CRAVEN COMMUNITY COLLEGE

2022 – 2023 CATALOG

CravenCC.edu

Founded in 1965

An Institution of Higher Education established by authority of the North Carolina General Assembly and supported by Craven County

New Bern Campus
800 College Court
New Bern, North Carolina 28562
252-638-7430

Havelock Campus
305 Cunningham Boulevard
Havelock, North Carolina 28532
252-444-6005

Volt Center
205 First Street
New Bern, North Carolina 28562
252-633-0857

Craven Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Craven Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org). Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be directed to the appropriate institution office and not to the Commission's office.

Revised August 2022

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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.

Message from the President

Welcome to the 2022-2023 academic year at Craven Community College!

Our College's motto, "Education Porta In Futurum Est," translates from Latin as "Education is the Gateway to the Future." Life's greatest opportunities and successes are founded upon a solid education. We are honored you have chosen us as part of your higher education journey. We will not only travel with you as you set and achieve your educational goals, we'll assist you in acquiring the tools and resources that help you become a lifelong learner. With these in hand, you'll have many future opportunities to pass through gateways to successful endeavors.

The College continues to grow and evolve to meet the unique needs of our students and the surrounding community. We work closely with industry partners and community leaders to ensure we're offering programs that match priority needs. For example, in recent years we've greatly expanded our nursing programs, introduced two new teacher preparation degrees, and created a wide-ranging array of new workforce development programs including diesel technology and masonry at the Volt Center.

This Academic Catalog is your resource to become and persist as a Craven Community College student. Within these pages you will find descriptions of all the degree, certificate, diploma, and workforce credential programs we offer. The Catalog also outlines the many support resources available to you, such as academic advising, financial aid, course descriptions, maps, student activities, and more.

The gateway to your future officially opens with your enrollment at our College, and I could not be more excited for the opportunities that lie ahead. On behalf of all our faculty and staff, we are proud to have you join our family, and we look forward to celebrating your bright future!

Sincerely,

Dr. Ray Staats

President

Mission

Consistent with the North Carolina Community College System, the mission of the College is to open the door to high quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals.

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. We provide:

- 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
- services to communities and individuals which improve the quality of life.

The College Fulfills Its 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.

College Readiness 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.

Career 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 postsecondary liberal arts studies.

Vision Statement

We are Craven County's first choice for teaching and learning.

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.

With campuses in both New Bern and Havelock, as well as a strong presence at Marine Corps Air Station Cherry Point, Craven CC is committed to meeting Eastern North Carolina's education and training needs. The college offers a wide range of associate degree and certificate programs, college transfer courses, career readiness offerings, partnerships with numerous four-year universities, developmental studies, and College & Career Readiness. The College's workforce training capabilities also include the Volt Center, a campus located in New Bern that specializes in trades such as carpentry, welding, plumbing, HVAC, and masonry.

In addition to offering traditional seated classes in New Bern, Havelock, and at Cherry Point, Craven CC 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 4,000 students in its curriculum (credit) educational programs each year. More than 12,000 students are served in the college's Workforce Development programs annually.

Craven offers two-year associate degrees, including Associate in Arts, Associate in Fine Arts in Visual Arts, Associate in Fine Arts in Music, 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 Baccalaureate Degrees from four-year public and private colleges and universities.

Accredited by Southern Association of Colleges and Schools Commission on Colleges, 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 diploma and their two-year associate degree 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 five Presidents: Dr. Thurman Brock, Dr. Steve Redd, Dr. Scott Ralls, Dr. Catherine Chew, and, currently, Dr. Raymond Staats.

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.

General Admissions Procedures

Craven Community College operates under an Open-Door policy for applicants who are high school graduates and whose admission eligibility conforms to North Carolina law and North Carolina Community College System directives. This minimum requirement is met by graduation from high school or by possession of a state High School Equivalency Credential (GED or HiSet) or an Adult High School Diploma. Current high school students can enroll through the NC Career and College Promise program; see section on North Carolina Career and College Promise.

Some degree programs have specific requirements for admission. A physical exam may be required when deemed necessary by college officials, particularly in limited admissions programs.

Admission Process

1. Complete Application

Students are encouraged to apply online at the Craven CC website (click the "APPLYING TO CRAVEN" link).

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 residency and admissions application.

Important Note: Student Email

Each student applying to the College receives a student Outlook email account, which is the college's official means for contacting students. Information about this email is included in the admissions next steps email sent to each applicant. Additional information critical to student success, financial aid, and academic standing is communicated through student email accounts. Students are responsible for regularly checking this email.

2. Residency Determination

Each prospective student must complete the North Carolina Residency Determination Service (RDS) application. RDS online application. This is used to determine whether a student qualifies for in-state or out-of-state tuition as defined per Session Law 2013-360. Upon completion of the RDS application, students receive a personal Residency Certification Number (RCN). Students should retain this number for their records.

3. Provide Transcripts

High School, Homeschool, and High School Equivalent Transcripts: An official High School or High School equivalent transcript from an accredited institution recognized by the Department of Education is required. The transcript must show the official graduation or High School Equivalent certification date. In addition to the official transcript, home school students must submit a copy of the home school's approved registration from the state in which the school is registered.

North Carolina GED transcript requests may be made by requesting your transcript online at the GED website (click "Request your official transcript here).

The requirement to provide a High School transcript or High School Equivalent certificate may be waived if an applicant has an Associate or higher degree that is demonstrated by an official transcript.

Please note: Official High School transcripts are those received by mail, email sent directly from a High School Representative (cannot be forwarded), or hand delivered to Craven Community College. Hand delivered and mailed transcripts must be in the original, sealed envelope from the awarding institution. Please have electronic High School transcripts sent to admissions@cravencc.edu by the awarding school official or through the College Foundation of North Carolina (CFNC) if you graduated from a North Carolina High School.

College Transcripts: Prospective students must submit an official copy of transcripts from all previous post-secondary institutions if they are using veterans' benefits, applying for a health science program, or wish to receive transfer credit. Only previous college courses completed with a grade of "C" (2.0) or higher will be eligible for transfer consideration. Please mail all official college transcripts to the Registrar's Office.

Transfer applicants who have attended foreign institutions must submit their transcripts to a credential evaluation agency that is a member of the National Association of Credential Evaluation Services (NACES) for translation and a course-by-course evaluation. The evaluation agency must send an official transcript evaluation in English to the College. See a list of NACES member agencies.

Please note: Official college transcripts must also meet certain criteria. Hand delivered and mailed transcripts must be in the original sealed envelope from the awarding institution. Please have electronic transcripts sent to studentrecords@cravencc.edu. Transcripts submitted by email must be sent using an official system such as Parchment®, E-Script®, or Scribbles®.

4. Take the Placement Test

Some students are required to take the College Placement Test prior to registering for courses. The Placement Test assesses students' readiness for college-level courses by evaluating their reading, writing and mathematics skills.

The College Placement Test is computerized. Students may retake the test only once and only with permission from an Academic Advisor. Students with documented disabilities may make special arrangements to take the test by contacting the ADA Coordinator.

Placement tests may be waived based upon various qualifying scores, unweighted high school GPA, High School Equivalent score, SAT, ACT or College transfer credit.

5. Complete the New Student Orientation

Applicants seeking to earn a certificate, diploma, or associate degree need to complete a new student orientation. During the online orientation, new students learn valuable information about Craven CC and the resources available to assist them in reaching their goals. Students will acquire tips to help them succeed in college and information to assist them with the advising and registration process. Information regarding available methods of new student orientation is available at cravencc.edu/student-orientation.

6. Meet with an Advisor

New students and enrolled student with less than 12 college credit hours must meet with an advisor to discuss their personal and professional goals and to develop an academic plan. Admissions personnel will direct students to the appropriate advisor. Walk-in service is available as well as face-to-face and virtual appointments. Advising appointments may be scheduled online.

Admissions Classifications

New and Returning Student: Students who have completed all admissions requirements and are enrolled in a Program of Study.

Provisional Student: Students who have not completed all admissions requirements may be admitted and enrolled for one semester with permission of the Director of Admissions and Student Records. Provisional students will be allowed to register for subsequent semesters only upon completion of admissions requirements.

Special Credit/Visiting Student: Students not seeking a degree, diploma or certificate may be admitted and enrolled as Special Credit/Visiting Students. These students must complete the residency determination interview process, an application for admission, and provide evidence of prerequisite satisfaction through either official or unofficial transcripts.

- **Special Credit Students** are students often enrolled for the purpose of gaining special skills or for personal enrichment. The prerequisite requirements must have been successfully completed at their institution with a grade of C or better.

- **Visiting Students** are students enrolled at other institutions. They will be enrolled for the purpose of transferring courses to their current college or university.

A Special Credit/Visiting Student wishing to be reclassified as a Regular Student must complete all admissions requirements as indicated for New and Returning Students.

International Student: Craven Community College is authorized under Federal law to enroll non-immigrant students. Separate application materials are available for students wishing to study under an F-1 visa only. All international student admission inquiries should be directed to internationalstudents@cravencc.edu or to Craven's International Student Information.

Freshman: A student who has earned fewer than 30 semester hours of credit

Sophomore: A student who has earned more than 30 semester hours of credit

Full-time Student: A student who is registered for 12 or more semester hours of credit

Part-time Student: A student who is 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 determined by the Residency Determination Service (RDS).

Limited Admissions Programs

Students seeking admission to Limited Admission Programs must meet special admissions criteria and requirements. The following programs have limited admissions: Aviation Systems Technology, Basic Law Enforcement Technology, Cosmetology, Esthetics Technology, and Health Programs. Information on admission criteria and requirements can be found on the website for the specific academic program.

Application Deadlines

Esthetics Technology

Fall Admission 2022

Accepted through June 01, 2022

Health Programs:

All applications, transcripts, placement test scores and other documentation must be received before the applicant's information will be reviewed.

Associate Degree Nursing (ADN)

Fall Admission 2023

Oct. 1 – Dec. 16, 2022

Spring Admissions 2024

Feb. 1 – April 30, 2023

LPN to ADN Transition

Spring Admission 2023

Aug. 1 – Sept. 30, 2022

Practical Nursing

Fall Admission 2023

Oct. 1 – Dec. 16, 2022

Health Information Technology

Fall Admission 2022

Feb. 1 – June 30, 2022

Medical Assisting

Fall Admission 2022

Feb. 1 – May 31, 2022

Physical Therapist Assistant

Fall Admission 2022

Feb. 1 – April 30, 2022

North Carolina Career and College Promise: College Credit for Traditional and Non-traditional (Private/Home-Based) High School Students

The North Carolina Career and College Promise (CCP) initiative gives motivated high school students a tuition-free jump-start on their college and career plans. This program provides structured opportunities for qualified public, private, and home-schooled students to pursue opportunities that lead to college certificates, diplomas, or degrees while learning entry-level job skills.

Academic credits earned through the CCP College-Transfer Pathways enable students who continue into post-secondary education after high school to complete college degrees in less time than high school students without college credit.

Career-Technical Education Pathway

High school juniors and seniors may enroll in a Career-Technical Education Pathway Certificate Program at Craven Community College that aligns with their high school "Career Cluster."

Freshmen and sophomores may qualify for certain Career and Technical Pathways based on completed criteria on the CCP application. "Career Cluster" refers to fields of employment or industries that lead to careers within related career areas. Many "Career Clusters" have been identified at the state level; however, not all clusters may be available at local high schools. High school students should consult with their high school counselors to learn about specific "Career Clusters" available at their local high schools.

Enrollment Requirements

To be eligible for enrollment in a Career-Technical Education Pathway, high school students must meet the following criteria:

- Be a high school junior or senior, and
- Have an unweighted GPA of 2.8 or higher on high school courses or have the recommendation of the high school principal or his/her designee, if GPA is between 2.0 - 2.8, and
- Meet the prerequisites for the Career Pathway (as defined by the college and the Career and College Promise operating procedures).

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation, and
- Maintain a 2.0 GPA in college coursework after completing two courses.

Career-Technical Education Pathways include:

- Automotive
- Business Administration
- Criminal Justice
- Early Childhood Education
- Electronic Engineering Technology
- Health Information Technology
- Industrial Systems
- Information Technology & Coding
- Machining Technology
- Medical Assisting
- Small Business Accounting
- Welding

AND MORE!

College Transfer Pathway

High school juniors and seniors planning to attend a community college transfer program or a four-year college may enroll in a College Transfer Pathway at Craven Community College and complete some of the universal general education transfer core classes required during the first two years of a four-year degree.

The College Transfer Pathway leads to the completion of 30 plus semester hours of college transfer courses, including courses in English and math. Generally, 30 semester hours is equal to 8-10 college courses, depending on the credit hours required for specific courses.

Enrollment Requirements

To be eligible for enrollment in the College Transfer Pathway, high school students must meet the following criteria:

- Be a high school junior or senior, and
- Have an unweighted GPA of 2.8 or higher on high school courses, and
- Demonstrate college readiness on an assessment or placement test (PSAT, SAT, ACT, Pre-ACT, or Accuplacer) by meeting or exceeding specific test scores in English, reading, and math.

To maintain eligibility for continued enrollment, a student must:

- Continue to make progress toward high school graduation, and
- Maintain a 2.0 GPA in college coursework after completing two courses.

Upon completion of the College Transfer Pathway, a student may continue to earn college transfer credits leading to the completion of the universal general education transfer component (UGETC) while enrolled in high school with the approval of the high school principal and the college's chief student development administrator.

The College Transfer Pathways include:

- Associate Degree Nursing (ADN)
- Associate in Arts Pathway
- Associate in Engineering
- Associate in Fine Arts in Visual Arts
- Associate in Science Pathway
- Associate in Arts in Teacher Preparation
- Associate in Science in Teacher Preparation

More information on the North Carolina Career and College Promise Pathways can be found here.

Cooperative Innovative High School (Early College) Pathway

College Credits for Craven Early College and Early College EAST Students

Craven Early College High School (CEC) and Early College EAST (Eastern Applied Sciences and Technology) High School are headquartered on the Craven Community College New Bern and Havelock campuses, respectively, and were created out of a strong partnership between Craven County Schools and Craven Community College. Each school's small size supports innovative ideas, creative teachers, and attention to detail.

The structure of Cooperative Innovative High Schools fosters academic acceleration, personalization, and connections to workplace knowledge and skills. Extensive support is provided to each student and these schools are centered on improving graduation rates and preparing students for life-long learning and entry into high-skill careers.

Students who attend one of these five-year programs will have the opportunity to graduate with a high school diploma and up to two years of college credit toward a bachelor's degree or an associate degree (at no cost to the student) in any of Craven CC's university-transfer degrees including, but not limited to, an Associate in Arts, Associate in Science, or Associate in Engineering; or a certificate, diploma, or Associate in Applied Science in one of Craven CC's career programs.

- Craven Early College and Early College EAST enroll new classes of ninth-graders every fall; the application period occurs during the preceding spring. Acceptance is based on a lottery system.
- Craven Early College and Early College EAST students do not have to pay tuition and are eligible for transportation provided by Craven County Schools.
- These innovative programs do not follow Craven County Schools' traditional school calendar. Both CEC and ECE follow Craven County Schools' early college calendar, which aligns closely with Craven CC's academic calendar.

Tuition and additional or special college fees that apply to in-state and out-of-state students are subject to change. A payment plan is available for students which offers flexible payment options each semester. The College provides financial aid and scholarship opportunities for students who qualify.

Tuition 2022-2023*

In-State (per semester hour) $76.00
Maximum In-State Tuition $1,216.00
Out-of-State (per semester hour) $268.00
Maximum Out-of-State Tuition $4,288.00

College Fees*

Computer Use and Technology, per semester $48.00
Student Activity – Fall and Spring $35.00
Summer $17.50
Distance Learning Fee (Hybrid or Online) $25.00
Transcript Fee (each) $10.00

Graduation:

Graduation Fee $15.00
Cap, Gown, and Tassel $30.00
Associate Degree Hood $30.00
Additional Diploma Covers (each) $15.00
Returned Check, per check $20.00
Summer supply fee, per course $10.00
Campus Access, Parking, & Security, per semester $15.00
Student Accident Insurance, per semester $1.20
Placement Retesting Fee $3.00
Placement Test Fee for non-students $5.00

Library Fines:

Per day for overdue books $0.10
Per day for overdue DVD $1.00
Per day for overdue Oculus Quest Virtual reality headsets $5.00
Per page for personal printing (students and non-students) $0.10
Per page for student-related content printing (first 10 pages free) pages $0.10
Per page for photocopies $0.10
3-D Printing for first hour $3.00
3-D Printing after first hour up to 8 hours $1.00
Replacement library card $5.00
Test proctoring (non-students) $25.00
Nursing Admissions Testing $75.00
Professional Liability Insurance (various health and career programs) – annual fee $16.00
Nursing Badge Replacement $15.00
Nursing Lab fee ..... varies by cohort

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.*

Student Payment Plan

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

Refund Policies

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

a. A 100% 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% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

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

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

d. A 100% 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% 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 that are not required to be deposited into the State Treasury account, the College shall adopt local refund policies.

Tuition Refund and Appeal Procedure

To be eligible for a refund, you must do one of the following on or before the published last day to drop for tuition refund each semester/session:

- Drop the class(es) through the web
- Execute an official drop form which must be processed by the Enrollment Services/Records Office, or
- Provide written permission to a representative who acts for you.

Tuition refund appeals are accepted by the Dean of Student Services by e-forms and are reviewed by the appeals committee. Appeals that do not represent a sound basis for reimbursement will be denied. Notification of approval/denial of appeals normally occurs by mail within two to three weeks. Craven Community College will promptly refund tuition and/or cancel a financial charge from a student's account provided the student meets the requirements outlined below.

- **Level I Determination:** Initial determination of tuition appeal is made by committee members which include staff and faculty. Students may submit an appeal by e-form to the Dean of Student Services.
- **Level II Determination:** Level I must be denied in order to request a level II intermediate review. A level II intermediate appeal may be initiated by a student in writing and is reviewed by the Vice President for Students. The Vice President will respond to an intermediate appeal within 10 working days. The decision made at the intermediate level is final.

Submitting an Appeal

Refund appeals will not be considered unless the student has officially withdrawn from the class(es) and was making satisfactory progress in the class(es) at the time of withdrawal (students who are receiving financial aid should check with the Financial Aid Office prior to withdrawal to determine what, if any effect this action may have on future financial aid eligibility). If a student has a grade other than a "W", the student must first contact the instructor and/or the academic dean to determine whether or not the student is eligible to have the grade in question changed to a "W". If the change is granted, it must be submitted to the Student Services/Records Office, and processed by that office. All tuition appeals must be submitted with supporting documentation using e-forms to the Dean of Student Services within three years from the beginning of the semester for which the charge was incurred.

Tuition appeals will generally be approved for the following reasons as long as the appropriate written supporting documentation is provided:

- Extended incapacitation/hospitalization of the student (which caused the student to miss 20% or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. The physician's letter (on letterhead) must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to attend classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal. **Pre-existing conditions are not justifiable.**
- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20% or more of the scheduled instruction) – verified with appropriate documentation. Immediate family is defined as: father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister.
- Involuntary changes in military orders that result in the active duty member moving outside the Craven County area; either documented by the commanding officer or the student must provide valid and properly endorsed orders (includes dependent(s) enrolled at Craven Community College). Orders must be Permanent Change of Duty Orders. Short-term orders (for more than 20% of the class sessions) associated with a National Emergency may qualify.
- Error in academic advising by Craven CC Personnel resulting in inappropriate course enrollment. Requests must be initiated through the Craven CC office where student was advised.
- Late notifications of denial to a specific degree program-with supporting documents.
- Institutional errors by Craven CC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Administrative difficulties with internships, placements, or practicums involving the single enrollment of a student – with supporting material from placement official.
- Technological difficulties that can be substantiated by reliable evidence.

Tuition appeals will not be approved in the following instances:

- Personal errors in judgement or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.
- Misinterpretation or lack of knowledge of college policies and procedures as published in the Craven CC Catalog, Craven CC Student Handbook, or Craven CC Schedule of Classes.
- Dissatisfaction with course content; issues concerning academic instruction must be addressed with the appropriate Academic Dean.
- Dissatisfaction with academic progress in course(s).
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarship.
- Non-receipt of mail due to obsolete address on file with the Enrollment Services/Records Office.
- Notification of change in domicile status after the refund period.
- Changes of, or personal conflicts with, the instructor of record.
- Student error resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- **Voluntary/involuntary acceptance of employment** or other activity impacting ability to attend class. (i.e. work schedule/hours changed; lack of child care; vacation).
- Incarceration in a civilian or military facility.
- Other reasons not already specified

Refund policies are determined by the NCCCS, and dates are published in the course schedules each semester and on the college website.

For additional information about refunds, contact the Student Accounts Office staff at 252-638-7268.

Financial Aid 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.

Students who receive financial aid from any of the following sources: Federal Programs (Title IV)-Pell Grant, Supplemental Education Opportunity Grant (SEOG), 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 or academic 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 a) to apply to the College and b) 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. Priority consideration is given to students whose files are completed by 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).

Financial Aid General Eligibility Requirements

To be considered 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
- be registered by the Pell census date of a term or before the FAFSA processed date.
- 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
- be a high school graduate or have a General Education Development (GED) certificate or Adult High School Diploma (ADHS)
- 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.

For federal financial aid programs, an applicant must meet one of the following conditions in order to be considered an independent for the 2022-2023 academic year:

- be born before January 1, 1999
- 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
- have been in foster care since turning age 13
- currently or in the past, be an emancipated minor
- currently be or have been in a legal guardianship
- currently be 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. There is no fee with this application. Early Fall semester applicants with need, who file before March 31, 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, including but not limited to 2020 taxable income (IRS tax return; with W-2s) and non-taxable income (disability, child support, etc.). All non-taxable income information provided should be representative of the prior calendar year (2020 for the 2022-2023 aid year). See "verification" for additional information.

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.

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.

Verification Policy

The financial aid office is required to check the accuracy of information reported on the Free Application for Federal Student Aid (FAFSA) application for those students selected by the Department of Education. This review process is called Verification. Craven Community College has the authority to select students for verification if there is any information believed to be incorrect and/or to resolve any conflicting information to determine eligibility for federal and state financial aid.

