
Independence Day Holiday **(College Closed)**	July 4
Financial Aid 60% Date	July 5
Last Day to Withdraw from Class or Audit	July 9
Fall Registration	July 9–20
Final Exams	July 26–Aug. 1
End of Term	August 1
Grades Posted/Attendance Rosters Due by 5:00 p.m.	August 3

Note: Dates are subject to change

10 Week Term May 21 - August 1

Directions

Craven Community College

Best Routes to New Bern Campus 800 College Court, New Bern

Arriving from Washington, NC or Upstate North Carolina:

Take US 17 South to NC 43 which becomes Glenburnie Road, turn right on College Court.

Arriving from Kinston, NC or Western North Carolina:

Take US 70 East to NC 43 intersection (Glenburnie Road), turn right at stop light, and then right again on College Court.

Arriving from Havelock, NC or Eastern North Carolina:

Take US 70 West to NC 43 intersection (Glenburnie Road), turn left at stop light, and then right on College Court.

Arriving from Jacksonville, NC or Southern North Carolina:

Take US 17 North to NC 43 intersection (Glenburnie Road), turn left at stop light, and then left again on College Court.

Best Routes to Havelock Campus 305 Cunningham Blvd, Havelock

Arriving from Washington, NC or Upstate North Carolina:

Take US 17 South to US 70 East (at New Bern). Follow 70 East to Havelock. Turn left on State Route 101, then right on Cunningham Boulevard. The campus is on the left.

Arriving from Kinston, NC or Western North Carolina:

Take US 70 East through New Bern and follow 70 East to Havelock. Turn left on State Route 101, then right on Cunningham Boulevard. The campus is on the left.

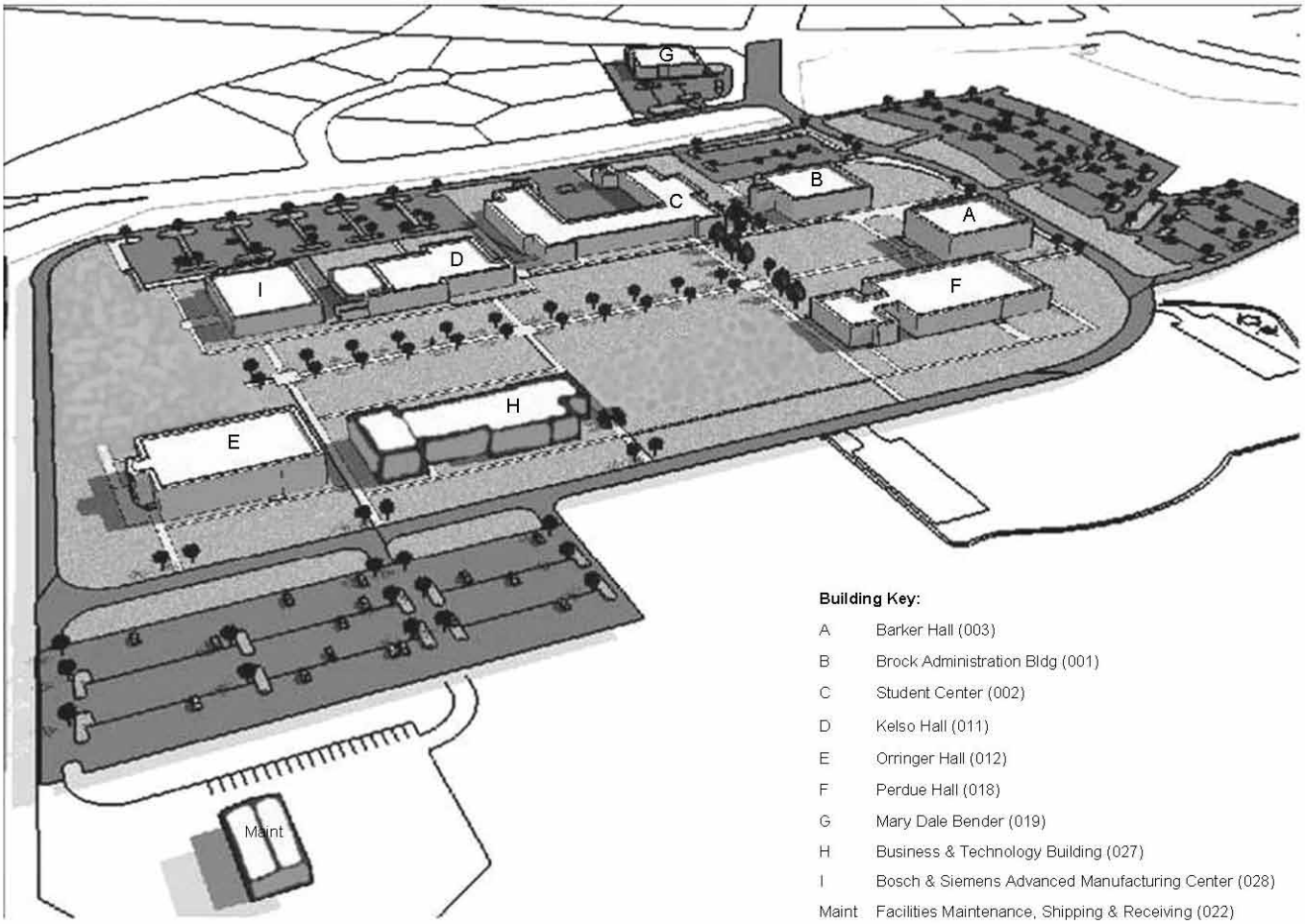
Arriving from Eastern North Carolina:

Take US 70 West to Havelock, turning right on Cunningham Boulevard (at the airplane). The campus is on the right.

Arriving from Jacksonville, NC or Southern North Carolina:

Take US 17 North to US 70 East (at New Bern). Follow 70 East to Havelock. Turn left on State Route 101, then right on Cunningham Boulevard. The campus is on the left.

Craven Community College—New Bern Campus

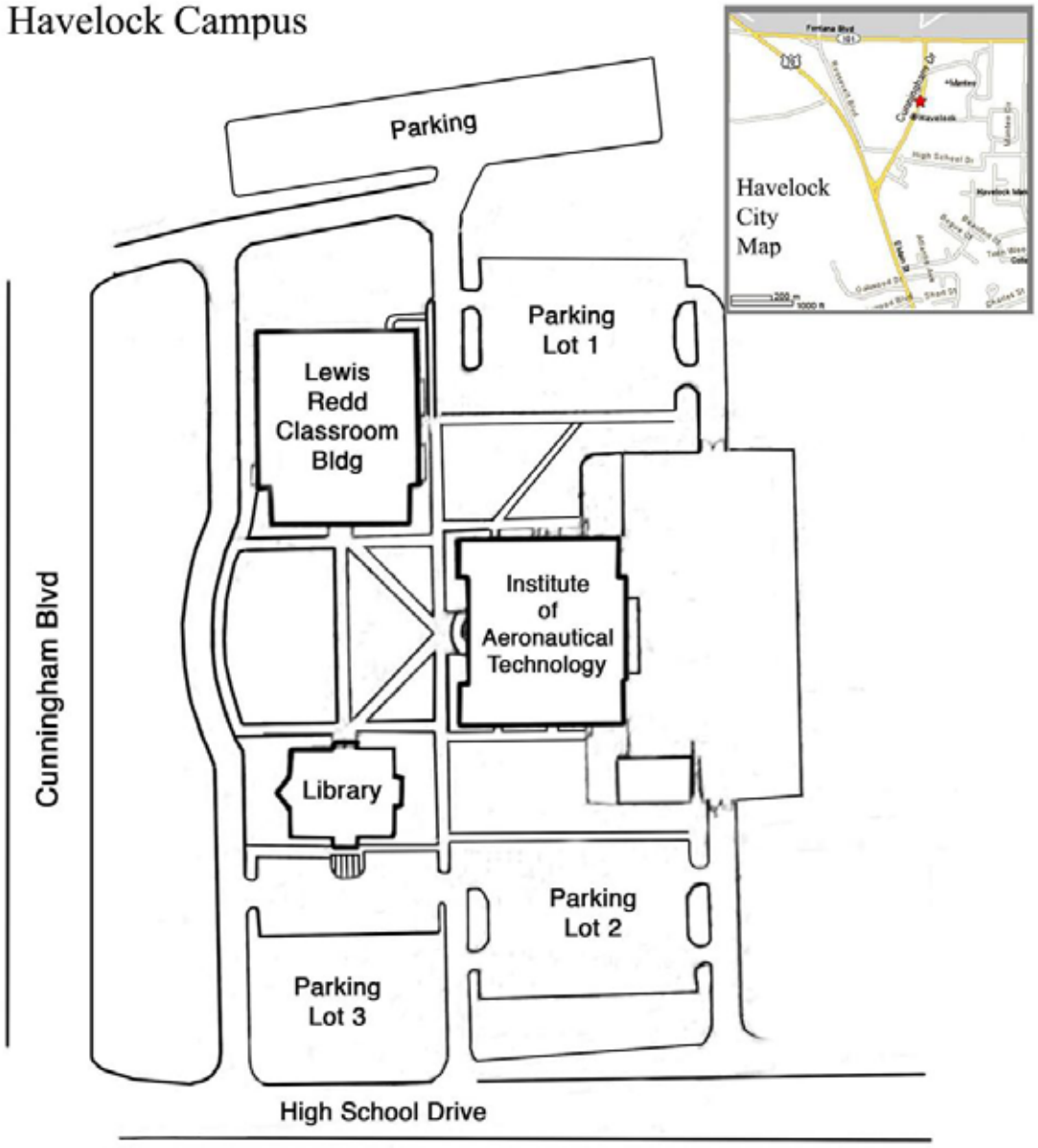


Building Key:

A	Barker Hall (003)
B	Brock Administration Bldg (001)
C	Student Center (002)
D	Kelso Hall (011)
E	Orringer Hall (012)
F	Perdue Hall (018)
G	Mary Dale Bender (019)
H	Business & Technology Building (027)
I	Bosch & Siemens Advanced Manufacturing Center (028)
Maint	Facilities Maintenance, Shipping & Receiving (022)

NB Campus 3D June 2009

Craven Community College—Havelock Campus



Bldg. No.	Description
301	Library
303	Institute of Aeronautical Technology
305	Redd Classroom & Laboratory Building

Havelock Campus June 2009

Student's Right to Know

Craven Community College complies with federal regulations that require undergraduate completion, or graduation rates, be made available to all credit students. The College is required to make available specific statistical data before students make a financial commitment to the College.

Student Graduation, Transfer, Dropout and Persistence Rates

2006 Cohort of Full-Time, First-Time Degree/Certificate-Seeking Students

Cohort Students Who Completed Their Program Within 150% of Normal Time for Completions				
Student Cohort	Completers of Programs <2-yrs	Completers of Programs 2<4 yr	Total Completers Within 150%	Graduation Rate
275	9	31	40	15%
Cohort Students Who Completed Their Program Beyond 150% of Normal Time for Completions				
275	Completers of Programs <2-yrs	Completers of Programs 2<4 yr	Total Completers Beyond 150%	Graduation Rate
	15	4	19	7%
Totals	24	35	59	22%

Transfer, Dropout and Persistent Rates					
Total Transfer-Out Students	Transfer-Out Rate	Total Student Dropouts	Dropout Rate	Students Enrolled Beyond 150% Completion	Persistence Rate