Student Verification Notification

Students selected for verification will be notified via their student email address. The student will be able to access their account under the financial aid self-service portal to see a detailed list of documents needed to complete the verification process. Students should make an appointment to bring in needed documentation.

If you cannot or will not use the IRS Data Retrieval tool, a tax filer must provide a signed copy of their IRS Tax Return or a Tax Return Transcript from the IRS to verify the income information on the FAFSA. For the 2022-2023 Academic Year, the tax return for 2020 is used. Independent students and the Parents of Dependent students who are non-tax filers for the year requested must request a "Verification of Non-Filing" letter from the IRS and provide a copy of their w2's for any income earned from work. Filers of amended returns must provide a signed copy of the 1040x along with a Tax Return.

Corrections to FAFSA Data

The financial aid office will compare the information from the verification documents with the reported information on the FAFSA application. If any corrections need to be made, the financial aid advisor will submit the correction to the Department of Education.

Once the verification process is completed and corrections submitted, the advisor will check to ensure all admissions to Craven Community College is complete and all other requirements met. Then the student's financial aid will be packaged. The student is notified via student email of their financial aid offer. The student has the option of electing to receive a physical offer letter in the mail by making this election in their account. The student can utilize their Financial Aid Self Service Portal to view their offer letter electronically.

For faster processing, we suggest your FAFSA and Verification items are submitted to the financial aid office by June 1st prior to the start of the Fall semester of the academic year you are attending. Please allow at least 3 weeks processing time once we receive your FAFSA.

Consequences of Failing to Submit Documents

The financial aid office will not complete a financial aid offer until all verification documents are provided to the financial aid office, corrections have been made and received back from the US Department of Education, all conflicting information has been resolved, and all admissions to Craven Community College is complete.

Failure to submit required documents before the deadline date for the academic year published in the Federal Register will result in forfeiture of financial aid funds. The deadline for the 2022-2023 Academic Year is mid-September 2023 or 120 days after the last day of the student's enrollment, whichever is earlier.

Fraud Referrals

If a financial aid advisor suspects that a student has misreported information or altered documentation to fraudulently obtain federal funds, they must first report this to the Director of Financial Aid. The director will investigate the situation, and if the director believes there is a fraudulent situation, all information must be forwarded to the Office of Inspector General of the Department of Education and/or the local law enforcement agency.

The director will meet with the student, discuss any concerning information with the student and review all documentation presented. After the meeting and review, if the director determines that there is suspected fraud on the part of the student, the director will contact the Department of Education's Inspector General's office and provide all documentation regarding the suspected fraud for further investigation.

Fraudulent situations should be reported to the hotline of the Department of Education Inspector General at 202 755-2270 or 1-800-MIS-USED.

Federal Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant provides grants up to $6,895 per year to all eligible applicants.* Students must file a Free Application for Federal Student Aid (FAFSA) after October 1, 2021. The application should list Craven Community College (school code 008086) as one of the colleges. The Financial Aid Office will receive the FAFSA information electronically in order to determine eligibility for all Federal Aid. Although the federal government allows the FAFSA to be filed by June 30, 2022, 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 pay for only 30 attempted credits 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.*

Federal Supplementary Education Opportunity Grant (FSEOG)

High-need students may be eligible to receive FSEOG 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 Work Study (FWS)

Eligible students may work part time while in college to help defray their educational cost. Salary starts at $10.00 per hour (subject to change) for up to 29 hours of work per week. FAFSA is required, and funding is limited.

Satisfactory 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, FSEOG and federal work-study.

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

The requirements are:

1. Maintain a minimum cumulative GPA of 2.0.

2. Pass two-thirds (67%) of all coursework attempted. Coursework attempted includes withdrawals, automatic withdrawals, incompletes, repeated courses, developmental coursework, or courses taken at another institution and courses taken at Craven CC prior to the receipt of Federal Student Aid.

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 90 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.

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 Satisfactory Academic Progress Appeal Form.
- Submit a letter explaining situation and education goals.
- Submit documentation (doctor's note, police report, social services report, obituary, etc.) with their request.

Students will be notified through college email if an exception has been granted or denied. Only one appeal may be made per academic termination.

If an appeal is approved for GPA, or passing percentage, the student is required to meet with the Director of Academic Support Center, or the TRIO staff if you are a TRIO participant, before aid can be released.

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, enrolled at least half-time (6 credit hours), enrolled in an eligible curriculum program, meet the Satisfactory Academic Progress requirements and meet the Federal Pell eligibility requirements (except for the EFC requirement) established by the federal government. To qualify, a student must complete the FAFSA 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 the 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 except for expected family contribution.

Child Care Program

The North Carolina General Assembly appropriates funds for child care services for student parents in community colleges. This is approved only for a semester at a time. 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 **Craven Community College Foundation** offers a variety of scholarships and financial awards established for new, returning, and graduating students. 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 are available in early January from the college website. Applicants are encouraged to apply for scholarships online. Students need to file only one application for a given category of scholarships (one application will submit the student's name for consideration for many of the scholarships). Students awarded scholarships from the Craven CC Foundation will be notified in June. There are many opportunities to get assistance with paying for college. Please review the College's website for more information.

Craven's General Scholarship applications should be completed by April 30 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 at scholarships@cravencc.edu.

Military Benefits

Active Duty

Military Tuition Assistance Program (TA) – Each branch of the Armed Services offers a TA program for their members who pursue voluntary, off-duty education programs. TA is open to officers, warrant officers, and enlisted active-duty service members. National Guard and Reserve members may be eligible for TA as well. Contact your Military Installation Education Office to get started.

MyCAA - The My Career Advancement Account Scholarship (MyCAA) is a workforce development program that provides eligible military spouses with up to $4,000 in financial assistance for licenses, certifications, or associate degrees to pursue an occupation or career field. Create a My Career Advancement Account through Military OneSource to get started.

Students may contact our Cherry Point or Havelock offices at 252-444-6000 or 252-444-2120, or visit Craven CC's website for more information regarding all military benefits.

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 State Approving Agency in assisting eligible veterans/dependents with their education benefits. Most curriculum courses are approved for veteran training. The VA Coordinator/School Certifying Officials will assist veterans and their dependents through the process of acquiring benefits.

Students may contact our School Certifying Officials office at 252-638-7231 or visit the Veterans Affairs offices of Craven Community College for more information.

Regulations contained in the Craven CC Catalog and Student Handbook apply to ALL students. The following are additional requirements for students receiving veteran's educational benefits:

1. Under the laws and/or regulations governing institutions approved for training of eligible veterans/dependents, certain documents must be on file with the College before certification of enrollment for educational purposes may be completed. These items are:
    a. Application for admission
    b. High school transcript or its equivalent (GED), if applicable
    c. Official transcripts from ALL colleges previously attended
    d. Certificates or documentation of additional training and/or education

    If the eligible veteran/dependent has received educational benefits for previous training, a VA form requesting a Change of Program or Place of Training must be completed.
2. Any deviation from the DVA approved educational objective constitutes a change of program. A request for Change of Program or Place of Training should be filed with the College VA Office prior to the start of the semester the change is to be effective.
3. The DVA must be notified of any change of address of the veteran/dependent.
4. DVA will NOT pay for the following enrollment situations at Craven Community College
    a. Students admitted under special status (unless it is a "visiting student" with a letter from their primary institution)
    b. Auditing
    c. No credit
    d. Credit by exam
    e. Courses not required in Program of Study
    f. Repeating a course previously passed
    g. Courses requiring prerequisites must be taken in appropriate sequences as designated in the Catalog's "Course Description" section.
    h. Out-of-state tuition rate
    i. E-book fees

j. Developmental classes that are hybrid or online

Students will be required to pay any tuition, fees, and/or supplies not covered by VA educational benefits, Financial Aid, scholarships, grants and/or other Third Parties.

5. Eligible veterans/dependents receive pay according to credit hours for all programs.

Student Type	Credit Hours	Contact Hours
Full time	12+	22+
¾ time	9-11	16-21
½ time	6-8	11-15

Hours may change during the summer semester due to the accelerated rate. Check with the VA office.

Course loads below half time receive only the amount of tuition and fees.

6. Eligible veterans/dependents must be cautious when withdrawing from a course(s). Courses dropped after the official drop period can result in a reduction of monthly benefits and can be retroactive to the beginning of the term. This applies particularly when a non-punitive grade is given by the instructor and no mitigating circumstances exist. Students will be responsible for overpayments of monthly housing allowance/book stipend.
7. Eligible veterans/dependents must maintain satisfactory progress academic progress in their program of study.
8. Eligible veterans/dependents must submit a copy of their registration statement to the VA Coordinator/School Certifying Official in order to receive benefits for the semester.

Satisfactory Academic Progress

To remain eligible for veteran's educational benefits at Craven Community College, a student must meet satisfactory academic progress requirements by maintaining a minimum 2.0 cumulative grade point average.

Terminations

Students who fail to maintain satisfactory academic progress for two consecutive academic terms will not be certified for additional veteran's educational benefits, until such time as the cumulative GPA comes back up to a 2.0.

Academic work at another institution will not be used to determine satisfactory academic progress at Craven Community College.

Reinstatement of Eligibility

Students who become ineligible for veteran's educational benefits because of unsatisfactory academic requirements will remain ineligible until the minimum requirements are met.

Record of Progress

To ensure record-keeping procedures comply with the standards established for DVA in CFR 38.21.4253 and 4252, please reference these procedures.

1. Records: For students receiving GI Bill® benefits, records for clock-hour programs and semester-hour programs are complete and adequate to ensure compliance with DVA reporting requirements (attendance, progress and rate of pursuit).
2. Attendance: For students receiving GI Bill® benefits while enrolled in a program, three (3) unauthorized absences in a calendar month will result in probation. Students who do not maintain 85% attendance rate will be terminated (institutional standard may be used when above 85%).
3. Standards of progress: For students receiving GI Bill® benefits while enrolled in a program, progress will be measured monthly; will be measured against State or institutional test results (minimum grade equivalent to 70%). Student's progress will be classified as satisfactory or unsatisfactory at the end of the month. When progress is determined unsatisfactory, students will be placed on probation.
4. Probation: The following probation standards will be administered for students eligible for DVA:
    a. For attendance, two (2) month probation, maximum
    b. For standards of progress, two (2) month maximum probation for clock-hour or semester-hour program.
    c. At the end of probation when students have not attained standards, school certifying officials will de-certify students for DVA educational benefits.
5. Recertified: School Certifying Officials will manage re-certification using school standards; however, students may be re-certified only after supervisors determine conditions have returned to satisfactory status. After two interruptions of benefits, students may NOT be recertified to VA for these programs.
6. Grades are posted for all students, including those receiving GI Bill® benefits at the end of each semester. Unofficial transcripts are available, upon request, through the VA School Certifying Officials. These transcripts are maintained in veterans/dependents' student file each term and reviewed by School Certifying Officials every term before certification.

38 CFR 21.4253 - Accredited courses. (govregs.com)

eCFR: 38 CFR 21.4254 - Nonaccredited courses

VA Title 38 United States Code Section 3679(e) School Compliance Policy SS.036

Policy Statement

Craven Community College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the covered individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a Statement of Benefits can be submitted, in lieu of the COE, obtained from the Department of Veterans Affairs' website: www.va.gov).

Procedure

Craven Community College requires the covered individual to submit a Certificate of Eligibility for entitlement to the VA School Certifying Official no later than the first day of the semester in which the student will attend.

Please note, Craven Community College may also require additional payment for the amount that is the difference between the amount of the student's financial obligation, and the amount of the VA educational benefit disbursement.

Veteran Readiness and Employment

If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program – also known as Chapter 31 or VR&E – helps you explore employment options and address training needs. In some cases, your family members may also qualify for certain benefits.

For more information on VR&E, you may visit the U.S. Department of Veterans Affairs website for more information or contact VR&E directly by calling 1-800-827-1000.

The mailing address for Veteran Readiness and Employment is:

Winston-Salem Regional Office
251 N. Main St.
Winston-Salem, NC 27155

North Carolina Division of Vocational Rehabilitation Services

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, 2801 Mail Service Center, Raleigh, NC 27699-2801 or call (919)-855-3500, (919) 324-1500 (Videophone), or (919) 855-3579 (TTY).

Total credits attempted is defined as all credits

Advising Services

Academic advising services at the New Bern and Havelock campuses provide an environment that promotes student development and success by:

- encouraging the development of academic, career, and personal goals;
- educating students on the College's academic requirements, policies and procedures; and
- promoting student involvement in curricular and co-curricular engagement at the College.

The advising process is a collaborative process between professional advisors, faculty advisors and students designed to give students clarity on their academic direction and educational goals.

Craven's Advising Community program is a collaborative relationship between students and their advising teams. The intent of this relationship is to guide students through the development of educational goals that align with their personal interests, skills, and abilities and to provide students with layers of comprehensive support. Every new student will be assigned a professional advisor or faculty mentor in a centralized advising center.

First-Year Advising Requirement

All degree-seeking first-year students are encouraged to meet with an academic advisor prior to registration for their second and third semesters. Students will be required to see an academic advisor and to develop an academic plan when they enroll in the ACA College Student Success course within their first 12 credit hours. 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 completing their first year, students 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 the start of registration. Your advisor information can be found in the Self-Service Portal.
- Preview your Program Evaluation in Self-Service Portal.
- 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 the upcoming semester, and explore program options.
- Make sure you arrive for your appointment on time.

Discuss with your advisor your goals and plans for the next semester.

College Student Success Course Requirement (ACA 111 or ACA 122)

All students working towards their diploma or associate degree must enroll in ACA 111 (College Student Success) or ACA 122 (College Transfer Success) within their first 12 credit hours. Students who do not take the appropriate ACA class during their first semester must complete it by the time they have earned/attempted 12 credit hours or met the qualifications for exemption.

Students are required to successfully complete ACA 111 or ACA 122 unless they have:

- Successfully completed a course equivalent to ACA 111 or ACA 122 at another regionally-accredited college or university. Course must be documented on a transcript.
- Previously earned an associate degree or bachelor's degree from an accredited college or university. ACA course credit will automatically be posted on the student's transcript.

NOTE: ACA 122 is required for students who plan to transfer to a four-year institution. Students pursuing an Associate in Arts, Associate in Engineering, Associate in Fine Arts in Visual Arts, Associate in Fine Arts in Music, Associate in Nursing or Associate in Science degree should take ACA 122, not ACA 111.

Students enrolled in degree programs other than AA and AS degrees are required to take only one ACA course. If students change programs and the new program requires a different ACA course, their previous ACA course or EGR 150 may possibly be substituted for the new requirement.

Registration

Students are encouraged to talk with an advisor for assistance in developing their educational plan and scheduling classes. Registration occurs according to the Academic Calendar, typically one month prior to the semester start. The academic year is composed of two semesters—Fall and Spring—each of which consists of 16 instructional weeks. In addition, shorter sessions, including 12-week and 8-week terms are also provided for students. Summer sessions are a minimum of 8 weeks.

Students meeting certain criteria may register online through Self-Service, an online Web-based portal. New students, students with fewer than 12 credits earned, and special students will need the assistance of an advisor to register. Through Self-Service, students may review their scheduling options, develop preliminary schedules, and register. Registration information includes class beginning and ending dates, meeting days, class times, and course prerequisites and corequisites. The Self-Service Portal allows students to review their Academic Plan/Progress and includes a Program Evaluation tool and links for a student's end-of-semester grades, grade point average, transcript, placement test scores, and current class schedule.

Students are encouraged to register early to have a better selection of course offerings. Students will not be able to register for a class once that class has started.

Priority Registration for Students

Priority Registration is a process during which students closest to graduation are given the first opportunity to register online for their courses for next semester. Priority registration dates are assigned based on the cumulative number of curriculum credits earned at Craven. See the Academic Calendar for specific dates.

Degree seeking students who are enrolled full-time are encouraged to register early for the next semester to obtain seats in desired courses. At the end of the Priority Registration period, both currently enrolled and new students can register for classes. Registration for classes will continue until the first day of classes.

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 of course 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 enroll in more than 19 hours of course credit.

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

Prerequisites

Certain courses require a grade of C in the prerequisite course to maintain course registration. These grade requirements are noted in the prerequisites 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 in certain prerequisite courses will be automatically removed/dropped.

Corequisites

A corequisite is a course that must be taken at the same time as another course. Course corequisites, if required, are listed under each course in the Course Description section of this catalog.

Auditing a Course

Students wishing to audit courses must meet prerequisites for the course. Students must register and pay for the course, complete a Permit to Audit form and submit the form to Student Services. Audit students receive 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 grade of AU does not satisfy a prerequisite for another course.

Senior citizens (age 65 or older) may audit curriculum and continuing education courses tuition-free as space allows. A senior citizen seeking to audit a curriculum or continuing education course shall not displace a paying student enrolling in that same course. Seniors will be responsible for the purchase of course materials (books, supplies) required for the course and/or fees associated with the course. Senior citizens are not eligible to audit cohort-based courses (e.g. health programs, aviation), nor may they audit Adult Enrichment, community service, self-support or customized training courses.

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).

Procedures for changing credit to audit during registration period:

1. Complete a Permit to Audit Courses form found at Student Forms.

2. Submit the completed form to Student Services in Barker Hall, 1st Floor (Financial Aid may be affected by this change).

Note: Financial aid and veterans' benefits are not available for audited courses.

Repeating a Course

Students may repeat a course as many times as 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 which they have already passed or for which they received transfer credit, with the exception of ADN or PN programs. Military students will not receive tuition assistance for courses previously covered by tuition assistance. Financial aid students may repeat a course with a grade of D or higher once 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 will not be counted for budget funding.

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.

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. To ensure timely notification, students should be sure that the College has a current phone number and home address and that they regularly check their student email account.

Withdrawals

Student Course Withdrawal

After registration students may withdraw from a course through the last day listed to withdraw on the Academic Calendar. Withdrawal from a course may 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 found online at Student Forms, (2) have an advisor sign the form, and (3) submit the form to Student Services.

Developmental Corequisite Course Withdrawal Process

A corequisite course is one that must be taken simultaneously with another specific course. Some corequisite courses are considered curriculum courses and some are considered developmental courses. When a curriculum course is paired with a developmental course, the student cannot drop or withdraw from just one of the two courses; the student must drop or withdraw from both of the paired courses. Curriculum courses paired with developmental courses are as follows:

Curriculum Course	Developmental Course
ENG 111	ENG 011
MAT 110	MAT 010
MAT 121	MAT 021
MAT 143	MAT 043
MAT 152	MAT 052
MAT 171	MAT 071

Instructor/Course Withdrawal

Faculty must withdraw a student from a course for excessive absences by the Last Day to Withdraw from Class or Audit (See Academic Calendar). See the course syllabus for faculty expectations 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 located in Student Services or online. 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 the Financial Aid office.

How Withdrawing Affects Financial Aid

Whether you withdraw officially, or unofficially, the college must determine if you earned all federal or state aid received. The law specifies how Craven CC must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, and, Federal Supplemental Educational Opportunity Grants (FSEOGs). Though your aid is posted to your account at the start of each semester, you earn the funds as you complete the semester. If you withdraw during the semester the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula (known as a Return of Title IV). If you received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all the assistance that you were scheduled to receive for that semester.

Withdrawal from the College after Deadline

Contact the Registrar to withdraw from classes after the Last Day to Withdraw from Class or Audit (see Academic Calendar). Students who withdraw after this date for extenuating circumstances will be withdrawn from all of their current semester classes.

Graduation

Eligibility is based on the following criteria:

- Students must complete the minimum number of course credit hours prescribed for their program of study.
- Students must complete a minimum of 25% of their program credit hours at Craven Community College.
- Students must have a minimum 2.0 cumulative grade point average.
- Students must complete these requirements within three years after the last term they attended Craven if they intend to transfer credits from another institution to graduate from Craven.
- Students must settle all financial obligations with the College.

Graduation Application

It is the responsibility of the student to complete the application for graduation. Students will apply for graduation online by accessing the application through the Student Self-Service portal. See the Craven CC Graduation Procedures page for more information and graduation application deadlines.

Students may graduate at the end of the term in which they complete degree requirements. The graduation fee is paid to the Student Accounts Office. All graduation fees are non-refundable. Diplomas and certificates are mailed to the student from one to three weeks after the end of the graduation term.

Graduation Participation Procedure

Craven celebrates graduation with one annual ceremony occurring at the end of the spring term. Students must complete all coursework and graduation requirements by summer of the graduation year to participate in the ceremony. A student anticipating a summer graduation must be within three (3) courses of meeting the graduation requirements in the summer term to participate.

Students may purchase caps and gowns in the campus bookstore.

University Connections: College/University Transfer Options

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

Students who complete the Associate in Arts (AA) and Associate in Science (AS) degree programs with each course grade of a C or higher and who are accepted by one of the state universities may enter as a junior. Students transferring prior to the completion of an associate degree may transfer a block of core curriculum courses that 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 (UNC-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 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 Universal General Education Transfer 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 Universal General Education Transfer Core of the AA and the AS degrees (31-34 semester hours) 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 websites.

The Uniform Articulation Agreement between The University of North Carolina Registered Nurse to Bachelor of Science in Nursing (RN to BSN) Programs and the NC Community College System Associate Degree Nursing Programs promotes a more seamless, concise pathway for students moving from community colleges to public universities. This approval includes a Five Block Degree Plan with Transfer Course List.

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), 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
Livingstone	Louisburg
Mars Hill	Meredith
Montreat	Mount Olive
NC Wesleyan	Peace
Pfeiffer	Queens
St. Andrews	St. Augustine
Salem	Shaw
Warren Wilson	Wingate

The college enters into a variety of bilateral agreements with public and private institutions across the country.

East Carolina University

Partnership Teach at Craven Community College

Craven's New Bern Campus is the headquarters for Partnership Teach, which serves residents in Craven, Pamlico, Jones, Lenoir, Carteret and Onslow counties.

Through the ECU Partnership Teach 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 in Elementary Education
- BS in Special Education
- BS in Middle Grades Education

Each program is offered entirely online, and field placements are made within the local area.

Although students will continue to work with their Craven CC advisors until completion of their transfer degrees, students may contact the Partnership Teach Coastal Consortium Coordinator for additional information: 252-638-6492, Business Information Technology Building, Suite 116 (New Bern Campus).

Seamless Transfer and Military Outreach

Students who complete their associate degree with Craven Community College 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)
- Industrial Technology/Industrial Distribution and 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 and 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 Craven CC 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), Craven CC 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 Craven CC campus, and by utilizing pre-recorded 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 Craven CC.

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 pre-recorded 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.

NCSU College of Engineering Transfer

Students seeking other engineering concentrations can complete a 2+2 program and transfer to NCSU to obtain their Baccalaureate degree.

Although Craven CC engineering students will continue to work with their Craven CC advisors until completion of their transfer degree, they may contact the NCSU Engineering Program Coordinator for more information: 252-444-3357 or wbfortne@ncsu.edu [The NC State College of Engineering office, Rooms 107 & 108 STEM Center (Havelock Campus)].

Other Engineering Transfer Programs in North Carolina

The 2+2 Engineering Program also provides students with an opportunity to begin at Craven Community College and then transfer to other engineering schools in North Carolina, including UNC-Charlotte, N.C. A&T, or ECU. Students can finish their degree in 2-3 years (pending admission by their respective universities' College of Engineering).

Southern Illinois University, Carbondale

Craven Community College students can earn a Bachelor of Science Degree in Aviation Management at Southern Illinois University (SIU). Craven CC and SIU have an articulation/partnership agreement. After obtaining their Aviation Systems Technology Degree at Craven CC, students are able to transfer to SIU under the Capstone program for their general education (core curriculum) and their A&P license requirements. Only 48 semester hours of major courses at SIU are required. SIU major courses are offered in an accelerated weekend format. Students may contact the Cherry Point SIU office at 252-447-1688 for more information.

North Carolina Wesleyan University

Craven Community College and North Carolina Wesleyan University have partnered to offer the following baccalaureate degrees to AA, AS, and AAS graduates:

- Accounting
- Business Administration
- Computer Information Systems
- Criminal Justice
- Marketing
- Organizational Administration
- Political Science
- Psychology

Classes will be offered seated, hybrid, and online at both the New Bern and Havelock locations.

Although students will continue to work with their Craven CC advisors until completion of their associate degrees, students may contact the North Carolina Wesleyan University Coordinator for additional information: Business Information Technology Building, Suite 116 (New Bern Campus).

The University of Mount Olive

In addition to transfer options for AS and AA degrees, students who have completed the Associate in 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. Non-traditional sources of credit are also available and include Credit Through Testing (AP Exams, CLEP Exams, etc.), and Military Training Credit.

C-STEP: The Carolina Student Transfer Excellence Program

The Carolina Student Transfer Excellence Program (C-STEP) is a partnership between Craven Community College and the University of North Carolina at Chapel Hill, made possible by a grant from the Jack Kent Cooke Foundation. The goal of C-STEP is to identify high-achieving, low-to moderate-income high school and college students who would not otherwise attend a selective college or university; to enroll these students in the Associate in Arts/Science program at one of the partnering community colleges; to mentor these students through successful completion of an Associate degree (AA/AS); to transfer these students, as juniors, to UNC-Chapel Hill; and to support their successful completion of a baccalaureate degree. Entry into the program is competitive and is based on both demonstrated financial need and academic excellence. Questions concerning C-STEP should be addressed to the Liberal Arts/University Transfer Office in the BIT building, room 102, 252-638-0141.

Other College University Connections

In addition to the courses provided in the Comprehensive Articulation Agreement (CAA), transfer opportunities are continuously being developed with other NC 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 Student Services Division 252-638-7430, the Cherry Point Branch Office 252-444-6000, and the Havelock Campus 252-444-6005 as well as access the Craven CC website.

Academic Support Center

The Academic Support Center (ASC) provides academic assistance to Craven CC students enrolled in courses at all levels. Our mission is to help students reach their academic, personal, social, and economic potential by supporting their intellectual growth, directing and connecting them to resources, and motivating them to become lifelong learners.

An Academic Support Center is located on both campuses. The New Bern ASC is in Ward Hall, Room 100. The Havelock ASC is in the Redd Building, room 131. Both centers offer one-on-one tutoring sessions, group tutoring sessions, and virtual tutoring appointments for many subjects. Additionally, organization, time management, and study skills are offered to students, along with study groups, workshops, writing and research assistance, placement test preparation, technology support and access to computers and printing, and professional communication and academic resourcefulness (emailing instructors, contacting advisor, etc.).

All ASC tutoring sessions are free and can be booked by appointment and on a walk-in basis. Please note that walk-ins are subject to tutor availability. Tutoring is available face-to-face on the New Bern and Havelock Campus, and online with a campus tutor. Students may choose to tutor through either Havelock Bookings or New Bern Bookings through Panther Portal, regardless of which campus their seated courses may be on. Once in Panther Portal, students will be able to select a face-to-face session or an online session with a campus tutor. If a campus tutor is not readily available for a course, the ASC can provide students with access to Smarthinking – a 24/7 online tutoring platform. Smarthinking offers a wide array of subject areas and even assists with resume and cover letter writing. For more information, students will need to contact the ASC Office. Students are strongly encouraged to take advantage of the free resources available to assist in their learning.

ASC - New Bern Campus: 252-638-7274
ASC - Havelock Campus: 252-444-0707
Visit the ASC page on the Craven CC website.

Student Help Desk

The Student Help Desk is available in the Academic Support Center on the New Bern campus. Student Help Desk Technicians are available to assist students with basic computer and technical needs, and we are committed to providing detailed resolutions and general information to assist with common problems. The Student Help Desk is the student resource for resetting passwords to email, Moodle, and other college systems. Technicians are available in the Academic Support Center during normal college operating hours and provide online assistance Saturday-Thursday from 6:00 pm to 9:00 pm. Students can contact the Help Desk by dialing 252-638-7212 or by submitting a helpdesk ticket after hours to help.cravencc.edu.

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 that reflects the current condition of the disability and its specific impact on educational experiences to the ADA Coordinator. 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.

Students must complete the Student Request for Accommodations Form and submit the required documentation to the ADA Coordinator in Ward Hall, Room 108 to begin the ADA Accommodation Award process. Because every individual service, program, and activity is 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

Godwin Memorial Library is located on the New Bern campus and offers resources to meet the curricular and instructional needs of Craven Community College students, faculty, and staff. The library's mission is to meet the informational and leisure needs for the development of lifelong learners. Services include access to electronic resources, audio and eBooks, teaching support, study rooms, computers, and more.

Users may also arrange to get materials from other institutions through our interlibrary loan system. Additional resources are available online through Craven CC's library website.

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.

In addition to Godwin Memorial Library, the College partners with the Havelock Public Library that is located on the Havelock campus to ensure students on both campuses have access to library resources. This library often houses reserved materials specific to courses offered in Havelock.

Testing Center

Craven Community College maintains Testing Centers on the New Bern, Havelock, and Cherry Point campuses. Each office administers a variety of tests for students and community members. Make up exams, testing accommodations, and a large variety of official certification tests are available. The New Bern Testing Center is located on the second floor of Barker Hall. The Havelock Testing Center can be found in the Redd Building, room 131. The MCAS Cherry Point Testing center is in the Jerry Marvel Training and Education Building on base. The Cherry Point Testing Center offers testing services to military personnel, family members, students, and civilians associated with the base. Each Testing Center maintains a variety of operational hours.

New Bern Testing Center Hours

Fall and Spring	
Monday-Thursday	8 a.m. to 6 p.m.
Friday	8 a.m. to 2:30 p.m.
Summer	
Monday-Thursday	7:30 a.m. to 6 p.m.
Friday	Closed

Havelock Testing Center Hours

Fall and Spring	
Monday-Thursday	8 a.m. to 6 p.m. (by appointment)
Friday	9 a.m. to 2:30 p.m. (by appointment)
Saturday	9 a.m. to 3 p.m. (by appointment)
Summer	
Monday-Thursday	8 a.m. to 6 p.m. (by appointment)
Friday & Saturday	Closed

MCAS Cherry Point Testing Center

Monday & Thursday	9 a.m. to 2 p.m. (by appointment)

TRIO Student Support Services

Student Support Services is one of the nine federally-funded TRIO grant programs, distributed to institutions through a competitive grant competition, sponsored by the Department of Education.

Funds are awarded to institutions of higher education to provide opportunities for academic development, to assist students with basic college requirements and to motivate students toward the successful completion of their post-secondary education.

Craven Community College's program is funded to assist 186 qualified and deserving program eligible students. 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 a number of free one-on-one and group services. Student Support Services offers:

- Academic tutoring
- Advice and assistance in post-secondary course selection
- Information on the full range of financial aid programs, benefits, and resources for locating public and private scholarships
- Assistance in completing financial aid applications,
- Education or counseling services designed to improve financial and economic literacy,
- Assistance for students enrolled in two-year institutions and 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 be a 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), and/or
- Low income (meet federal income guidelines), and/or
- Have a documented disability

For additional information, contact 252-638-1236.

Campus Life

While academics are of primary importance at the College, learning and development outside the classroom are 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 from the College website. All student organizations must be approved by the administration and the Campus Life Coordinator. Each organization must meet and adhere to the criteria and procedures established by the administration and SGA. The following are active clubs:

Automotive Technology Club –The purposes of the Automotive Technology Club are: (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.

Craven Outdoors – Through this organization students will encourage other students to go outdoors while engaging in the community and helping to conserve the wilderness around them. The purposes of Craven Outdoors are (1) to create an outlet for community engagement and involvement; (2) to raise awareness of wildlife conservation and preservation; (3) to actively participate in campus and community volunteer opportunities; (4) to venture the outdoors and find enjoyment in nature; (5) to educate participants on the physical and mental health benefits of outdoor activities; and (6) to nurture physical fitness for participants through outdoor activities.

Craven CC Hurst Student Ambassadors -The Student Ambassadors are selected to represent the college at various community and student events. Students selected for the scholarship program must have a minimum GPA of 3.5 to be eligible to apply, have recommendations from the faculty and staff, and be enrolled in at least 6 credit hours.

ENCORE! - ENCORE! is Craven Community College's singing ambassadors group that perform at the college and throughout the community.

Gaming Club - The purposes of the Gaming Club are (1) to promote interest in *Magic the Gathering* and other social games that develop math, reading, problem solving and critical thinking; (2) to provide opportunities to play at organized events with club members and the community; and (3) to provide social interactions; including opportunities to teach games to interested parties.

Global Club - The students of the Global Club at Craven Community College will celebrate diversity and cultures both at home and abroad. The purposes of this club are: (1) to share information about cultures. (2) to promote open-mindedness and diversity; (3) to create a more inclusive environment for all students at our institution; and (4) to provide fundraising opportunities for students who wish to participate in a Craven CC Study Abroad Trip in order to further their global understanding across international borders.

H.I.T. Club - The purposes of the Health Information Technology Club are (1) to provide the opportunity for leadership training in service; (2) to promote good fellowship and high scholarship; (3) to practice the application of the highest social, business and professional standards; (4) to provide a platform enabling student participation in local and state association meetings; and (5) to provide networking opportunities with fellow students, faculty, staff and community businesses.

Kappa Beta Delta – Kappa Beta Delta membership is available exclusively to students whose grade point average places them in the top 10% of programs accredited by the Accreditation Council for Business Schools and Programs (ACBSP) (accounting, business administration, entrepreneurship, information technology). KBD's purposes are to encourage and recognize scholarship and accomplishment among students of business management and administration pursuing associate degrees, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.

Math & Engineering Club – The Math/Engineering Club promotes interest in the Math and Engineering fields. We plan trips each semester to local manufacturing plants to see how our studies in the science fields are being used in a career setting. During its meetings, the club offers many opportunities to build and design items including catapults, paper airplanes, and bridges. We also participate in a yearly state-wide math competition for community college students.

Panthers Baseball Club – The Panthers Baseball Club is the official baseball athletic team/club of Craven Community College. All players must be full-time students 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 encouraged to try out for the team at the beginning of each semester.

Physical Therapist Assistant Club - The purposes of the Physical Therapist Club are (1) to encourage and promote awareness in the field of Physical Therapy within the college and the community; and (2) To assist the club members in continuing professional growth.

Phi Theta Kappa - Phi Theta Kappa is recognized as the official honor society for community colleges by the American Association of Community Colleges. Eligible students must achieve a minimum GPA of 3.5 and have 12 hours of college credit that can be used toward an associate degree. PTK exists to encourage and support the complementary ideas of scholarship and leadership. Through charitable projects and student activities, PTK allows members to cultivate a positive image for Craven Community College within their own community.

Science Club - The purposes of the Science Club are (1) to promote an interest in the sciences; (2) to experience the sciences above and beyond the classroom setting; (3) to provide career information; and (4) to enhance the involvement of science students within Craven Community College.

SkillsUSA Organization - The purposes of the SkillsUSA Organization are (1) to assist vocational trade, industrial, technical and health occupational students in their academic growth and development; (2) to unite students in a common bond without regard to race, sex, religion, creed or national origin; (3) to develop local SkillsUSA members with leadership abilities through participation in educational, vocational, civic, recreation and social activities; (4) to foster a deep respect for the dignity of work; (5) to assist students in establishing realistic vocational goals; (6) to promote high standards in all phases of occupational endeavor including trade ethics, workmanship, scholarship and safety; (7) to plan, organize and carry out projects through the use of the democratic process; and (8) to foster a wholesome understanding of the functions of labor and management organizations.

Student Government Association – The SGA acts as a representative of Craven CC and the N4CSGA, upholds a philosophy of teaching and learning through campus activities, develops continued connections amongst the clubs and organizations of Craven CC and is an active, responsive resource for the student body. The SGA has scholarship opportunities for Executive Board members.

Student Nursing Association - The purposes of the Student Nursing Association shall be the encouragement of scholarship, the development of leadership, the promotion of service and the cultivation of fellowship among members. Any student enrolled in the Nursing Program may be a member of the club.

TRIO- The purpose of the TRIO Leadership Club is (1) to develop leadership abilities through the participation in educational, vocational, civic, recreational, and social activities; (2) to develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of democratic process; (3) to emphasize the importance of continuous education consistent to the needs of the individual and requirements of his/her chosen occupation; (4) to help students obtain a purposeful life; (5) to create enthusiasm for learning.; and (6) to unite in a common bond without regard to race, sex, religion, creed, or national origin.

Welding Club - The purposes of the Welding Club are (1) to promote professional competency by providing opportunities for club members to serve together productively on practical and artistic projects; and (2) to create a joint effort between faculty and students that allow members to refine their skills while increasing their understanding of welding principles.

Each year new clubs and organizations are formed by students with different interests. Contact the Campus Life Coordinator in the Ward Hall.

First-Year Experience

The college is committed to making sure that each student succeeds and wants their college experience to be rewarding. First-year students are encouraged to take advantage of the wonderful resources that Craven CC provides to ensure they are successful as college students. The First-Year Experience offers:

- New Student Orientation Sessions (on-campus and online.)
- ACA College Student Success Courses (ACA 111, and ACA 122)
- Peer mentors in ACA classes and the advising center
- First-Year Advising
- Student Success Workshops
- First-Year Events to promote student engagement

Philosophy of the First Year

Craven Community College believes the first-year experience is critical to the academic success and personal growth of our students as it is the foundation upon which future educational endeavors are built. Craven is committed to creating a comprehensive first-year experience program that integrates students into the college community as engaged learners and participants in campus life and facilitates their transition to college.

To reach this goal, we are committed to creating:

- A welcoming environment both in and outside of the classroom that is sensitive to individual needs, backgrounds and experiences of all first-year students.
- Connections across campus and points of contact for students with faculty, staff and experienced students.
- A vibrant student-learning community that challenges and inspires students to actively engage in learning, achieve their maximum potential and become independent, life-long learners.

The college recognizes this commitment obligates all members of the Craven community to cooperatively and intentionally structure their programs, activities and services to promote first-year success.

Fitness Center

A Fitness Center for students and staff is located in Ward Hall 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.

Food Service

Food service is available in Ward Hall on the New Bern campus through Craven Coffee House and Cafe. Vending machines are located in the Ward Hall hallway and the Redd Building lounge. Coffee, soda and snacks can be purchased in the Bookstore.

Bookstore

Follett Higher Education Group operates a bookstore at the New Bern campus, where students may purchase textbooks, supplies, and other items. The Havelock campus students can purchase textbooks, supplies, and other items online or by visiting the New Bern campus.

The cost of textbooks and other materials varies. Students may return books for a refund within seven business days of class with their receipt. 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 some courses are on reserve in the library for limited use.

Semester System and Credit Hours

Craven Community College operates on the semester system. The Fall and Spring semesters are sixteen (16) weeks in length and the Summer semester is approximately ten (10) weeks in length. The amount of time that a class meets each week is determined by the number of contact hours required for course completion.

Semester hours credit is awarded as follows: one semester credit hour for each sixteen (16) hours of class lecture, one semester credit hour for each thirty-two (32) hours of laboratory work, one semester credit hour for each forty-eight (48) hours of clinical, and one semester credit hour for each one hundred sixty (160) hours of work experience

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 re-enrollment. 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 its 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.

Change of Program

Students seeking a change of program should complete a Request for Change of Program form obtained from 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.

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. The course used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course. The substitute course must have relevance to the curriculum and should also have relevance to the course for which the substitution is made. A course substitution may be granted upon review and recommendation of the director/department chair to the dean and in consultation with the Chief Academic Officer. Consideration of any substitution involving a required core course as stipulated in the curriculum standard must receive additional approval by the North Carolina Community

College System Office staff. The course substitution form must be approved and submitted to the Registrar's Office prior to the student registering for the substituted course. In rare instances, a course substitution may be requested at the time of graduation. In these situations, the course substitutions will be at the discretion of the Chief Academic Officer. The Registrar's office will process the course substitutions at the time of the form submission.

If it becomes necessary to request a course substitution to comply with a prerequisite for a course in the student's program of study, the student should follow the same process used to request a course substitution for a program requirement. The course substituted for the required pre-requisite should have equivalent subject content to the required course. Substitutions must be approved before the student registers for the course for which the pre-requisite substitution is being requested. Pre-requisite substitutions are rare.

Examination and Transfer Credit

Credit by Transfer

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. 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.

Credit for Prior Learning

Students can receive credit for prior learning experiences at Craven Community College as outlined in College Procedure 4.16.1. Students seeking credit for prior learning should make the request through the college's Registrar's Office.

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.

College Attendance Policy

Craven Community College has adopted a mandatory attendance policy. Faculty must document all attendance prior to the census date (10% point) and for the duration of each course. Attendance must be completed by the date listed on the academic calendar (just after the 10% date for each term). If students stop attending after the 10% and receive a grade of an "F," the last date of attendance is required. After the census date, instructors will continue to observe the College Attendance Policy. Instructors cannot assign NA at the end of the semester. The instructor's attendance policy must be stated in the class syllabus. The College attendance policy is as follows:

"Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions. A student WILL be automatically withdrawn from any course when absent more than 20 % of the total class, laboratory, clinical or shop periods. Any three tardy notices in a given class may constitute one class absence. A tardy may also be assessed when a student leaves class early."

Absences in online/hybrid courses WILL be managed in the following manner:

- Faculty must ensure all online courses require activity each week for the duration of the semester.
- For any week in which a student fails to be active in a course, that week will constitute "one absence."
- As is the case with seated classes, students WILL be automatically withdrawn from any course when absent more than 20 % of the total class time.
- Regardless of whether the course is being delivered in a seated format or online, instructors will provide specific course requirements in their syllabi.
- Missing class for military assignment or for college-related activities will not constitute an absence when the instructor has received prior official notification such as a letter from the commanding officer in military matters or from approved college personnel for college- related activities.
- Missing a maximum of two absences per academic year for religious observances will not constitute an absence when the instructor has received written notification from the student at least fourteen (14) working days prior to the date the student intends to be absent for the religious observance. Students shall be given the opportunity to make up any tests or other work missed due to the excused absence for religious observation. Responsibility for initiating such notifications rests with the student.
- Any student facing a lengthy illness may apply for extended absences through ADA in Student Services. All ADA standards must be met for this exception to be granted. Students who cannot adhere to the attendance policy must officially withdraw from class(es) to avoid a possible failing grade(s). (See Withdrawal Procedures.) Refer to the Academic Calendar in Panther Portal or your course handout for the specific withdrawal deadline. For extenuating circumstances, refer to the paragraph "Grade: I" in the Academic Regulations section of the catalog.
- Instructors must issue automatic withdrawals by the official withdrawal date for the term. After this date, students will receive a grade for the courses.

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. Acts of Academic Dishonesty will be addressed through the Academic Honesty Procedures.

Grades

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	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.
P (70-100)	Pass	Successful completion of all course requirements as specified by the instructor with satisfactory quality of performance.
F (Below 70)	Failing	Failure to successfully complete all course requirements as specified by the instructor.
P1	Pass Tier 1	Successful completion of all Tier 1 requirements.
P2	Pass Tier 2	Successful completion of all Tier 2 requirements.
P3	Pass Tier 3	Successful completion of all Tier 3 requirements.
R	Re-Enroll	Failure to successfully complete Tier 1, Tier 2, or Tier 3 requirements.

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	Instructor withdrawal from the course without academic penalty.	0
SR	Audit	Senior Audit	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."*
(EXCEPTION: Spring semester incomplete grades must be removed no later than the first eight weeks of the next Fall semester. Associate Degree Nursing, Practical Nursing, Health Information Technology and Medical Assisting 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 Chief Academic Officer.
***For course grade requirements for Nursing, Physical Therapist Assistant, Medical Assisting, and Health Information Technology programs see associated program handbooks.*

Computation of Grade Point Average (GPA)

To calculate your grade point average (GPA). you must first calculate quality points by multiplying 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 GPA for a given semester, divide the quality points earned by the number of semester hour credits. The same formula, dividing the total number of quality points by the total number of credits calculated, is used to calculate the cumulative GPA.