64	23%	111	40%	41	15%

Critical Success Factors

North Carolina Community Colleges measure their performance in eight areas described below. These standards of performance are set and measured to ensure that programs and services offered by community colleges are of sufficient quality.

SUMMARY REPORT ON PERFORMANCE MEASURES, 2008-2009
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
AND CRAVEN COMMUNITY COLLEGE

	Measure	Standard	System Average	Funding/ Craven	Met
1.	Progress of Basic Skills Students (composite measure)	75%	84%	87%	✓
2.	Passing Rates on Licensure/Certification Examinations (aggregate score)	80%	86%	83%	✓
3.	Performance of College Transfer Students	83%	85%	86%	✓
4.	Passing Rates in Developmental Courses	75%	80%	72%	x
5.	Success Rate of Developmental Students in Subsequent College Courses	80%	87%	91%	✓
6.	Student Satisfaction of Completers and Non-Completers	90%	96%	92%*	✓
7.	Curriculum Student Retention, Graduation and Transfer	65%	72%	68%	✓
8.	Client Satisfaction with Customized Training	90%	94%	96%	✓

*Met the standard but not eligible for performance funding since the response rate was to low (statistically invalid sample size).

Notice to Students

THIS CATALOG IS NOT A CONTRACT AND IS NOT AN OFFER TO ENTER INTO A CONTRACT. Craven Community College publishes this Catalog for the convenience of students and other interested persons by providing a central location for information about the College and its programs. While every effort is made to ensure the accuracy of the information provided in this Catalog, it must be understood that all courses, course descriptions, designations of instructors, curricular and degree requirements and other academic information set forth in the Catalog are subject to change or elimination at any time and without prior notice. Fees and all other charges are subject to change at any time without prior notice. Students should consult the appropriate academic or administrative department for currently accurate information on any matters described in this Catalog.