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 GPA.

Example:

Class	Grade	Quality Points		Semester Hours Credit		Total Quality Points
ACA 111	A	4	x	1	=	4
CIS 111	B	3	x	2	=	6
PSY 150	D	1	x	3	=	3
WBL 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 grade point average is 2.09

Grade Reports

Students' grades will be posted after each semester on Self-Service, 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.

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 term 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 Recognition

Dean's List

To recognize students with outstanding scholastic records, the College publishes a Dean's List on its website 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 minimum 3.5 grade point average for the semester, without an incomplete (I) grade.

Phi Theta Kappa

The purpose of Phi Theta Kappa (PTK), an international honor society of two-year colleges, is to promote scholarship, the development of leadership, and service by cultivating fellowship among qualified students. Students are invited to join the society once they have completed 12 hours of college course credit and earned a 3.5 or higher GPA.

Kappa Beta Delta

The purpose of the Kappa Beta Delta International Honor Society is to encourage and recognize scholarship and accomplishment among students of business management and administration pursuing associate degrees, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. The top 10% of students in accounting, business administration, entrepreneurship, information technology programs are invited to join once they have completed 12 hours of credit in an Accreditation Council for Business Schools and Programs (ACBSP) accredited program.

Graduation with Distinction/Honors

Students who demonstrate high levels of scholarship through completion of their programs of study will graduate with distinction. This recognition is awarded to graduates who achieve a cumulative GPA of 3.50 or better for all coursework completed at the College.

Graduates receiving associate degrees who complete at least half of their semester hours in their program of study at the College and achieve a cumulative GPA of 3.70 or better, will earn honors as outlined below:

- 3.70 Cum Laude
- 3.80 Magna Cum Laude
- 3.90 Summa Cum Laude

All candidates will be recognized at the annual commencement ceremony.

Academic Forgiveness

A student who has not been enrolled in curriculum courses in the College for 24 consecutive months since their last grade of "F" may request that the Registrar re-evaluate 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 re-evaluation, 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 GPA as appropriate. This re-evaluation will be done only once for each student.

Good Academic Standing

A student who maintains a cumulative grade point average (GPA) of 2.0 or above is considered to be in good academic standing with the College. 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.

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/work schedule, extra study in the Academic Support Center, or assistance of a tutor. During the next enrolled semester, the student should show significant progress toward satisfying graduation requirements.

Failure to maintain good academic standing may negatively impact a students' ability to receive financial aid.

Academic Warning

A student who fails to maintain an overall/cumulative grade point average of 2.0 after one semester of enrollment will receive a notice from Student Services that he or she is placed on Academic Warning and is required to attend an advising session. Referral for learning assistance, reduced course load, development of an academic action plan, and/or change of program may result from the session.

During the fall and spring semesters, students on academic warning may register for a maximum of nine (9) credit hours. Students are strongly encouraged to take either seated or hybrid classes.

During the summer semester, students may register for up to six (6) credit hours. Students are strongly encouraged to take either seated or hybrid classes.

Academic Probation

A student who fails to maintain an overall/cumulative GPA of 2.0 after two consecutive semesters of enrollment will receive notice of Academic Probation and is required to attend a comprehensive advising session. Referral for learning assistance, reduction in course load, development of an academic action plan, and a discussion of program/educational aspirations should result from this session.

During the fall and spring semesters, students on academic probation may register for a maximum of nine (9) credit hours. Students are strongly encouraged to take either seated or hybrid classes.

During the summer semester, students may register for up to six (6) credit hours. Students are strongly encouraged to take either seated or hybrid classes.

Students who attain a semester GPA of 2.5 or better meet Satisfactory Academic Progress requirements.

Other Academic Related Information

- 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 completed and signed Release Form.
- Persons attending a class, lab or shop must be registered students.
- When inclement weather or other conditions warrant closing the College, students are notified through the College's website and Craven CC Guardian System. Local TV and radio stations are notified, and the information is posted on the College's Facebook page and Twitter.

Student Records and 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 right 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 on the Craven CC website.

Consent Form for Release of Non-directory Information

Students should notify the Registrar if they do not want directory information to be released. Directory information includes: student name; address; telephone number; date and place of birth; participation in officially recognized courses, programs and other college activities; weight and height of athletic team members; degrees, honors and awards received; major field of study; dates of attendance and educational agencies or previous institutions attended.

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 released only upon request of the student. A student must authorize the release before a transcript will be sent to other colleges, employers, or other agencies. A transcript may be ordered online on the college website. There is a fee for each transcript.

Student 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 email, 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 and procedures address a number of student-related issues:

- Student Rights and Responsibilities
- Acceptable Use of College Technology
- Student Disability Appeal Process Procedure
- Drug and Alcohol Use
- Sexual and other Prohibited Harassment
- Appeal Procedures
- Code of Conduct Policy
- Academic Honesty Procedure
- Tobacco Prohibition Policy
- Student Disciplinary Procedure
- Student Governance
- Student Publications
- Student Grievance Procedure

Students should view these and other student policies and procedures in their entirety on the Craven CC website.

Associate Degrees

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

The Associate in Arts, Associate in Science, Associate in Engineering, Associate in Fine Arts in Visual Arts and Associate in Fine Arts in Music 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 workforce.

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.

Graduation Requirements

1. Students must complete the minimum number of course credit hours prescribed for their program of study.
2. Students must complete a minimum of 25% of their program credit hours at Craven Community College.
3. Students must have a minimum 2.0 cumulative grade point average.
4. Students must complete these requirements within three years after the last term they attended Craven if they intend to transfer credits to graduate.
5. Students must settle all financial obligations with the College.

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

General Education Learning Outcomes

Assessment of 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 Commission on Colleges, (SACSCOC), to document the process, results, and improvement plans related to the assessment of learning outcomes. In the Associate in Arts, Associate in Science, Associate in Engineering, Associate in Fine Arts in Visual Arts, Associate in Fine Arts in Music, Associate in 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

College Transfer Pathway Options

**Programs with an asterisk (*) are available in a completely online format.*

ACCOUNTING & FINANCE

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 69 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, general business, and economics. Related skills are developed through the study of communications, social sciences and humanities, and computer applications. Students may complete the program online, as well as in traditional face-to-face formats.

Craven Community College's Accounting Program is accredited by the Accreditation Council of Business Schools and Programs.

Admission Criteria

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

Program Learning Outcomes

Graduates of this program will be able to:

- Analyze, classify and record transactions for profit and non-profit organizations.
- Demonstrate mastery of accounting skills for
    a. adjusting entries,
    b. correction of accounting errors,
    c. payroll,
    d. inventory,
    e. depreciation, and
    f. internal controls and fraud prevention.
- Demonstrate an understanding of federal and state tax law.

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

Executive Director of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

ACCOUNTING & FINANCE (A25800)

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 Accounting	4
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
MAT 143	Quantitative Literacy	3

Spring Semester – Year One		**Credits**
ACC 121	Principles of Managerial Accounting	4
ACC 131	Federal Income Taxes	3
ACC 132	NC Business Taxes	2
ACC 140	Payroll Accounting	2
CTS 130	Spreadsheet	3

Summer Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
ECO 251	Principles of Microeconomics	3
----------	Humanities/Fine Arts Elective	3

Fall Semester – Year Two		**Credits**
BUS 125	Personal Finance	3
ACC 180	Practice in Bookkeeping	3
ACC 215	Ethics in Accounting	3
ACC 220	Intermediate Accounting I	4
ACC 225	Cost Accounting	3
ACC 150	Accounting Software Application	2
----------	Accounting & Finance Elective	2

Spring Semester – Year Two		**Credits**
ACC 240	Govt & Not-for-Profit	3
ACC 269	Audit & Assurance Services	3
BUS 115	Business Law I	3
COM 231	Public Speaking	3
PSY 150	General Psychology	3
	Total Credits	**70**

Diploma:

ACCOUNTING & FINANCE (D25800)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
ACC 120	Principles of Financial Accounting	4
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
MAT 143	Quantitative Literacy	3

Spring Semester – Year One		**Credits**
ACC 121	Principles of Managerial Accounting	4
ACC 131	Federal Income Taxes	3
ACC 132	NC Business Taxes **OR**	2
ACC 150	Accounting Software Apps	2
ACC 140	Payroll Accounting	2
CTS 130	Spreadsheet	3

Fall Semester – Year Two		**Credits**
----------	Business Elective	
ACC 180	Practice in Bookkeeping	3
BUS 115	Business Law I	3
BUS 153	Human Resource Management	3
COM 231	Public Speaking	3
	Total Credits	**39**

Certificates:

ACCOUNTING & FINANCE (C25800)

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Accounting	4
ACC 131	Federal Income Taxes	3
ACC 132	NC Business Taxes	2
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Apps	2
CIS 110	Intro to Computers	3
	Total Credits	**16**

ACCOUNTING – Small Business Accounting (C25800A/HA)

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Accounting	4
ACC 131	Federal Income Taxes	3
ACC 150	Accounting Software Apps	2
BUS 115	Business Law I	3
BUS 139	Entrepreneurship	3
CIS 110	Intro to Computers	3
	Total Credits	**18**

ASSOCIATE IN ARTS

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. Students should 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 45 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 accordance with the revised Curriculum Articulation Agreement of 2014, the Associate in Arts degree is composed of 32 hours of Universal General Education Transfer Component (UGETC) courses, 13 hours of additional general education courses and 15 hours of elective credit. Craven Community College has identified literature, history, health/physical education and ACA as required courses within the Associate in Arts degree.

Admission Criteria

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

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data.
- Write and/or speak with clarity, coherence, and persuasiveness.
- Analyze and interpret the role of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and/or 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

Associate Dean, Liberal Arts and University Transfer – English, Communication and Humanities
252-638-2497

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

ASSOCIATE IN ARTS (A10100)

Degree Awarded: Associate in Arts
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
----------	MATH UGETC	3/4
----------	Humanities/Fine Arts UGETC	3
----------	Social/Behav Science UGETC	3

Spring Semester – Year One		Credits
ENG 112	Writing/Research in the Disciplines	3
HEA 110	Personal Health/Wellness	3/2
PED 110	OR Fit and Well for Life	
PED -----	OR 2 credit hours of PED	
----------	History Requirement	3
----------	Math Requirement	3/4
----------	Natural Sciences UGETC	4

Fall Semester – Year Two		Credits
----------	Literature Requirement	3
----------	Natural Sciences Requirement	4
----------	Social/Behav Science UGETC	3
----------	Humanities/Fine Arts UGETC	3
----------	Transfer Elective	1-4

Spring Semester – Year Two		Credits
----------	Humanities/Fine Arts Requirement	3
----------	Social/Behav Science Requirement	3
----------	Transfer Elective	1-3
----------	Transfer Elective	1-3
----------	Transfer Elective	1-3
	Total Credits	**60**

Transfer Electives, UGETC, and Options in Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences Requirements

Select from Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 130. Other Transfer Electives are listed on page 131.

- Three Humanities/Fine Arts courses are required from at least two different disciplines, one of which must be a Literature course.
- Three Social/ Behavioral Sciences courses are required from at least two different disciplines, one of which must be a History course
- One Mathematics course is required
- One Natural Sciences course is required

See an advisor to determine the best courses for your program.

ASSOCIATE IN ARTS IN TEACHER PREPARATION

Program Description

At Craven Community College, students enrolled in the Associate in Arts in Teacher Preparation (AATP) degree will take education courses in addition to studies in general education. Students should 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 45 semester hour credits (SHC) of General Education courses. These General Education areas include: English, humanities/fine arts, social/behavioral sciences, mathematics, and natural sciences and represent the General Education Core of the AATP.

In accordance with the revised Curriculum Articulation Agreement of 2014, the Associate in Arts in Teacher Preparation degree is composed of 29 hours of Universal General Education Transfer Component (UGETC) courses, 3 hours of a Required General Education course, 13 hours of additional general education courses and 15 Other Required Hours, which includes ACA and education courses.

Admission Criteria

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

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data.
- Write and/or speak with clarity, coherence, and persuasiveness.
- Analyze and interpret the role of fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and/or socioeconomic factors affect human interactions and behaviors.
- Demonstrate foundational knowledge in education.

Career Opportunities

The Associate in Arts in Teacher Preparation degree program serves as the foundation for students who wish to complete their bachelor's degree in education at a four-year institution. Students may then pursue careers in:

- Elementary education (grades K-6)
- Middle school education in non-STEM subject areas (grades 6-8)
- Secondary education in non-STEM subject areas (grades 9-12)

In addition, successful completion of a bachelor's degree can also lead to continued study on the graduate level.

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 institution for academic course selection and guidance as soon as possible.

Contact Information

Associate Dean, Liberal Arts and University Transfer – English, Communication, and Humanities
252-638-2497

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

ASSOCIATE IN ARTS IN TEACHER PREPARATION (A1010T)

Degree Awarded: Associate in Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
----------	Humanities/Fine Arts UGETC	3
----------	Social Behav Science UGETC	3
EDU 187	Teaching and Learning for All	4

Spring Semester – Year One		Credits
ENG 112	Writing/Research in the Disciplines	3
----------	Math UGETC	4
EDU 216	Foundations of Education	3
----------	Math Requirement	3-4
----------	Humanities/Fine Arts UGETC	3

Fall Semester – Year Two		Credits
----------	Social/Behav Sci UGETC	3
----------	Natural Science UGETC	4
EDU 279	Literacy Development & Instruct	4
----------	Social/Behav Science Requirement	3

Spring Semester – Year Two		Credits
EDU 250	Teacher Licensure Preparation	3
SOC 225	Social Diversity	3
----------	Humanities/Fine Arts UGETC	3
----------	Humanities/Fine Arts Requirement	3
----------	Natural Science Requirement	4
	Total Credits	**60**

Transfer Electives, UGETC, and Options in Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences Requirements

Select from Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 130. Other Transfer Electives are listed on pages 131.

- Three Humanities/Fine Arts courses are required from at least two different disciplines
- Two Social/ Behavioral Sciences courses are required from at least two different disciplines
- One Mathematics course is required
- One Natural Sciences course is required

See an advisor to determine the best courses for your program.

ASSOCIATE IN ENGINEERING

Program Description

The Associate in Engineering (A.E.) is a progression degree plan which meets the entrance requirements at all of the North Carolina public Bachelor of Science engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicate courses. To be eligible to transfer credits under the A.E. to B.S.E. Articulation Agreement, a student must earn an A.E. degree in a North Carolina Community College with a GPA of at least 2.5 and a grade of C or better in all A.E. courses.

Admission Criteria

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

Before initiating study for an A.E. degree, a student must have achieved a mathematical proficiency, to include MAT 171, Precalculus Algebra and MAT 172, Precalculus Trigonometry. If this is not the case, the student must speak with an advisor in order to choose the proper preparatory courses.

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

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, formulate conclusions formally from data.
- Write and/or speak with clarity, coherence and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global and/or socioeconomic factors affect human interactions and behaviors.
- Use the theories of calculus and physics to model the physical world in order to make decisions or solve problems.

Career Opportunities

- Professional degrees or working in private sector firms in 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/engineering proficiency, including:
    - Teaching or research
    - 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 institution for academic course selection and guidance.

Contact Information

Associate Dean, Liberal Arts and University Transfer – Math, Science, and Social Science
252-672-7513

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

ASSOCIATE IN ENGINEERING (A10500)

Degree Awarded: Associate in Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
ECO 251	Prin of Microeconomics	3
MAT 271	Calculus I	4
CHM 151	General Chemistry I	4
EGR 150	Introduction to Engineering	2

Spring Semester – Year One		**Credits**
ENG 112	Writing/Research in the Disciplines	3
----------	Social/Behav Science UGETC	3
MAT 272	Calculus II	4
PHY 251	General Physics I	4

Fall Semester – Year Two		**Credits**
----------	Humanities UGETC	3
MAT 273	Calculus III	4
PHY 252	General Physics II	4
----------	*Other UGETC	4

Spring Semester – Year Two		**Credits**
----------	Fine Arts/Com UGETC	3
----------	** Gen Ed OR Pre-Major Elective	3-4
----------	**Gen Ed OR Pre-Major Elective	4
----------	**Gen Ed OR Pre-Major Elective	3-4
	Total Credits	**60/61**

***Other UGETC**

Select 3-4 SHC from one of the following courses classified as a general education course within the Comprehensive Articulation Agreement

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

****Other General Education and Pre-Major Elective Courses**

Select 11-12 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Students should choose courses appropriate to the specific university and engineering major requirements.

See an advisor to determine the best courses for your program.

BIO 111	General Biology I
CHM 152	General Chemistry II
CHM 251	Organic Chemistry I
CHM 252	Organic Chemistry II
COM 110	Introduction to Communication
COM 231	Public Speaking
CSC 134	C++ Programming
CSC 151	JAVA Programming
DFT 170	Engineering Graphics
ECO 252	Principles of Macroeconomics
EGR 210	Intro to Elec/Comp Egr Lab
EGR 212	Logic System Design I
EGR 214	Num Methods for Engineers
EGR 215	Network Theory I
EGR 216	Logic and Network Lab
EGR 220	Engineering Statics
EGR 225	Engineering Dynamics
EGR 228	Introduction to Solid Mechanics
GEL 111	Geology
HUM 110	Technology and Society
MAT 280	Linear Algebra
MAT 285	Differential Equations
PED 110	Fitness and Wellness for Life

ASSOCIATE IN FINE ARTS IN MUSIC

Program Description

The Associate in Fine Arts in Music (AFA) degree 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 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.

Admission Criteria

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

Program 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.
- Write and/or speak with clarity, coherence, and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global, and/or 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, songwriter, 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

Program Coordinator of Fine Arts
252-638-7357

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

ASSOCIATE IN FINE ARTS IN MUSIC (A10700)

Degree Awarded: Associate in Fine Arts

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
----------	Social/Behav Science UGETC	3
MUS 110	Music Appreciation	3
MUS 121	Music Theory I	3
MUS 125	Aural Skills I	1
MUS 151P	Class Music I – Piano	1

Spring Semester – Year One		Credits
ENG 112	Writing/Research in the Disciplines	3
	Humanities/Fine Arts UGETC	3
MAT 143	Quantitative Literacy OR	3-4
MAT 152	Statistical Methods OR	
MAT 171	Precalculus Algebra	
MUS 122	Music Theory II	3
MUS 126	Aural Skills II	1
MUS 161	Applied Music I	2
MUS 152	Class Music II	1

Fall Semester – Year Two		Credits
ENG ---	Literature	3
----------	Natural Science UGETC	4
----------	General Education/UGETC/Elective	3
MUS 162	Applied Music II	2
MUS 181	Show Choir I	4

Spring Semester – Year Two		Credits
HIS ---	History UGETC	3
MUS 182	Show Choir II	4
----------	General Education/UGETC/Elective	3
----------	General Education/UGETC/Elective	3
	Total Credits	**60-61**

**All AFA-Music majors are required to take Class Music I-Piano. Vocal students should also take Class Music I-Vocals.*

Transfer Electives, UGETC, and Options in Humanities/Fine Arts, and Social/Behavioral Sciences, Mathematics, and Natural Sciences Requirements

Select from Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 130. Other Transfer Electives are listed on page 131.

- Two Humanities/Fine Arts courses are required from at least two different disciplines, one of which must be a Literature course
- Two Social/Behavioral Sciences courses are required from at least two different disciplines, one of which must be a History course
- One Mathematics course is required
- One Natural Sciences course is required

See an advisor to determine the best courses for your program.

ASSOCIATE IN FINE ARTS IN VISUAL ARTS

Program Description

The Associate in Fine Arts in Visual Arts (AFA) degree 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.

Program 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.
- Write and/or speak with clarity, coherence, and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global, and/or 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

Program Coordinator of Fine Arts
252-638-7357

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

ASSOCIATE IN FINE ARTS IN VISUAL ARTS (A10600)

Degree Awarded: Associate in Fine Arts

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
----------	Social/Behav Science UGETC	3
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 121	Two-Dimensional Design	3

Spring Semester – Year One		**Credits**
ENG 112	Writing/Research in the Disciplines	3
MAT 143 MAT 152 MAT 171	Quantitative Literacy OR Statistical Methods OR Precalculus Algebra	3-4
ART 115	Art History Survey II	3
ART 122	Three-Dimensional Design	3
ART 131	Drawing I	3

Fall Semester – Year Two		**Credits**
ENG ---	Literature	3
----------	Communication/Humanities/ Fine Arts UGETC	3
----------	Natural Science UGETC	4
----------	General Education/UGETC/Elective	3

Spring Semester – Year Two		**Credits**
HIS ---	History UGETC	3
ART ---	AFA – Level I Art Course	3
ART ---	AFA – Level I Art Course	3
ART ---	AFA – Level I Art Course	3
----------	General Education/UGETC/Elective	4
	Total Credits	**60-61**

Transfer Electives, UGETC, and Options in Humanities/Fine Arts, and Social/Behavioral Sciences, Mathematics, and Natural Sciences Requirements

Select from Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 130. Other Transfer Electives are listed on page 131.

- Two Humanities/Fine Arts courses are required from at least two different disciplines, one of which must be a Literature course
- Two Social/Behavioral Sciences courses are required from at least two different disciplines, one of which must be a History course
- One Mathematics course is required
- One Natural Sciences course is required

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.

See an advisor to determine the best courses for your program.

ASSOCIATE IN GENERAL EDUCATION

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 degree that is applicable to his or her specific job or career goal.

Admission Criteria

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

Program 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/or speak with clarity, coherence, and persuasiveness.
- Analyze and interpret the role of fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and/or 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

Associate Dean, Liberal Arts and University Transfer – English, Communication, and Humanities
252-638-2497

Associate Dean, Liberal Arts and University Transfer – Math, Science, and Social Science
252-672-7513

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

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	Writing & Inquiry	3
----------	*Humanities/Fine Arts UGETC	3
HEA 110 PED 110	Personal Health & Wellness, or Fit and Well for Life	2-3
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4

Second Semester		**Credits**
ENG 112 ENG 114	Writing/Research in the Disciplines, or Professional Research and Reporting	3
----------	*Social/Behavioral Science UGETC	3
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4

Third Semester		**Credits**
----------	**Natural Science or MAT	4/3
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4

Fourth Semester		**Credits**
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
----------	Course No. ≥ 110 except ACA & WBL	1-4
	Total Credits	**64**

Other Elective and UGETC Requirement Options

**Select from Humanities/Fine Arts and Social/Behavioral Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 130.*

First level foreign language courses (ex. SPA 111) cannot be used to meet Humanities/Fine Arts Requirement.

***Any Math or Natural Sciences course from the Universal General Education Transfer Component Courses (UGETC) on page 130 or the Additional General Education Course list on page 131. MAT 110 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.

Work-based Learning courses (WBL), previously Cooperative education courses (COE), cannot be used for this degree.

See an advisor to determine the best courses for your program.

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.

ASSOCIATE IN SCIENCE

Program Description

At Craven Community College, areas of study under the Associate in Science (AS) degree span a wide range of academic interests. Typically, these areas include specific studies in mathematics, engineering and natural and physical sciences. Students should 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 45 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 accordance with the revised Curriculum Articulation Agreement of 2014, The Associate in Science is composed of 34 hours of Universal General Education Transfer Component (UGETC) courses, 13 hours of additional general education courses and 15 hours of elective credit. Craven Community College has identified literature, history, health/physical education and ACA as required courses within the Associate in Science degree.

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.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data.
- Write and/or speak with clarity, coherence, and persuasiveness.
- Analyze, and interpret the role of fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and/or 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 institution for academic course selection and guidance as soon as possible.

Contact Information

Associate Dean, Liberal Arts and University Transfer – Math, Science, and Social Studies
252-672-7513

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

ASSOCIATE IN SCIENCE (A10400)

Degree Awarded: Associate in Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
----------	Math UGETC	4
----------	Social/Behav Science UGETC	3
HEA 110 PED----	Personal Health/Wellness, or 2 credit hours of PED	2-3

Spring Semester – Year One		Credits
ENG 112	Writing/Research in the Disciplines	3
----------	Humanities/Fine Arts UGETC	3
----------	Math UGETC	4
----------	Natural Sciences UGETC	4

Fall Semester – Year Two		Credits
----------	Literature Requirement	3
----------	Natural Sciences UGETC	4
----------	History UGETC	3
----------	Math or Science Requirement	4
----------	General Education Requirement	3-4

Spring Semester – Year Two		Credits
----------	General Education Requirement	3-4
----------	Transfer Elective	3
----------	Transfer Elective	3
----------	Transfer Elective	3
----------	Transfer Elective	2-3
	Total Credits	**60**

Transfer Electives, UGETC, and Options in Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences Requirements

Select from Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 130. Other Transfer Electives are listed on page 131.

- Two Humanities/Fine Arts courses are required from at least two different disciplines, one of which must be a Literature course
- Two Social/Behavioral Sciences courses are required from at least two different disciplines, one of which must be a History course
- Two Mathematics course is required
- Two Natural Sciences course is required

See an advisor to determine the best courses for your program.

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION

Program Description

At Craven Community College, students enrolled in the Associate in Science in Teacher Preparation (ASTP) degree will take education courses in addition to specific studies in mathematics, and natural and physical sciences. Students should 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 45 semester hour credits (SHC) of General Education courses. These General Education areas include: English, humanities/fine arts, social/behavioral sciences, mathematics and natural sciences and represent the General Education Core of the ASTP.

In accordance with the revised Curriculum Articulation Agreement of 2014, the Associate in Science in Teacher Preparation degree is composed of 31 hours of Universal General Education Transfer Component (UGETC) courses, 3 hours of a Required General Education course, 11 hours of additional general education courses and 15 Other Required Hours, which includes ACA and education courses.

Admission Criteria

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

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to collect, interpret, and formulate conclusions from data.
- Write and/or speak with clarity, coherence, and persuasiveness.
- Analyze and interpret the role of fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and/or socioeconomic factors affect human interactions and behaviors.
- Demonstrate foundational knowledge in education.

Career Opportunities

The Associate in Science in Teacher Preparation degree program serves as the foundation for students who wish to complete their bachelor's degree in education in the STEM-related fields at a four-year institution. Students may then pursue careers in:

- Elementary education (grades K-6)
- Middle school education (grades 6-8)
- Secondary education (grades 9-12)

In addition, successful completion of a bachelor's degree can also lead to continued study on the graduate level.

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 institution for academic course selection and guidance as soon as possible.

Contact Information

Associate Dean, Liberal Arts and University Transfer – Math, Science, and Social Sciences
252-672-7513

Dean, Liberal Arts and University Transfer
252-638-3745

Admissions Office
252-638-7430

Associate Degree:

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (A1040T)

Degree Awarded: Associate in Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
----------	Humanities/Fine Arts UGETC	3
----------	Social Behav Science UGETC	3
EDU 187	Teaching and Learning for All	4

Spring Semester – Year One		**Credits**
ENG 112	Writing/Research in the Disciplines	3
----------	Math UGETC	4
EDU 216	Foundations of Education	3
----------	Math/Science Requirement	4

Fall Semester – Year Two		**Credits**
----------	General Education Requirement	3-4
----------	Math UGETC	4
----------	Natural Science UGETC	4
EDU 279	Literacy Development & Instruct	4

Spring Semester – Year Two		**Credits**
----------	Natural Science UGETC	4
EDU 250	Teacher Licensure Preparation	3
SOC 225	Social Diversity	3
----------	Humanities/Fine Arts UGETC	3
----------	General Education Requirement	3-4
	Total Credits	**60**

Transfer Electives, UGETC, and Options in Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences Requirements

Select from Humanities/Fine Arts, Social/Behavioral Sciences, Mathematics, and Natural Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 130. Other Transfer Electives are listed on page 131.

- Two Humanities/Fine Arts courses are required from at least two different disciplines
- One Social/Behavioral Sciences course is required from at least two different disciplines
- Two Mathematics course is required
- Two Natural Sciences course is required

See an advisor to determine the best courses for you.

AUTOMOTIVE SYSTEMS TECHNOLOGY

Program Description

The Automotive Systems Technology curriculum prepares students for employment as automotive service technicians. The program introduces automotive careers and increases student awareness of the challenges associated with this fast-paced 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.

Admission Criteria

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

Program Learning Outcomes

Graduates of this program will be able to:

- Follow recognized automotive industry standards to demonstrate proficiency in troubleshooting and repairing automotive transmissions, drivetrains, transaxles, and axles.
- Demonstrate the use of automotive industry standards for engine repair and performance.
- Demonstrate an understanding of transportation technologies, to include climate control, electrical and electronic systems, and emerging technologies.
- Diagnose and repair suspension/steering and brakes systems.

Career Opportunities

Upon completing 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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

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 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
AUT 213	Automotive Servicing II	2
TRN 110	Intro to Auto Technology	2
TRN 120	Basic Transportation Electrical	5

Spring Semester – Year One		**Credits**
AUT 141	Suspension & Steering System	3
AUT 141A	Suspension & Steering Lab	1
AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
ENG 111	Writing & Inquiry	3
TRN 140	Transportation Climate Control	2
TRN 140A	Transportation Climate Control Lab	2

Summer Semester – Year One		**Credits**
ENG 114	Professional Research & Reporting	3
MAT 110	Math Measurement & Literacy	3
----------	Humanities/Fine Arts Elective	3

Fall Semester – Year Two		**Credits**
AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
AUT 163	Advanced Auto Electricity	3
AUT 163A	Advanced Auto Electricity Lab	1
AUT 183	Engine Performance II	4
CIS 113	Computer Basics	1

Spring Semester – Year Two		**Credits**
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/Drive Lab	1
ATT 140	Emerging Transportation Tech	3
ECO 251	Principles of Microeconomics	3
	Total Credits	**65**

Diploma:

AUTOMOTIVE SYSTEMS TECHNOLOGY (D60160)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
AUT 213	Automotive Servicing II	2
TRN 110	Intro to Auto Technology	2
TRN 120	Basic Transportation Electrical	5

Spring Semester – Year One		**Credits**
AUT 141	Suspension & Steering System	3
AUT 141A	Suspension & Steering Lab	1
AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
TRN 140	Transportation Climate Control	2
TRN 140A	Transportation Climate Control Lab	2

Fall Semester – Year Two		**Credits**
AUT 183	Engine Performance II	4
ENG 111	Writing & Inquiry	3
MAT 110	Math Measurement & Literacy	3
	Total Credits	**36**

Certificates:

AUTOMOTIVE SYSTEMS TECHNOLOGY – Drivetrain (C60160A)

Certificate Awarded

Course		Credits
AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
AUT 221	Auto Transmissions/Transaxles	3
AUT 221A	Auto Transmissions/Transaxles Lab	1
AUT 231	Manual Trans/Axles/Drivetrains	3
AUT 231A	Manual Trans/Axles/Drivetrains Lab	1
TRN 110	Intro to Transport Tech	2
	Total Credits	**14**

AUTOMOTIVE SYSTEMS TECHNOLOGY – Electrical/Electronic (C60160BB) and (C60160HB)*

Certificate Awarded

Course		Credits
AUT 163	Advance Auto Electricity	3
AUT 163A	Advance Auto Electricity Lab	1
AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
TRN 110	Intro to Transport Tech	2
TRN 120	Basic Transport Electricity	5
	Total Credits	**16**

AUTOMOTIVE SYSTEMS TECHNOLOGY – Undercar (C61060CC) and (C61060HC)*

Certificate Awarded

Course		Credits
AUT 141	Suspension & Steering	3
AUT 141A	Suspension & Steering Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
TRN 110	Intro to Transport Tech	2
	Total Credits	**16**

AVIATION MANAGEMENT & CAREER PILOT TECHNOLOGY

Program Description

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industries, military, state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, and instrument and commercial ground training. Course options include flight and simulator training and management training.

Graduates will hold a Commercial Pilot certificate with an Instrument Rating, Multiengine Rating, Certified Flight Instructor Rating and specialize in aviation management. Graduates may find employment as commercial, corporate, and military pilots, fixed-base operators, airport managers, flight instructors, and flight dispatchers.

Admission Criteria

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

Students will be required to purchase and wear uniforms while attending class for both day and evening courses. Students will wear white shirts (captain shirt) and navy-blue pants. Career Pilot uniforms also include a black leather belt and black leather shoes. Students must purchase at least one (1) complete uniform. Students are encouraged to purchase more than one uniform. Uniforms vary in price approximately $225 (Career Pilot uniform). Additional uniforms may be purchased at a discounted cost.

Career Pilot students must obtain a Student Pilot Certificate/Medical Certificate. View a list of local aviation medical examiners (AMEs). The Student Pilot Certificate/Medical Certificate is not required prior to starting academic courses, but is required prior to starting flight training. The cost is approximately $150. All students, must obtain a 1st Class Medical Certificate prior to starting flight lessons.

The fees associated with flight training are estimated to be $11,590 for the Private Pilot license (AER 151), $2,880 for Air Navigation (AER 110), $14,800 for the Instrument Rating (AER 161), $24,000 for the Commercial Pilot license (AER 171), $10,595 for multiengine (AER 285), and $8,710 for Certified Flight Instructor (AER 281). These fees are paid in addition to the college's tuition. Craven CC also has a flight simulator for student and public use. Students in the program can use the simulator for free unless they are substituting flight time, for which a $40 per hour fee will be applied. Non-Craven CC pilots will be charged $80 per hour.

Program Learning Outcomes

Upon successful completion of the Career Pilot Option, the graduate should be able to:

- Pilot an aircraft (for some positions, certain specific certifications are required e.g., C.F.I, M.E.I, and C.F.I.I.)
- Communicate effectively
- Employ electronic resources to research and analyze data
- Operate within the ethical, legal, and regulatory standards of the industry
- Use critical thinking skills to solve aviation problems
- Relate effectively to aviation customers
- Employ scientific and aerodynamic principles to safely and efficiently operate an aircraft

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 Aviation Management with Southern Illinois University.

Contact Information

Director of Aviation Programs
252-444-1377

Admissions Office
252-638-7430 – New Bern
252-444-6012 – Havelock

Associate Degrees:

AVIATION MANAGEMENT & CAREER TECHNOLOGY - PILOT (A60180)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
ENG 111	Writing & Inquiry **or**	3
AER 111	Aviation Meteorology	3
AER 215	Flight Safety	3
AER 160	Instrument Flight Theory	3
AER 161	Flight-Instrument Pilot	2
AER 113	History of Aviation **or**	2
AER 218	Human Factors	2

Spring Semester – Year One		**Credits**
AER 170	Commercial Flight Theory	3
AER 171	Flight-Commercial Pilot	3
AER 210	Flight Dynamics **or**	3
ENG 112	Writing and Research in the Disciplines	3
AER 216	Engines & Systems **or**	3
AER 112	Aviation Laws and FARs	2
AER 217	Air Transportation **or**	3
PHY 110	Conceptual Physics	4

Summer Semester – Year One		**Credits**
AER 110	Air Navigation	3
ENG 111	Writing and Inquiry **or**	3
***	Social Science Elective	3

Fall Semester – Year Two		**Credits**
AER 280	Instructor Pilot Flight Theory	3
AER 281	Flight-CF	1
ENG 112	Writing and Research in the Disciplines **or**	3
AER 111	Aviation Meteorology	3
AER 113	History of Aviation **or**	3
AER 218	Human Factors	2
***	Social Science Elective **or**	3
***	Humanities Fine Arts Elective	3
MAT 110	Math Measurement and Literacy	3

Spring Semester – Year Two		**Credits**
AER 285	Flight-Multiengine	1
AER 114	Aviation Management	3
AER 112	Aviation Laws and FARs **or**	2
AER 210	Flight Dynamics	3
AER 211	Air Traffic Control	2
***	Humans Elective **or**	3
AER 216	Engines & Systems	3
PHY 110	Conceptual Physics **or**	4
AER 217	Air Transportation	
	Total Credits	**70**

AVIATION SYSTEMS TECHNOLOGY

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 SHC 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Inspect airframe and powerplant components, systems and structures as allowed by FAA authority
- Repair airframe and powerplant components, systems and structures within the prescribed limits as allowed by FAA authority
- Demonstrate proper documentation of maintenance, servicing, and repair records as required by FAA standards and authority

Career Opportunities

Upon graduation, students may enter the workforce as mechanics with:

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

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 - Aviation Systems Technology
252-447-5471

Admissions Office
252-638-7430 – New Bern
252-444-6012 – Havelock

Associate Degree:

AVIATION SYSTEMS TECHNOLOGY (A60200)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111 ACA 122	College Student Success OR College Transfer Success	1
AVI 110	Aviation Maintenance General	15
CIS 110	Introduction to Computers	3*

Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
AVI 120	Airframe Maintenance I	12

Summer Semester – Year One		**Credits**
AVI 130	Airframe Maintenance II	9

Fall Semester – Year Two		**Credits**
AVI 230	Airframe Maintenance III (A-Term)	7
AVI 240	Powerplant Maintenance I (B-Term)	6
ENG 112 ENG 114	Writing & Research in the Disc. OR Prof Research & Reporting	3
----------	Social/Behav Sciences Elective	3

Spring Semester – Year Two		**Credits**
AVI 250	Powerplant Maintenance II	15
MAT 110	Math Measurement & Literacy	3

Summer Semester – Year Two		**Credits**
AVI 260	Powerplant Maintenance III	9
HUM 110	Technology and Society	3
	Total Credits	**92**

*WBL 112 or WBL 113 may be substituted for CIS 110

Diploma:

AVIATION SYSTEMS TECHNOLOGY - Airframe (D60200A)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111 ACA 122	College Student Success OR College Transfer Success	1
AVI 110	Aviation Maintenance General	15

Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
AVI 120	Airframe Maintenance I	12

Summer Semester – Year One		**Credits**
AVI 130	Airframe Maintenance II	9

Fall Semester – Year Two		**Credits**
----------	Humanities/Fine Arts Elective	3
AVI 230	Airframe Maintenance III	7
	Total Credits	**50**

AVIATION SYSTEMS TECHNOLOGY - Powerplant (D60200B)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111 ACA 122	College Student Success OR College Transfer Success	1
AVI 110	Aviation Maintenance General	15

Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
AVI 250	Powerplant Maintenance II	15

Summer Semester – Year One		**Credits**
AVI 260	Powerplant Maintenance III	9

Fall Semester – Year Two		**Credits**
----------	Humanities/Fine Arts Elective	3
AVI 240	Powerplant Maintenance I	6
	Total Credits	**52**

BASIC LAW ENFORCEMENT TRAINING

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 20 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.)
- 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate knowledge of North Carolina criminal and constitutional law and civil process appropriate to an entry-level law enforcement officer
- Display the physical ability necessary to perform the duties of an entry-level law enforcement officer
- Demonstrate the mental capacity to perform the duties of an entry-level law enforcement officer

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 110 at Craven CC, a student enrolling in the Associate in Applied Science Degree program in Criminal Justice Technology at Craven CC 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 of BLET Program
252-638-7361

Admissions Office
252-638-7430

Certificates:

BASIC LAW ENFORCEMENT – TRAINING (C55120)

Certificate Awarded

Fall or Spring Semester – Year One		Credits
CJC 100	Basic Law Enforcement Training	20
	Total Credits	**20**

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 122	College Transfer Success	1
BIO 111	General Biology I	4
CHM 131	Introduction to Chemistry and	
131A	Intro to Chemistry Lab, or	
CHM 151	General Chemistry I	4
ENG 111	Writing and Inquiry	3
MAT 143	Quantitative Literacy, or	3
MAT 171	Precalculus Algebra	4

Spring Semester – Year One (Craven CC) Credits

BIO 112	General Biology II	4
BIO 275	Microbiology	4
CHM 132	Organic and Biochemistry	4
CIS 110	Introduction to Computers	3

Summer Semester – Year One (Craven CC) Credits

ENG 112	Writing/Research in the Disciplines	3
HUM 160 or	Intro to Film, or Humanities/Fine Arts Elective	3
_____	Social/Behavioral Science Elective (Choose one from list 2)	3

Year Two (Pitt CC) Credits

BTC 181	Basic Lab Techniques	4
BTC 250	Principles of Genetics	3
BTC 281	Bioprocess Techniques	3
BTC 285	Cell Culture	5
BTC 272	Industrial Biology, or	
BTC 286	Immunological Techniques, or	
PHY 125	Health Sciences Physics, or	
PHY 151*	College Physics I (choose two)	8
BTC 288	Biotech Lab Experience, or	
WBL 112*	Work-Based Learning I	2

Total Credits 65/66

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

* Select a Social/Behavioral Sciences Elective from the General Education Electives listed on page 95. See an advisor to determine the best Social/Behavioral course for your program.

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.

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

Associate Dean, Liberal Arts and University Transfer
252-672-7513

Admissions Office
252-638-7430

BUSINESS ADMINISTRATION

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 67 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.

Program Learning Outcomes

Graduates of the Business Administration programs will be able to:

- Demonstrate a fundamental understanding of the American free enterprise system
- Recognize and employ strategic management for a business operation
- Utilize marketing and/or financial management principles to support an organization
- (For A25120A) Work within a team to develop a plan to integrate all of a firm's resources to achieve business goals
- (For A25120B) Create a plan of quality and productivity for a process.

Career Opportunities

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

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

Contact Information

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

BUSINESS ADMINISTRATION (A25120A)

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	Intro to Computers	3
ENG 111	Writing & Inquiry	3

Spring Semester – Year One		Credits
ACC 121	Principles of Mgmt ACCT	4
BUS 137	Principles of Management	3
BUS 240	Business Ethics	3
MAT 143	Quantitative Literacy	3
MKT 232	Social Media Marketing	4

Summer Semester – Year One		Credits
COM 231	Public Speaking	3
----------	Humanities/Fine Arts ELEC	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
BUS 115	Business Law I	3
ECO 251	Principles of Microeconomics	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3

Spring Semester – Year Two		Credits
BUS 139	Entrepreneurship	3
BUS 153	Human Resource Mgmt	3
BUS 239	Business Apps Seminar	2
CTS 130	Spreadsheet	3
BUS 225	Business Finance	3
	Total Credits	**66**

Diploma:

BUSINESS ADMINISTRATION (D25120A)

Diploma Awarded
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	Intro to Computers	3
ENG 111	Writing & Inquiry	3

Spring Semester – Year One		Credits
BUS 137	Principles of Mgmt	3
BUS 153	Human Resource Mgmt	3
BUS 240	Business Ethics	3
MAT 143	Quantitative Literacy	3

Fall Semester – Year Two		Credits
BUS 115	Business Law I	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
MT 232	Social Media Marketing	4
ECO 251	Princ. of Microeconomics	3
	Total Credits	**41**

Certificates:

BUSINESS ADMINISTRATION – Customer Service (C25120F) and (C25120HF)*

Certificate Awarded

Course		Credits
BUS 110	Intro to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CIS 110	Intro to Computers	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
	Total Credits	**18**

BUSINESS ADMINISTRATION –Transfer Prep (C25120I) and (C25120HI)*

Certificate Awarded

Course		Credits
ACC 120	Princ. of Financial ACCT	4
ACC 121	Principles of Mgmt ACCT	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CIS 110	Intro to Computers	3
	Total Credits	**17**

BUSINESS ADMINISTRATION – Entrepreneurship (C25120J) and (C25120HJ)*

Certificate Awarded

Course		Credits
ACC 120	Princ. of Financial ACCT	4
BUS 110	Intro to Business	3
BUS 139	Entrepreneurship I	3
MKT 120	Princ. Of Marketing	3
	Total Credits	**13**

COMPUTER-AIDED DRAFTING TECHNOLOGY

Program Description

Computer-Aided Drafting Technology is a course of study designed to prepare students to apply technical skills and advanced computer software and hardware knowledge to the development of plans and related documentation. The instruction will also ensure students are provided the necessary background to manage the hardware and software components of a CAD system.

Coursework includes instruction in mechanical drafting, computer-assisted drafting and design (CADD), and creating and managing two and three-dimensional models.

Graduates should qualify for CAD jobs in architectural and engineering consulting firms and industrial design businesses locally, regionally, and globally.

Admission Criteria

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

Program Learning Outcomes

Graduates of this program will be able to:

- Apply technical skills and advanced computer software and hardware to develop plans and related documentation.
- Manage the hardware and software of a CAD system.
- Illustrate a clear understanding of mechanical drafting, computer-assisted drafting and design (CADD), creating and managing two and three-dimensional models.
- Read/interpret mechanical drawings and apply communicated information to fabricators.

Career Opportunities

Graduates should qualify for employment in:

- drafting and design businesses
- architectural firms
- advanced manufacturing plants
- aviation/engineering facilities
- construction projects

Transfer Opportunities

Whiles 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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

COMPUTER-AIDED DRAFTING TECHNOLOGY (A50150)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
BPR 111	Print Reading	2
DFT 111	Technical Drafting I	2
DFT 151	CAD I	3
ENG 111	Expository Writing	3
ISC 112	Industrial Safety	2
MEC 188	Processing Composites I	3

Spring Semester – Year One		**Credits**
BPR 121	Blueprint Reading: MECH	2
CIS 110	Introduction to Computers	3
DFT 152	CAD II	3
DFT 154	Intro to Solid Modeling	3
SST 110	Intro to Sustainability	3

Summer Semester – Year One		**Credits**
DFT 254	INTER Solid Model/Render	3
MAT 121	Algebra/Trigonometry I	3
----------	Humanities/Fine Arts ELEC	3
ECO 251	Princ. of Microeconomics	3

Fall Semester – Year Two		**Credits**
DFT 153	CAD III	3
DFT 253	CAD Data Management	3
ISC 132	MFG Quality Control	3
MEC 212	Composite Material Testing	3
MEC 110	Intro to CAD/CAM – ELEC	2

Spring Semester – Year Two		**Credits**
DFT 189	Emerging Tech in CAD	2
DFT 259	CAD Project	3
ENG 112	Writing/Research in the Disciplines	3
MAC 114	Introduction to Metrology	2
MEC 215	Design of Composite Structures	3
	Total Credits	**69**

Diploma:

COMPUTER-AIDED DRAFTING TECHNOLOGY (D50150)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
BPR 111	Print Reading	2
DFT 111	Technical Drafting I	2
DFT 151	CAD I	3
ISC 112	Industrial Safety	2
ISC 132	MFG. Quality Control	3
MEC 188	Processing Composites I	3

Spring Semester – Year One		**Credits**
BPR 121	Blueprint Reading: MECH	2
DFT 189	Emerging Tech in CAD	2
DFT 152	CAD II	3
DFT 154	Intro to Solid Modeling	3
MAC 114	Introduction to Metrology	2
SST 110	Intro to Sustainability	3

Summer Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
MAT 121	Algebra/Trigonometry I	3
CIS 110	Introduction to Computers	3
	Total Credits	**40**

Certificate:

COMPUTER-AIDED DRAFTING (C50150A OR C50150HA)

Certificate Awarded

Course		Credits
BPR 111	Blue Print Reading	2
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 153	CAD III	3
DFT 154	Intro to Solid Modeling	3
ISC 112	Industrial Safety	2
	Total Credits	**16**

COMPUTER-AIDED DRAFTING – Solidworks Specialist (C50150B OR C50150HB)

Certificate Awarded

Course		Credits
DFT 151	CAD I	3
DFT 152	CAD II	3
DFT 153	CAD III	3
DFT 154	Intro to Solid Modeling	3
DFT 253	CAD Data Management	3
DFT 254	Intermediate Solid Model	3
	Total Credits	**18**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY

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.

Admission Criteria

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

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate an ability to interpret mechanical work drawings, and develop/produce complex parts from these drawings, using a variety of machining tools and CNC equipment
- Demonstrate proficiency in the use of CNC tools and equipment to include programming the CNC machine, set-up, operation, control functions, and inspection
- Demonstrate proficiency in set-up and operation of advanced CNC machining techniques to include, turning, milling, wire EDM machining, and CNC programming
- Demonstrate proficiency in CNC Graphics and Multi-Axis Machining to include the use of CAD/CAM software, tool path and part geometry, operations sequencing, speed, feed and cutting depth
- Employ knowledge, skills, and attitudes that meets established industry benchmarks

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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

COMPUTER-INTEGRATED MACHINING TECHNOLOGY (A50210)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
MAC 111	Machining Technology I	6
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
BPR 111	Blueprint Reading	2
WLD 112	Basic Welding Processes	2

Spring Semester – Year One		Credits
MAC 112	Machining Technology II	6
BPR 121	Blueprint Reading II	2
MAC 153	Compound Angles	2
MAC 126	Metal Fabrication	2
MAC 248	Production Procedures	2

Summer Semester – Year One		Credits
ENG 111	Writing & Inquiry	3
PSY 150	General Psychology	3
MAT 121	Algebra/Trigonometry	3

Fall Semester – Year Two		Credits
ENG 112	Writing/Research in the Discipline	3
MAC 226	CNC EDM Machining	2
MAC 233	Applications in CNC Machining	6
MAC 231	CAM: CNC Turning	3
MAC 232	CAM: CNC Milling	3

Spring Semester – Year Two		Credits
----------	Humanities/Fine Arts Elective	3
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 229	CNC Programming	2
MAC 234	Advanced Multi-Axis Machining	3
	Total Credits	**69**

Certificates:

Basic Machinist (C50210AA) and (C50210HA)*

Certificate Awarded

Course		Credits
MAC 111	Machine Technology I	6
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
BPR 111	Blueprint Reading	2
	Total Credits	**14**

Intermediate Machinist (C50210B)

Certificate Awarded

Course		Credits
MAC 112	Machine Technology II	6
MAC 126	CNC Metal Fabrication	2
BPR 111	Blueprint Reading	2
BPR 121	Blueprint Reading-Mech	2
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
	Total Credits	**16**

CNC Operator (C50210C)

Certificate Awarded

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

CNC Programmer (C50210D)

Certificate Awarded

Course		Credits
DFT 152	CAD II	3
MAC 121	Intro to CNC	2
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 229	CNC Programming	2
MAC 231	CAM: Turning	3
MAC 232	CAM: Milling	3
	Total Credits	**17**

CNC Multi-Axis (C50210E)

Certificate Awarded

Course		Credits
MAC 121	Intro to CNC	2
MAC 153	Compound Angles	2
MAC 228	Advanced CNC Processes	3
MAC 229	CNC Programming	2
MAC 233	Applications in CNC Machining	6
MAC 234	Advanced Multi-Axis Machining	3
	Total Credits	**18**

Metrology (C50210H)

Certificate Awarded

Course		Credits
DFT 152	CAD II	3
MAC 114	Introduction to Metrology	2
BPR 111	Blueprint Reading	2
BPR 121	Blueprint Reading-Mech	2
MAC 160	Coordinate Measuring Machine	3
	Total Credits	**12**

COSMETOLOGY

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, multicultural 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 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 32 SHC 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 ENG-002 in order to begin cosmetology courses.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to design and restructure hair within a safe, sanitized, and multicultural environment.
- Demonstrate an ability to recall cosmetology and esthetics theory and clinical information in order to successfully complete the North Carolina State Board of Cosmetic Arts Licensure Exam.
- Demonstrate knowledge and understanding with regard to increasing sales and customer volume within a salon.

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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Diploma:

COSMETOLOGY (D55140)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

FALL ENTRY

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
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
Summer Semester – Year One		**Credits**
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
ENG 111	Writing & Inquiry	3
Fall Semester – Year Two		**Credits**
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
PSY 150	General Psychology	3
	Total Credits	**48**

COSMETOLOGY (D55140)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

SPRING ENTRY

Spring Semester – Year One		Credits
ACA 111	College Student Success	1
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
Summer Semester – Year One		**Credits**
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
ENG 111	Writing & Inquiry	3
Fall Semester – Year One		**Credits**
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
Spring Semester – Year Two		**Credits**
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
PSY 150	General Psychology	3
	Total Credits	**48**

Certificates:

COSMETOLOGY (C55140 & C55140HA)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

FALL ENTRY

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
Summer Semester – Year One		**Credits**
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
COS 240	Contemporary Design	2
	Total Credits	**34**

COSMETOLOGY (C55140 & C55140HA)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

SPRING ENTRY

Spring Semester – Year One		Credits
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
Summer Semester – Year One		**Credits**
COS 115	Cosmetology Concepts III	4
COS 116	Salon Iii	4
Cos 240	Contemporary Design	2
Fall Semester – Year One		**Credits**
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
	Total Credits	**34**

ESTHETICS TECHNOLOGY

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

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 are accepted anytime 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 ENG-002.
- Submit the Esthetic Program Application and two Craven CC Esthetics Program Personal Reference forms completed by non-family members prior to last working day in July.
- 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to perform esthetic services in a safe, sanitized, and multicultural environment.
- Demonstrate an ability to recall cosmetology esthetics theory and clinical information in order to successfully complete the North Carolina State Board of Cosmetic Arts Licensure Exam.
- Demonstrate knowledge and understanding with regard to increasing sales and customer volume within a salon.

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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Certificates:

ESTHETICS TECHNOLOGY (C55230)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6
Spring Semester – Year One		**Credits**
COS 125	Esthetics Concepts II	2
COS 126	Esthetics Salon II	6
	Total Credits	**16**

CRIMINAL JUSTICE TECHNOLOGY

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 64 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 110, 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate knowledge of the criminal justice system and its components (law enforcement, the courts, parole, juvenile justice and corrections)
- Select appropriate techniques and practices for various types of criminal investigations
- Apply knowledge of criminal and constitutional law to criminal scenarios.

Career Opportunities

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples of employment include:

- police officer
- deputy sheriff
- county detention officer
- state trooper
- intensive probation/parole surveillance officer
- correctional officer
- loss prevention specialist

Contact Information

CJC Program Coordinator
252-638-7251

Admissions Office
252-638-7430

Associate Degree:

CRIMINAL JUSTICE TECHNOLOGY (A55180)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
CJC 111	INTRO to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 160	Terrorism: Underlying Issues	3
CJC 231	Constitutional Law	3

Spring Semester – Year One		**Credits**
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 141	Corrections	3
CJC 212	Ethics & COMM. Relations	3
ENG 111	Writing & Inquiry	3

Summer Semester – Year One		**Credits**
CIS 110	Intro to Computers	3
ENG 112	Writing/Research in the Discipline	3
	Social Science ELEC	3

Fall Semester – Year Two		**Credits**
CJC 131	Criminal Law	3
CJC 214	Victimology	3
----------	Criminal Justice ELEC	3
MAT 143	Quantitative Literacy	3
----------	Humanities/Fine Arts ELEC	3
Spring Semester – Year Two		**Credits**
CJC 132	Court Procedures/Evidence	3
CJC 151	Intro to Loss Prevention	3
CJC 161	Intro Homeland	3
CJC 221	Investigative Principles	4
	Total Credits	**65**

Diploma:

CRIMINAL JUSTICE TECHNOLOGY (D55180)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3
CJC 231	Constitutional Law	3
CJC 160	Terrorism: Underlying Issues	3
CJC 214	Victimology	3

Spring Semester – Year One		**Credits**
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 212	Ethics & Community Relations	3
CJC 221	Investigative Principles	4
CJC 141	Corrections	3
CJC 161	Intro Homeland Security	3

Summer Semester – Year One		**Credits**
----------	Criminal Justice Elective	2
ENG 111	Writing & Inquiry	3
----------	Humanities/Fine Arts Elective	3
	Total Credits	**46**

Certificates:

Criminal Justice Technology (C55180)

Certificate Awarded

Course		**Credits**
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 132	Court Procedures & Evidence	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Community Relations	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 212	Ethics & Community Relations	3
CJC 160	Terrorism: Underlying Issues	3
CJC 161	Intro Homeland Security	3
	Total Credits	**15**

Transfer/BLET Prep (C55180EE) and (C55180HE)*

Certificate Awarded

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
CJC 212	Ethics & Community Relations	3
	Total Credits	**18**

EARLY CHILDHOOD EDUCATION NON-TRANSFER

Program Description

The Associate in Applied Science degree program in Early Childhood Education 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.

Craven Community College's Early Childhood Education program is accredited by the National Association for the Education of Young Children.

The full-time program is taught in a Saturday cohort or online. 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 67 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 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 ENG-002 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Observe, document and assess child behavior and developmental characteristics to support young children and families.
- Use developmentally effective approaches to connect with families and children.
- Use content knowledge to build meaningful curriculum.

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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

Early Childhood Education (A55220A)
Non-Transfer

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
CIS 113	Computer Basics	1
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, Family, & Community	3
EDU 153	Health, Safety & Nutrition	3
ENG 111	Writing & Inquiry	3

Spring Semester – Year One		**Credits**
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 234	Infants, Toddlers, & Two's	3

Summer Semester – Year One		**Credits**
ENG 112	Writing/Research	3
MUS 110	Music Appreciation	3
PSY 150	General Psychology	3

Fall Semester – Year Two		**Credits**
EDU 151	Creative Activities	3
EDU 184	Early Childhood Practicum	2
EDU 221	Children w/ Exceptionalities	3
EDU 259	Curriculum Planning	3
EDU 280	Language/Literacy Experience	3

Spring Semester – Year Two		**Credits**
EDU 157	Active Play	3
EDU 284	Early Childhood Capstone	4
EDU 288	Adv Issues/Early Childhood	2
MAT 143	Quantitative Literacy	3
EDU 216	Foundation of EDU	4
	Total Credits	**66**

EARLY CHILDHOOD EDUCATION NON-LICENSURE TRANSFER

Program Description

Craven Community College's AAS Early Childhood Education NON-LICENSURE TRANSFER degree prepares students to transfer into one of eight University of North Carolina institutions to earn a Bachelor's Degree in a related Early Childhood non-licensure program. You will focus on important topics in early childhood, such as development, learning assessment, special learners, and instructional strategy. Students will combine learned theories with practice in actual settings that include young children under the supervision of qualified teachers.

Admission Criteria

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

Transfer Opportunities

The AAS Early Childhood Education NON-Licensure Transfer option is the result of a statewide articulation agreement between the NC Community College System and the University of North Carolina. The AAS ECE degree does not guarantee students acceptance into any bachelor program at UNC institutions. ECE graduates must meet applicable admission criteria and polices designated by, and earn admission into, the UNC institution of their choice.

UNC System Bachelor in Early Childhood Non-teaching licensure option, with corresponding Bachelor Degree title:

- East Carolina University: Family and Community Services, Child Development Concentration
- Elizabeth City State University: Child, Family and Community
- Fayetteville State University: Birth-Kindergarten Non-Teaching
- North Carolina Agricultural and Technical University: Child Development and Family Studies
- North Carolina Central University: Family Consumer Sciences, Child Development and Family Relations Concentration
- University of North Carolina Greensboro: Early Care and Education
- Western Carolina University: Early Childhood
- Winston-Salem State University: Early Intervention and Preschool Concentration or Business Optional Concentration

Career Opportunities

With this degree, you will have options to work in licensed childcare facilities as a lead teacher or center director/administrator. Individuals who earn the non-licensure early childhood degree may work in various agencies that serve young children, families, and early childhood educators, such as (including, but not limited to):

- The Division of Child Development and Early Education
- The North Carolina Early Intervention Branch (NCEI), which is part of the North Carolina Division of Public Health
- Child Care Resource and Referral (CCR&R)
- Smart Start/local Partnerships for Children

Contact Information

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

EARLY CHILDHOOD EDUCATION
(A55220B) NON-LICENSURE TRANSFER

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
COM 231	Public Speaking	3
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, 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 234	Infants, Toddlers, & Two's	3
MAT 143	Quantitative Literacy	3

Summer Semester – Year One		**Credits**
ENG 112	Writing/Research	3
MUS 110	Music Appreciation	3
PSY 150	General Psychology	3

Fall Semester – Year Two		**Credits**
EDU 151	Creative Activities	3
EDU 221	Children w/ Exceptionalities	3
EDU 261	Early Childhood Admin I	3
EDU 280	Language/Literacy Experiences	3
SOC 210	Intro to Sociology	3

Spring Semester – Year Two		**Credits**
BIO 110	Principles of Biology	4
EDU 262	Early Childhood Admin II	3
EDU 284	Early Childhood Capstone	4
GEL 111	Geology	4
	Total Credits	**66**

EARLY CHILDHOOD EDUCATION LICENSURE TRANSFER

Program Description

Craven Community College's AAS Early Childhood Education Birth to Kindergarten (B-K) LICENSURE TRANSFER degree prepares students to transfer into one of twelve University of North Carolina institutions to earn a Bachelor's Degree in Birth-Kindergarten Teaching. Students will gain knowledge and understanding of foundational theories of child growth, development, and learning, observation and assessment, planning, domains of development, guidance, and ways to effectively communicate with parents, children, and other professionals in the field. Learning opportunities and course assignments provide students with a strong foundation in evidenced-based and current principles to work with children, families, and the community. Students will show competency in the program by integrating learned theories with practice in early childhood settings with young children under the supervision of qualified teachers.

Admission Criteria

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

Transfer Opportunities

The AAS Early Childhood Education Birth to Kindergarten (B-K) LICENSURE TRANSFER option is the result of a statewide articulation agreement between the NC Community College System and the University of North Carolina. The AAS ECE degree does not guarantee students acceptance into any bachelor program at UNC institutions. ECE graduates must meet applicable admission criteria and polices designated by, and earn admission into, the UNC institution of their choice.

UNC System ECE to Bachelor in Birth-Kindergarten Teaching licensure option:

- Appalachian State University
- East Carolina University
- Elizabeth City State University
- Fayetteville State University
- North Carolina Agricultural and Technical University
- North Carolina Central University
- University of North Carolina Charlotte
- University of North Carolina Greensboro
- University of North Carolina Pembroke
- University of North Carolina Wilmington
- Western Carolina University
- Winston- Salem State University

Career Opportunities

The Birth to Kindergarten (B-K) license degree allows an individual to become a licensed teacher and work in a NC Pre-K classroom or in a kindergarten classroom. Along with a variety of careers such as (including, but not limited to):

- Child Development Specialist
- Program Directors
- Child Life Specialists
- Paraprofessionals in early special education

Contact Information

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

EARLY CHILDHOOD EDUCATION (A55220C) BIRTH TO KINDERGAREN LICENSURE TRANSFER

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
COM 231	Public Speaking	3
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, 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 234	Infants, Toddlers, & Two's	3
MAT 143	Quantitative Literacy	3

Summer Semester – Year One		**Credits**
ENG 112	Writing/Research	3
MUS 110	Music Appreciation	3
PSY 150	General Psychology	3

Fall Semester – Year Two		**Credits**
EDU 151	Creative Activities	3
EDU 221	Children w/ Exceptionalities	3
EDU 216	Foundations of Education	3
EDU 280	Language/Literacy Experiences	3
SOC 210	Intro to Sociology	3

Spring Semester – Year Two		**Credits**
BIO 110	Principles of Biology	4
EDU 250	Teacher Licensure Preparation	3
EDU 284	Early Childhood Capstone	4
GEL 111	Geology	4
	Total Credits	**70**

Diploma:

EARLY CHILDHOOD Education (D55220)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, Family, and Community	3
EDU 153	Health, Safety & Nutrition	3
PSY 150	General Psychology	3

Spring Semester – Year One		**Credits**
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 234	Infants, Toddlers, & Two's	3
ENG 111	Writing & Inquiry	3

Fall Semester – Year Two		**Credits**
EDU 151	Creative Activities	3
EDU 184	Early Childhood Practicum	2
EDU 221	Children w/ Exceptionalities	3
EDU 280	Language/Literacy Experiences	3
ENG 112	Writing/Research	3
	Total Credits	**43**

Early Childhood Pre-Birth to Kindergarten (D55220A)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, Family, and Community	3
EDU 153	Health, Safety & Nutrition	3
PSY 150	General Psychology	3

Spring Semester – Year One		Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 234	Infants, Toddlers, & Two's	3
EDU 234A	Infants, Toddlers, & Two's Lab	1
ENG 111	Writing & Inquiry	3

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
EDU 221	Children w/ Exceptionalities	3
EDU 280	Language/Literacy Experiences	3
----------	Early Childhood Education Elective	3
	Total Credits	**42**

Certificate:

EARLY CHILDHOOD Education (C55220)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, Family, and Community	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety & Nutrition	3
	Total Credits	**13**

INFANT/TODDLER CARE (C55290)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, Family, and Community	3
EDU 144	Child Development I	3
EDU 153	Health, Safety & Nutrition	3
EDU 234	Infants, Toddlers, & Two's	3
	Total Credits	**16**

Early Childhood Education – Child Development (C55220AA) and (C55220HA)*

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Edu	4
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
	Total Credits	**13**

Early Childhood Education – Preschool (C55220D)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, Family, and Community	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety & Nutrition	3
	Total Credits	**16**

Intro to Early Childhood Education (C55220E/C55220HE)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Edu	4
EDU 131	Child, Family, and Community	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
	Total Credits	**13**

N.C. Division of Child Development and Early Education Credential Certification Options

NC-DCD Early Childhood Credential

Course		Credits
EDU 119	Intro to Early Childhood Ed	4

NC-DCD School-Age Child Care Credential

Course		Credits
EDU 145	Child Development II	3
EDU 235	School-Age Dev and Program	3
Total Credits		**6**

NC-DCD Child Care Administrator

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. Choose "Forms for Child Care Centers" and scroll to the appropriate "Education and Equivalency Form." 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.

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

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 courses, 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 69 SHC required.

Admission Criteria

Admission to this program requires that students be high school graduates or have a recognized equivalency. It is suggested a student have credit for DMA 050 to begin study in ELC 131, the foundation course for Electrical Engineering Technology.

Program 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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
ELC 131	Circuit Analysis I	4
ENG 111	Writing & Inquiry	3
ISC 112	Industrial Safety	2
MAT 121	Algebra/Trigonometry	3

Spring Semester – Year One		Credits
ELC 113	Residential Wiring	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
CIS 115	Intro to Programming	3

Summer Semester – Year One		Credits
ENG 112	Writing/Research in the Discipline	3
ECO 251	Principles of Microeconomics	3
----------	Humanities/Fine Arts Elective	3

Fall Semester – Year Two		Credits
ELC 117	Motors and Controls	4
ELN 231	Industrial Controls	3
ELN 232	Intro to Microprocessors	4
ELN 260	Prog Logic Controllers	4

Spring Semester – Year Two		Credits
ELC 135	Electrical Machines	3
ELN 132	Analog Electronics II	4
ELN 234	Communications Systems	4
----------	Electronics Elective	3
	Total Credits	**69**

Diploma:

ELECTRONICS ENGINEERING TECHNOLOGY - Home Appliance Repair (D40200)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ELC 117	Motors and Controls	4
ELC 131	Circuit Analysis I	4
ENG 111	Writing & Inquiry	3
ISC 112	Industrial Safety	2
MAT 121	Algebra/Trigonometry	3

Spring Semester – Year One		Credits
AHR 110	Introduction to Refrigeration	5
ELC 113	Residential Wiring	4
ELN 133	Digital Electronics	4

Summer Semester – Year One		Credits
AHR 111	HVACR Electricity	3
AHR 115	Refrigeration Systems	2
ELN 131	Analog Electronics I	4
	Total Credits	**39**

Certificates:

ELECTRONICS ENGINEERING TECHNOLOGY – Intro to Electronics (C40200AA) and (C40200HA)*

Certificate Awarded

Course		Credits
ELC 131	Circuit Analysis I	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
ISC 112	Industrial Safety	2
	Total Credits	**14**

ELECTRONICS ENGINEERING TECHNOLOGY – Electronic Technician (C40200B)

Certificate Awarded

Course		Credits
ELN 132	Analog Electronics II	4
ELN 231	Industrial Controls	3
ELN 232	Intro to Microprocessors	4
ELN 234	Communications Systems	4
	Total Credits	**15**

ELECTRONICS ENGINEERING TECHNOLOGY – Basic Robotics (C40200C)

Certificate Awarded

Course		Credits
ELC 117	Motors and Controls	4
ELN 231	Industrial Controls	3
ELN 260	Prog Logic Controllers	4
ISC 112	Industrial Safety	2
	Total Credits	**13**

ELECTRONICS ENGINEERING TECHNOLOGY – Communications Equipment Repair (C40200E/C40200HE)

Certificate Awarded

Course		Credits
ELC 131	Circuit Analysis I	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
ELN 234	Communications Systems	4
	Total Credits	**16**
	Total Credits	**41**

HEALTH INFORMATION TECHNOLOGY

Program Description

Students who are interested in the digital/computer side of healthcare may enjoy the Health Information Technology field. After a patient meets with their healthcare provider, all the information collected from their medical history, their diagnosis and everything in-between has to be processed, analyzed, compiled, maintained and managed to support the patient and the hospital or doctor's office.

The HIT program is 68 SHC and includes two 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.

In this program, students will study anatomy, physiology, and pathophysiology; health care statistics, medical terminology and coding. Students also complete courses in healthcare 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.

Graduates of the Associate in Applied Science (AAS) degree in the Health Information Technology Program will be eligible to take the national certification examination to become a Registered Health Information Technician (RHIT).

Craven Community College's Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

Admission Criteria

Health Information Technology is a selective admissions program. Selective admission into A45360 (Associate in Applied Science, Health Information Technology) requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. Please refer to the Associate Degree Health Information Technology Handbook for additional admission, progression and graduation requirements.

Admission requirements into the Health Information Technology Program to include the following:

- General Admission to Craven Community College must be completed before applying for the Health Information Technology program.
- Math – High School GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for MAT 110 & BIO 168.
- English – High School GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for ENG 111.
- Prior to beginning PPEs, students must submit a completed physical examination form signed by a licensed physician and documentation of immunizations.
- Clinical facilities require criminal background checks and drug screening. Any expenses associated with these requirements are the responsibility of the student. Pending the outcome, clinical facilities may deny a student the opportunity to complete the clinical portion of the program. A student who is unable to complete the clinical portion of the program will be dismissed from the program.

Program 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.
- Demonstrate critical thinking, problem solving, and reasoning skills in health information management.

Career Opportunities

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

Health Programs Admissions Office
252-639-2025

Associate Degree:

Health Information Technology (A45360)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111 ACA 122	College Student Success OR College Transfer Success	1
BIO 163	Basic Anatomy & Physiology	5
ENG 111	Writing & Inquiry	3
MED 121	Medical Terminology I	3
HIT 110	Intro to Healthcare & HIM	3
HIT 112	Health Law & Ethics	3

Spring Semester – Year One		**Credits**
MAT 152	Statistical Methods I	4
MED 122	Medical Terminology II	3
CIS 110	Introduction to Computers	3
HIT 114	Health Data Systems/Standards	3
HIT 124	Professional Practice Experience II	1

Summer Semester – Year One		**Credits**
HIT 226	Pathophys. & Pharmacology	3
HIT 217	Quality & Data Analysis	3
ENG 114	Prof. Research & Reporting	3
ENG 112	OR Writing/Research in the Disciplines	

Fall Semester – Year Two		**Credits**
HIT 211	Diagnosis Coding & Reporting	3
HIT 213	Inpt Proc Coding & Reporting	2
HIT 220	Electronic Health Records	2
----------	Humanities/Fine Arts Elective	3
----------	Social/Behav Science Elective	3

Spring Semester – Year Two		**Credits**
HIT 214	OP Procedure Coding/Reporting	2
HIT 215	Revenue Cycle Management	2
HIT 218	Mgmt Principles in HIT	3
HIT 222	Professional Practice Exp III	2
HIT 280	HIM Capstone	2
HIT 225	Healthcare Informatics	3
	Total Credits	**68**

Certificate:

HEALTH INFORMATION TECHNOLOGY (C45360A/C45360HA)

Certificate Awarded

Course		Credits
HIT 110	Intro to Healthcare & HIM	3
HIT 112	Health Law & Ethics	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
CIS 110	Introduction to Computers	3
	Total Credits	**15**

INDUSTRIAL SYSTEMS TECHNOLOGY

Program Description

Craven Community College's Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, test, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and addition advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

Admission Criteria

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

Program Learning Outcomes

Upon successful completion of the Industrial Systems Technology program, the graduate should be able to:

- Demonstrate proficiency to safely and effectively inspect, install, perform preventative maintenance, troubleshoot, and repair a variety of industrial systems.
- Demonstrate proficiency with regard to industry standards while working with manufacturing tools and equipment, to include electronic test, mechanical, machine and welding equipment.
- Demonstrate knowledge and understanding of reading, interpreting mechanical drawings and using CAD software.

Career Opportunities

Upon completion of the program, Graduates can enter the workforce as:

- Electricians
- Industrial Technicians
- Maintenance Technicians

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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

Industrial Systems Technology (A50240)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Print Reading	2
CIS 113	Computer Basics	1
ELC 131	Circuit Analysis	4
ISC 112	Industrial Safety	2
MAC 121	Introduction to CNC	2
WLD 112	Basic Welding Processes	2

Spring Semester – Year One		Credits
AHR 110	Introduction to Refrigeration	5
BPR 121	Blueprint Reading	2
ELC 113	Residential Wiring	4
ENG 111	Writing & Inquiry	3
MNT 110	Intro to Maintenance Procedures	2

Summer Semester – Year One		Credits
MAT 110	Mathematical Measures	3
----------	Humanities/Fine Arts Elective	3
ENG 112	Writing/Research in the Discipline	3

Fall Semester – Year Two		Credits
ELC 117	Motors & Controls	4
ELN 231	Industrial Controls	3
ELN 260	Programmable Logic Controllers	4
MEC 111	Machine Processes I	3

Spring Semester – Year Two		Credits
----------	Elective	2
DFT 152	CAD II	3
HYD 110	Hydraulics/Pneumatics I	3
MNT 111	Maintenance Practices	3
ECO 251	Principles of Microeconomics	3
	Total Credits	**67**

Diploma:

Industrial Systems Technology (D50240)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Print Reading	2
ELC 117	Motors & Controls	4
ELC 131	Circuit Analysis	4
ISC 112	Industrial Safety	2
MAC 121	Introduction to CNC	2
WLD 112	Basic Welding Processes	2

Spring Semester – Year One		Credits
DFT 152	CAD II	3
ELC 113	Residential Wiring	4
HYD 110	Hydraulics/Pneumatics I	3
MEC 111	Machine Processes I	3
MNT 110	Intro to Maintenance Procedures	2
MNT 111	Maintenance Practices	3

Summer Semester – Year One		Credits
MAT 110	Mathematical Measures	3
ENG 111	Writing & Inquiry	3
	Total Credits	**41**

Certificates:

Industrial Systems Technology: FACILITIES MAINTENANCE (C50240B/C50240HB)

Certificate Awarded

Course		Credits
DFT 152	CAD II	3
ELC 131	Circuit Analysis	4
ISC 112	Industrial Safety	2
MEC 111	Machine Processes I	3
MNT 110	Intro to Maintenance Procedures	2
MNT 111	Maintenance Practices	3
	Total Credits	**17**

Industrial Systems Technology: MECHANICAL MAINTENANCE (C50240A/C50240HA)

Certificate Awarded

Course		Credits
ELC 117	Motors & Controls	4
ELC 131	Circuit Analysis	4
HYD 110	Hydraulics/Pneumatics I	3
MAC 121	Introduction to CNC	2
MEC 111	Machine Processes I	3
WLD 112	Basic Welding Processes	2
	Total Credits	**18**

Industrial Systems Technology: TRADE MAINTENANCE (C50240C)

Certificate Awarded

Course		Credits
DFT 152	CAD II	3
ELC 131	Circuit Analysis	4
ISC 112	Industrial Safety	2
ISC 132	MFG Quality Control	3
MEC 111	Machine Processes I	3
MEC 145	MFG Materials I	3
	Total Credits	**18**

INFORMATION TECHNOLOGY

Information Technology Options

Information Technology students may earn Associate in Applied Science degrees in three core areas (Technical Support, Cybersecurity and Networking, and Cybersecurity Coding). Each degree, diploma, and certificate in Information Technology is listed here. Students may NOT graduate under the A25590 program with no suffix.

Program Description

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement, and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics, and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

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

Admission Criteria

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

Program Learning Objectives

Graduates of this program will be able to:

- **A25590F** Technical Support: Identify methods and technologies to evaluate, troubleshoot, and solve technical problems in an Information Technology system.
- **A25590H** Cybersecurity & Networking: Build a simple local area network and secure the network by identifying risks and implementing policies.
- **A25590G** Mobile & Web Development: Develop and use a program that demonstrates understanding of programming essentials, including control structures, events, exceptions, forms, and classes.

Career Opportunities

Graduates should qualify for employment in:

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

Contact Information

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

Information Technology – TECHNICAL SUPPORT (A25590F)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
CIS 115	Intro to Program & Logic	3
CTI 110	Web, Programming & Db Foundation	3
CTI 120	Network and Security Foundation	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 115	Info Sys Business Concepts	3
CTS 130	Spreadsheets	3
ENG 111	Writing & Inquiry	3
NET 125	Intro to Networks	3
SEC 110	Security Concepts	3

Summer Semester – Year One		Credits
ENG 112	Writing/Research in the Disciplines	3
----------	Humanities/Fine Arts Elective	3
----------	Math Elective	3
ECO 251	Principles of Microeconomics	3

Fall Semester – Year Two		Credits
CTI 141	Cloud & Storage Concepts	3
CTS 155	Tech Support Functions	3
DBA 110	Database Concepts	3
DBA 120	Database Programming	3
NOS 230	Windows Admin I	3

Spring Semester – Year Two		Credits
BAS 120	Intro to Analytics	3
CTI 289	CTI Capstone Project	3
CTS 120	Hardware/Software Support	3
----------	IT Technical Support Major Elective	6
	Total Credits	**73**

Diploma:

Information Technology – TECHNICAL SUPPORT (D25590F)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 110	Intro to Computers	3
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network and Security Foundation	3
CTI 141	Cloud & Storage Concepts	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 115	Info Sys Business Concepts	3
CTS 130	Spreadsheets	3
ENG 111	Writing and Inquiry	3
NET 125	Intro to Networks	3
SEC 110	Security Concepts	3
----------	IT Technical Support Major Elective	2

Fall Semester – Year Two		Credits
CTS 120	Hardware/Software Support	3
CTS 155	Tech Support Functions	3
CTS 130	Spreadsheets	3
DBA 110	Database Concepts	3
ENG 112	Writing/Research in the Discipline	3
NOS 230	Windows Admin I	3
	Total Credits	**48**

Information Technology – CYBERSECURITY & NETWORKING (A25590H)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
CIS 115	Intro to Programming	3
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network and Security Foundation	3
ENG 111	Writing & Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		**Credits**
CTI 240	Virtualization Admin I	3
CTS 115	Info Sys Business Concepts	3
NET 125	Intro to Networks	3
NOS 220	Linux Administrator I	3
SEC 110	Security Concepts	3

Summer Semester – Year One		**Credits**
ENG 112	Writing/Research in the Disciplines	3
ECO 251	Principles of Microeconomics	3
----------	Humanities/Fine Arts Elective	3
MAT-	Math Elective	3

Fall Semester – Year Two		**Credits**
CTI 141	Cloud & Storage Concepts	3
NET 126	Routing Basics	3
NOS 230	Windows Admin I	3
SEC 151	Intro to Protocol Analysis	3
SEC 160	Secure Administration I	3
----------	IT Cybersecurity/Net Major Elective	1

Spring Semester – Year Two		**Credits**
CTI 289	CTI Capstone Project	3
NET 225	Routing and Switching I	3
NET 226	Network Programmability	3
SEC 175	Perimeter Defense	3
SEC 210	Intrusion Detection	3
	Total Credits	**74**

Diploma:

Information Technology – CYBERSECURITY & NETWORKING (D25590H)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network & Security Foundation	3
ENG 111	Writing and Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		**Credits**
CTI 115	Info Sys Business Concepts	3
ENG 112	Writing/Research in the Discipline	3
NET 125	Intro to Networks	3
NOS 220	Linux Administrator I	3
SEC 110	Security Concepts	3

Fall Semester – Year Two		**Credits**
CTI 141	Cloud & Storage Concepts	3
NET 126	Switching and Routing	3
NOS 230	Windows Admin	3
SEC 151	Intro to Protocol Analysis	3
SEC 160	Security Administration I	2
	Total Credits	**48**

Information Technology – CYBERSECURITY CODING (A25590I)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
CIS 115	Intro to Programming	3
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network and Security Foundation	3
ENG 111	Writing & Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		**Credits**
CSC 121	Python Programming	3
CSC 151	Java Programming	3
CTS 115	Info Sys Business Concepts	3
SEC 110	Security Concepts	3
NOS 220	Linux/UNIX Admin	3

Summer Semester – Year One		**Credits**
ENG 112	Writing/Research in the Discipline	3
ECO 251	Principles of Microeconomics	**3**
	Humanities/Fine Arts Elective	**3**
MAT-	Math Elective	**3**

Fall Semester – Year Two		**Credits**
DBA 120	Database Programming	3
CSC 122	Python Application Development	3
CSC 211	Ethical Hacking w/ Python	3
CTI 141	Cloud Storage	3
	IT Coding Elective	3

Spring Semester – Year Two		**Credits**
CSC 134	C++ Programming	**3**
CSC 222	Ethical Hacking Mobile Development w/ Python	3
CTI 289	CTI Capstone Project	3
DBA 223	MYSQL DB Programming	3
NET 125	Intro to Networks	3
	Total Credits	**73**

Information Technology - CYBERSECURITY CODING (D25590I)

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
CIS 115	Intro to Programming	3
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network and Security Foundation	3
ENG 111	Writing & Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		**Credits**
CSC 121	Python Programming	3
CSC 151	Java Programming	3
CTS 115	Info Sys Business Concepts	3
NOS 220	Linux/UNIX Admin	3
----------	IT Coding Elective	3

Fall Semester – Year Two		**Credits**
MAT-	Math Elective	3
DBA 120	Database Programming	3
CSC 122	Python Application Development	3
CSC 211	Ethical Hacking w/ Python	3
CTI 141	Cloud Storage	3
----------	IT Coding Elective	2
	Total Credits	**48**

Certificates

Information Technology – Data Support Specialist (C25590A)

Certificate Awarded

Course		Credits
BAS 120	Intro to Analytics	3
CTI 110	Web, Programming & DB Foundations	3
DBA 110	Database Concepts	3
DBA 120	Database Programming	3
DBA 240	Database Analysis & Design	3
	Total Credits	**15**

Information Technology – Productivity Software Certificate (C25590B/C25590HB)

Certificate Awarded

Course		Credits
BAS 120	Intro to Analytics	3
CIS 110	Intro to Computers	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
	Total Credits	**12**

Information Technology – Cybersecurity Technician (C25590I)

Certificate Awarded

Course		Credits
CTI 120	Network & Security Foundations	3
SEC 110	Security Concepts	3
SEC 151	Intro to Protocol Analysis	3
SEC 160	Secure Administration I	3
SEC 175	Perimeter Defense	3
SEC 210	Intrusion Detection	3
	Total Credits	**18**

Information Technology – Security + Prep (C25590J/C25590HJ)

Certificate Awarded

Course		Credits
CTI 120	Network & Security Foundations	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
SEC 160	Secure Administration I	3
	Total Credits	**12**

Information Technology – Linux Operating Systems (C25590L)

Certificate Awarded

Course		Credits
CTI 115	Intro to Programming & Logic	3
CTI 120	Network & Security Foundations	3
NOS 110	Operating Systems Concepts	3
NOS 220	Linux Administration I	3
	Total Credits	**12**

Information Technology – A+ Prep (C25590M/C25590HM)

Certificate Awarded

Course		Credits
CTI 120	Network & Security Foundations	3
CTI 141	Cloud Storage	3
CTS 120	Hardware/Software Support	3
NOS 110	Operating Systems Concepts	3
	Total Credits	**12**

Information Technology – CISCO CCNA Prep (C25590N)

Certificate Awarded

Course		Credits
CTI 120	Network & Security Foundations	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NET 225	Adv. Router & Switching	3
	Total Credits	**12**

Information Technology – ENTRY LEVEL COMPUTER TECHNICIAN (C25590Q/C25590HQ)

Certificate Awarded

Course		Credits
CTI 110	Web, Programming & DB Found	3
CTI 120	Network & Security Foundations	3
CTS 120	Hardware/Software Support	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
	Total Credits	**15**

Information Technology – Cybersecurity Coding (C25590T & C25590HT)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming & Logic	3
CSC 120	Network & Security Foundations	3
CSC 121	Python Programming	3
CSC 211	Ethical Hacking w/ Python	3
CSC 222	Ethical Hacking Mobile Development 2/ Python	3
	Total Credits	**15**

Information Technology – Coding (C25590U & C25590HU)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming & Logic	3
CTI 110	Web, Programming & DB Foundations	3
CSC 121	Python Programming	3
CSC 151	Java Programming	3
CSC 134	C++ Programming	3
CSC 122	Python Application Development	3
	Total Credits	**15**

MANUFACTURING TECHNOLOGY

Program Description

Craven's Manufacturing Technology curriculum introduces 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 66 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate proficiency in maintaining and meeting safety protocols in accordance with industry standards while working with manufacturing and composite tools and equipment, to include measuring devices, CNC machine and cutting equipment.
- Demonstrate proficiency in the use of CNC tools and equipment to include programming the CNC machine, set-up, operation, control functions, and inspection.
- Demonstrate knowledge and understanding of common manufacturing composite materials and common processing techniques to include layup processes, vacuum bag schedules, and equipment operation.
- Demonstrate knowledge and understanding of blueprint reading and plan development using CAD software.
- Demonstrate knowledge and understanding of the structure of composites to include testing, fabrication and repair.

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% 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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

Manufacturing Technology (A50320B)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Print Reading	2
CIS 113	Computer Basics	1
ISC 112	Industrial Safety	2
MAC 121	Introduction to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
WLD 112	Basic Welding Processes	2

Spring Semester – Year One		Credits
HYD 110	Hydraulics/Pneumatics	3
MAC 114	Intro to Metrology	2
MAC 117	Metalforming Skills I	4
MEC 142	Physical Metallurgy	2
MEC 145	MFG Materials I	3

Summer Semester – Year One		Credits
ENG 111	Writing & Inquiry	3
MAT 121	Algebra/Trigonometry	3
ECO 251	Principles of Microeconomics	3

Fall Semester – Year Two		Credits
DFT 151	CAD I	3
ELC 117	Motors & Controls	4
ELC 131	Circuit Analysis I	4
ISC 132	MFG Quality Control	3

Spring Semester – Year Two		Credits
ENG 112	Writing/Research in the Discipline	3
DFT 152	CAD II	3
MEC 111	Machine Processes	3
----------	Manufacturing Elective	2
----------	Humanities/Fine Arts Elective	3
	Total Credits	**65**

Certificates:

Manufacturing Technology - Machining (C50320A)

Certificate Awarded

Course		Credits
BPR 111	Print Reading	2
MAC 121	Introduction to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MEC 111	Machine Processes	3
WLD 112	Basic Welding Processes	2
	Total Credits	**13**

Manufacturing Technology - Design (C50320B)

Certificate Awarded

Course		Credits
DFT 151	CAD I	3
DFT 152	CAD II	3
ISC 112	Industrial Safety	2
MAC 114	Intro to Metrology	2
MEC 145	MFG Materials I	3
	Total Credits	**13**

MANUFACTURING TECHNOLOGY COMPOSITES (A50320A)

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 67 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate and identify layup processes, 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

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

Manufacturing Technology Composites (A50320A)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
BPR 111	Print Reading	2
ISC 112	Industrial Safety	2
MAC 121	Introduction to CNC	2
MEC 187	Composites Materials	3
MEC 188	Processing Composites I	3

Spring Semester – Year One		**Credits**
CIS 113	Computer Basics	1
MAC 114	Intro to Metrology	2
MEC 110	Intro to CAD/CAM	2
MEC 145	MFG Materials I	3
MEC 180	Engineering Materials	3
MEC 189	Processing Composites II	3

Summer Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
MAT 121	Algebra/Trigonometry	3
----------	Humanities/Fine Arts Elective	3

Fall Semester – Year Two		**Credits**
BPR 121	Blueprint Reading	2
DFT 151	CAD I	3
DFT 152	CAD II	3
ISC 132	MFG Quality Control	3
MEC 212	Composites Materials Test	3
PLA 110	Intro to Plastics	2

Spring Semester – Year Two		**Credits**
ENG 112	Writing/Research in the Discipline	3
MAC 117	Metal forming Skills I	4
MEC 215	Design of Composites Structure	3
ECO 251	Principles of Microeconomics	3
----------	Composites Elective	2
	Total Credits	**67**

Diploma:

Manufacturing Technology Composites (D50320A)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
BPR 111	Print Reading	2
DFT 151	CAD I	3
ISC 112	Industrial Safety	2
MAC 121	Introduction to CNC	2
MEC 187	Composites Materials	3
MEC 188	Processing Composites I	3

Spring Semester – Year One		**Credits**
CIS 113	Computer Basics	1
MAC 114	Intro to Metrology	2
MEC 110	Intro to CAD/CAM	2
MEC 145	MFG Materials I	3
MEC 180	Engineering Materials	3
MEC 189	Processing Composites II	3

Summer Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
MAT 121	Algebra/Trigonometry	3
	Total Credits	**36**

Certificates:

Manufacturing Technology Composites (C50320AA)

Certificate Awarded

Course		**Credits**
MEC 188	Processing Composites I	3
MEC 189	Processing Composites II	3
MEC 212	Composites Materials Test	3
MEC 215	Design of Composites Structure	3
	Total Credits	**12**

Manufacturing Technology Composites – Journeyman (C50320AB)

Certificate Awarded

Course		Credits
MEC 180	Engineering Materials	3
MEC 187	Composites Materials	3
MEC 188	Processing Composites I	3
MEC 189	Processing Composites II	3
	Total Credits	**12**

Manufacturing Technology Composites – Quality Assurance (C50320AC)

Certificate Awarded

Course		Credits
ISC 112	Industrial Safety	2
ISC 132	MFG Quality Control	3
MEC 212	Composites Materials Test	3
MEC 215	Design of Composites Structure	3
PLA 110	Intro to Plastics	2
	Total Credits	**12**

MECHATRONICS ENGINEERING TECHNOLOGY

Program Description

Craven Community College's Mechatronics Technology curriculum prepares graduates to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis, and maintenance procedures.

Students will gain knowledge and hands-on training for the in-demand field of mechatronics, which combines electronics, robotics, mechanics, instrumentation, process control, and industrial automation. Course work includes computer-aided drafting and design, applied mechanics, materials engineering, quality control, manufacturing methods and processes, computer usage, mathematics, physics, and oral and written communications. The courses will stress critical thinking, planning, and problem solving.

Admission Criteria

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

Program Learning Outcomes

Upon successful completion of the Mechatronics Systems Technology program, the graduate should be able to:

- Maintain, troubleshoot, and repair industrial systems.
- Maintain a safe work environment.
- Analyze the interactions between robotic components (mechanical, electrical, and means for programming) to operate and maintain a mechanical system.

Upon completion of the program, Graduates can enter the workforce as:

- Industrial Technicians
- Maintenance Technicians
- Technical service providers
- Process improvement technicians
- Engineering technicians
- Industrial technology managers

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. Please check with an advisor for complete details and opportunities.

Contact Information

Associate Dean of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

Mechatronics Engineering Technology (A40350)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
ENG 111	Expository Writing	3
ELC 131	Circuit Analysis I	4
DFT 152	CAD II	3
ISC 112	Industrial Safety	2
ATR 115	Introduction to Mechatronics	4

Spring Semester – Year One		**Credits**
ATR 112	Introduction to Automation	3
ELC 135	Electrical Machines	3
ELN 133	Digital Electronics	4
ENG 112	Writing/Research in the Discipline	3
HYD 110	Hydraulics/Pneumatics	3

Summer Semester – Year One		**Credits**
MAT 121	Algebra/Trigonometry I	3
----------	Humanities/Fine Arts Elective	3
ECO 251	Principles of Microeconomics	3

Fall Semester – Year Two		**Credits**
ELC 117	Motors & Controls	4
ELC 213	Instrumentation	4
ELC 136	Electrical Machines II	4
ELN 260	Programmable Logic Controllers	4

Spring Semester – Year Two		**Credits**
CIS 110	Introduction to Computers	3
DFT 154	Introduction to Solid Modeling	3
PHY 131	Physics-Mechanics	4
ATR 212	Industrial Robots	3
----------	Mechatronics Elective	2
MEC 130	Mechanisms	3
	Total Credits	**76**

Diploma:

Mechatronics Engineering Technology (D40350)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
ATR 115	Introduction to Mechatronics	4
ELC 131	Circuit Analysis I	4
ISC 112	Industrial Safety	2
MAT 121	Algebra/Trigonometry I	3

Spring Semester – Year One		**Credits**
ATR 112	Introduction to Automation	3
DFT 152	CAD II	3
ELC 135	Electrical Machines	3
PHY 131	Physics-Mechanics	4
HYD 110	Hydraulics/Pneumatics	3

Summer Semester – Year One		**Credits**
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3

Fall Semester – Year Two		**Credits**
ELC 117	Motors & Controls	4
ELC 213	Instrumentation	4
ELN 260	Programmable Logic Controllers	4
	Total Credits	**48**

Certificates:

Mechatronics Engineering Tech: Maintenance Technician (C40350A)

Certificate Awarded

Course		**Credits**
ELC 131	Circuit Analysis	4
ELN 133	Digital Electronics	4
ELC 135	Electrical Machines	3
DFT 152	CAD II	3
HYD 110	Hydraulics/Pneumatics I	3
	Total Credits	**17**

Mechatronics Engineering Tech: Intro to Mechatronics (C40350B) & (C40350HB)

Certificate Awarded

Course		Credits
ATR 112	Introduction to Automation	3
ATR 115	Introduction to Mechatronics	4
ELC 131	Circuit Analysis	4
ISC 112	Industrial Safety	2
MEC 130	Mechanisms	3
	Total Credits	**16**

MEDICAL ASSISTING

Program Description

The Medical Assisting curriculum prepares students to become 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) practicum.

Coursework in the 43 SHC Diploma program and the 71 SHC Associate degree program includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, electronic health records, and computer operations. Students also learn to assist with examinations and treatments within the clinical setting, perform routine laboratory procedures, phlebotomy, and electrocardiography, and administer medication under supervision. Focus on ethical and legal issues associated with patient care is also emphasized.

The diploma curriculum includes study in anatomy and physiology, three SHC in English and courses in PC Literacy and CPR/First Aid.

The associate degree curriculum includes study in anatomy and physiology, six SHC in English, and courses in psychology and humanities/fine arts.

Craven Community College's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

Admission Criteria

Selective admission into the D45400 (Diploma in Medical Assisting) and A45400 (Associate Degree in Medical Assisting), requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. Please refer to the Medical Assisting Handbook for admission, progression and graduation requirements.

Admission to Craven Community College must be completed before applying for the Medical Assisting program.

Admission to the Medical Assisting program requires that students be high school graduates or have recognized equivalencies. Students must have a cumulative GPA of 2.5.

- Math high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for MAT 110 & BIO 168.
- English high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for ENG 111.

Additional requirements for the practicum apply, and students must see the Medical Assisting advisor for further details.

Program Learning Outcomes

Graduates of this program will be able to:

- Perform administrative procedures in keeping with the ever-growing needs of the local medical community.
- Perform clinical and laboratory procedures in keeping with the ever-growing needs of the local community.
- Demonstrate competency in exam room procedures.
- Manage the economics of the medical office, incorporating supervisory experience.
- Take the CMA, RMA, or CCMA certification exams

Career Opportunities

Employment opportunities are available in

- physicians' offices
- health maintenance organizations
- health departments
- research facilities

Contact Information

Medical Assisting Program Director
252-638-1031

Health Programs Admissions Office
252-639-2025

Associate Degree:

Medical Assisting (A45400)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111 ACA 122	College Student Success OR College Transfer Success	1
BIO 163	Basic Anatomy & Physiology	5
MAT 110	Math Measurement & Literacy	3
MED 110	Orientation to Medical Assisting	1
MED 121	Medical Terminology I	3
MED 140	Exam Room Procedures	5

Spring Semester – Year One		**Credits**
MED 118 OST 149	Medical Law & Ethics OR Medical Legal Issues	2/3
MED 122	Medical Terminology II	3
MED 130	Admin. Office Procedures I	2
MED 131	Admin. Office Procedures II	2
MED 150	Laboratory Procedures	5
MED 272	Drug Therapy	3

Summer Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
MED 260	Med Clinical Practicum	5
MED 262	Clinical Perspectives	1

Fall Semester – Year Two		**Credits**
ENG 112	Writing/Research in the Disciplines	3
PSY 150	General Psychology	3
CIS 110	Introduction to Computers	3
----------	Humanities/Fine Arts Elective	3
MED 274 BIO 155	Diet Therapy/Nutrition OR Nutrition	3

Spring Semester – Year Two		**Credits**
OST 280	Electronic Health Records	3
MED 134	Medical Transcription	3
MED 232	Medical Insurance Coding	2
MED 270	Symptomatology	3
MED 276	Patient Education	2
	Total Credits	**72-74**

Diploma:

Medical Assisting (D45400)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111 ACA 122	College Student Success OR College Transfer Success	1
BIO 163	Basic Anatomy & Physiology	5
MAT 110	Math Measurement & Literacy	3
MED 110	Orientation to Medical Assisting	1
MED 121	Medical Terminology I	3
MED 140	Exam Room Procedures	5

Spring Semester – Year One		**Credits**
MED 118 OST 149	Medical Law & Ethics OR Medical Legal Issues	2/3
MED 122	Medical Terminology II	3
MED 130	Admin. Office Procedures I	2
MED 131	Admin. Office Procedures II	2
MED 150	Laboratory Procedures	5

Summer Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
MED 260	Med Clinical Practicum	5
MED 262	Clinical Perspectives	1
	Total Credits	**44-46**

Certificates:

Medical Assisting: Transcription Certificate (C45400A)/(C45400HA)*

Certificate Awarded

Course		Credits
BIO 163	Basic Anatomy & Physiology	5
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law & Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
	Total Credits	**14**

MEDICAL ASSISTING – MEDICAL SCRIBE (C45400)

Certificate Awarded

Course		Credits
MED 121	Medical Terminology I	3
MED 134	Medical Transcription	3
OST 280	Electronic Health Records	3
MED 122	Medical Terminology II	3
	Total Credits	**12**

**This certificate program is only available to currently certified medical assistants who have at least a Diploma in Medical Assisting.*

MEDICAL OFFICE ADMINISTRATION

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.

Medical Office Administration students may earn associate in applied science degrees in two core areas (General Office and Medical Billing and Coding). Depending on the specialty path selected, coursework includes medical terminology; information systems; office management; medical coding; billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn to provide office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, and confidentiality

The curriculum includes study in written communications, psychology, and humanities/fine arts.

Admission Criteria

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

Program 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 and organize a variety of business and medical documents following current healthcare standards.
- Demonstrate competency in the use of medical-specific software.
- Produce accurate documentation for out-patient 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

MOA Program Director
252-638-1367

Health Programs Admissions Office
252-639-2025

Associate Degree:

MEDICAL OFFICE ADMINISTRATION - General (A25310G)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success OR	1
ACA 122	College Transfer Success	
BIO 163	Basic Anatomy & Physiology	5
MED 121	Medical Terminology I	3
OST 148	Medical Insurance & Billing	3
OST 149	Medical Legal Issues	3

Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
CIS 110	Introduction to Computers OR	3/2
CIS 111	Basic PC Literacy	
MED 122	Medical Terminology II	3
OST 131	Keyboarding	2
OST 161	Medical Office Procedures	3

Summer Semester – Year One		**Credits**
ENG 112	Writing/Research in the Disciplines OR	3
ENG 114	Prof. Research & Reporting	
PSY 150	General Psychology	3
----------	Humanities/Fine Arts Elective	3

Fall Semester – Year Two		**Credits**
OST 134	Text Entry & Formatting	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 243	Medical Office Simulation	3
OST 122	Office Computations	3

Spring Semester – Year Two		**Credits**
OST 280	Electronic Health Records	3
OST 136	Word Processing	3
OST 241	Medical Office Transcription I	3
OST 281	Emerging Issues/Med. Office	3
OST 263	Healthcare Customer Relations	3
	Total Credits	**67-68**

MEDICAL OFFICE ADMINISTRATION – Medical Billing & Coding (A25310F)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success OR	1
ACA 122	College Transfer Success	
BIO 163	Basic Anatomy & Physiology	5
MED 121	Medical Terminology I	3
OST 148	Medical Insurance & Billing	3
OST 149	Medical Legal Issues	3

Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
CIS 110	Introduction to Computers OR	3/2
CIS 111	Basic PC Literacy	
MED 122	Medical Terminology II	3
OST 263	Healthcare Customer Relations	3
OST 161	Medical Office Procedures	3

Summer Semester – Year One		**Credits**
ENG 112	Writing/Research in the Disciplines OR	3
ENG 114	Prof. Research & Reporting	
PSY 150	General Psychology	3
----------	Humanities/Fine Arts Elective	3

Fall Semester – Year Two		**Credits**
OST 247	Procedure Coding	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 243	Medical Office Simulation	3
OST 248	Diagnostic Coding	3

Spring Semester – Year Two		**Credits**
OST 280	Electronic Health Records	3
OST 136	Word Processing	3
OST 241	Medical Office Transcription I	3
OST 249	Medical Coding Cert. Prep	3
OST 264	Medical Auditing	3
	Total Credits	**68-69**

Diploma:

MEDICAL OFFICE ADMINISTRATION – General (D25310G)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success OR	1
ACA 122	College Transfer Success	
BIO 163	Basic Anatomy & Physiology	5
MED 121	Medical Terminology I	3
OST 148	Medical Insurance & Billing	3
OST 149	Medical Legal Issues	3

Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
CIS 110	Introduction to Computers	3/2
	OR	
CIS 111	Basic PC Literacy	
MED 122	Medical Terminology II	3
OST 131	Keyboarding	2
OST 161	Medical Office Procedures	3

Fall Semester – Year Two		**Credits**
OST 134	Text Entry & Formatting	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 243	Medical Office Simulation	3
OST 122	Office Computations	3
	Total Credits	**43-44**

Certificates:

MEDICAL OFFICE ADMINISTRATION – General (C25310G and C25310HG)*

Certificate Awarded

Course		**Credits**
MED 121	Medical Terminology I	3
OST 161	Medical Office Procedures	3
OST 148	Medical Insurance & Billing	3
CIS 110	Intro to Computers	3
OST 131	Keyboarding	2
	Total Credits	**14**

MEDICAL OFFICE ADMINISTRATION - Billing and Coding (C25310F)

Certificate Awarded

Course		**Credits**
MED 121	Medical Terminology I	3
OST 161	Medical Office Procedures	3
OST 148	Medical Insurance & Billing	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
	Total Credits	**15**

ASSOCIATE IN GENERAL EDUCATION NURSING

Program Description

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

Admission Criteria

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

Program 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/or speak with clarity, coherence, and persuasiveness.
- Analyze and interpret the role of the fine arts in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and/or socioeconomic factors affect human interactions and behaviors.

Career Opportunities

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

Transfer Opportunities

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

Contact Information

Director of Nursing Programs
252-638-7346

Health Programs Admissions Office
252-639-2025

Admissions Office
252-638-7430

Associate Degree:

Associate in GENERAL EDUCATION
Nursing (A1030N)

Degree Awarded: Associate in General Education
RECOMMENDED COURSE SEQUENCE

First Semester		**Credits**
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
MAT 152	Statistical Methods I	4
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
BIO 168	Anatomy and Physiology I	4

Second Semester		**Credits**
ENG 112 ENG 114	Writing/Research in the Disciplines, or Professional Research and Reporting	3
----------	Humanities/Fine Arts Elective	3
PSY 241	Developmental Psychology	3
SOC 213 SOC 220 SOC 225	Sociology of the Family OR Social Problems OR Social Diversity	3
BIO 169	Anatomy and Physiology II	4

Third Semester		**Credits**
ENG 231 ENG 232	American Literature I OR American Literature II	3
HIS ----	History Elective	3
BIO 275	Microbiology	4
CHM 151 CHM 131 CHM 131A	General Chemistry I OR Intro to Chemistry AND Intro to Chemistry Lab	4
----------	Humanities/Fine Arts Elective	3

Fourth Semester		**Credits**
MAT 143 MAT 171	Quantitative Literacy OR Precalculus Algebra	3/4
ECO 251	Principles of Microeconomics	3
ECO 252 POL 120	Principles of Macroeconomics OR American Government	3
	Total Credits	**60**

NURSING

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.

This program is approved by the NC Board of Nursing (NCBON) and graduates 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 –2022 Fall Admission

Nursing is a selective admission program. Selective admission into A45110 (Associate in Applied Science, Nursing) or D45660 (Practical Nursing), requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. **Please refer to the Nursing Handbook for admission, progression and graduation requirements.** See the "Admissions" and "Tuition" sections of this Catalog regarding general college admission procedures and fees. Also, in the Admissions section, see the heading titled "Limited Admission Programs: Health Programs" for information about deadlines and processes for admission. The following are a few special requirements for entry to the nursing program:

- Math high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for MAT 110 & BIO 168.
- English high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for ENG 111.
- Students are encouraged to complete general college courses prior to entering the nursing program. For all required support courses (general education) within the Nursing curriculum, a minimum of a "C" must be obtained in order to progress through the Nursing program. NUR courses have a minimum requirement of "B."
- Student must have an overall GPA of at least 2.5. GPA is not rounded.
- Student must be a graduate of an accredited/registered high school or a recognized equivalency such as a GED diploma.
- All applicants must currently be listed on the NC registry as a CNA1.
- Advanced standing (transition) students are given credit for NUR 111, NUR 112 and NUR 114 if they have their LPN license in North Carolina and have successfully completed NUR 214 and meet all admission criteria. Upon successful completion of NUR 214, transition students are enrolled in the 3rd semester of the ADN program if space is available.
- Physical examinations, immunizations and background checks are digitally managed with an online service. After a student is accepted into the nursing program, they will be provided with directions on how to access this service and will be responsible for any costs associated.
- The physical examination must be completed within 30 days prior to enrollment and utilizing the form provided by the online service.
- Immunizations are required of all nursing students to be in compliance with clinical sites utilized during the program. Students with current medical conditions that certain immunizations may be contraindicated, should consult with a doctor and provide appropriate documentation for consideration by the clinical site(s).
- 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's inability to successfully complete the program. Inability to complete the clinical portion of a course will prevent the student from progressing within the program.

Students who:

- Present physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to treatment or counseling within a time frame that enables meeting program objectives;
- Demonstrate behavior which conflicts with the safety essential to nursing practice; or
- Fail to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media, while in the nursing program of study;

will be removed from direct patient care and will be scheduled for a conference with a faculty member and the Director of Nursing Programs. The consequence will be determined by the severity of the lack of adherence to nursing standards as determined by the faculty and the Director of Nursing Programs. Any of the above infractions may be grounds for dismissal from the nursing program. If dismissed, the student will receive a grade of "D" for the course in which they are enrolled, and will be ineligible for re-entry into the nursing programs.

Program 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 holistic needs of individuals to provide individualized assessments.
- 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.
- Evaluate nursing interventions and strategies, quality improvement processes, and technologies to ensure positive individual and organizational outcomes.
- Take and pass the NCLEX-RN exam.

Career Opportunities

Employment opportunities include:

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

Transfer Opportunities

The Associate in Applied Science in Nursing is a degree leading to immediate job placement upon graduation. Students who complete their AAS degree at Craven Community College may transfer and complete their Bachelor of Science in Nursing degree at a university.

Contact Information

Director of Nursing Programs
252-638-7346

Health Programs Admissions Specialist
252-639-2025

Admissions Office
252-639-7430

Associate Degree:

Nursing (A45110)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success OR	1/2
ACA 122	College Transfer Success OR	
ACA 118	College Study Skills	
BIO 168	Anatomy & Physiology I	4
ENG 111	Writing & Inquiry	3
PSY 150	General Psychology	3
NUR 111	Introduction to Health Concepts	8

Spring Semester – Year One		**Credits**
BIO 169	Anatomy & Physiology II	4
PSY 241	Developmental Psychology	3
NUR 112	Health-Illness Concepts	5
NUR 114	Holistic Health Concepts	5

Summer Semester – Year One		**Credits**
NUR 212	Health System Concepts	5

Fall Semester – Year Two		**Credits**
ENG 112	Writing/Research in the Disc. OR	3
ENG 114	Prof. Research & Reporting	
NUR 113	Family Health Concepts	5
NUR 211	Health Care Concepts	5

Spring Semester – Year Two		**Credits**
----------	Humanities/Fine Arts Elective	3
NUR 213	Complex Health Concepts	10
	Total Credits	**67**

PN to RN Transition Program (A45110)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Spring Semester – Term 1		**Credits**
BIO 169	Anatomy & Physiology II	4
PSY 241	Developmental Psychology	3
NUR 214	Nursing Transition Concepts	4

*after earning a minimum of a B in NUR 214, a student is qualified to join the ADN program, and receive credit for NUR 111, NUR 112, NUR 114

Summer Semester – Term 2		**Credits**
NUR 212	Health System Concepts	5

Fall Semester – Term 3		**Credits**
ENG 112	Writing/Research in Disc OR	3
ENG 114	Prof. Research & Reporting	3
NUR 113	Family Health Concepts	5
NUR 211	Health Care Concepts	5

Spring Semester – Term 4		**Credits**
	Humanities/Fine Arts Elective	3
NUR 213	Complex Health Concepts	10
	Total Credits Require by Degree	**67**

Certificates:

Nursing (ADN) Pathway (P1032C)*

Certificate Awarded

Course		**Credits**
ACA 122	College Transfer Success	1
ENG 111	Writing & Inquiry	3
ENG 112	Writing/Research in the Disciplines OR	3
ENG 114	Prof Research & Reporting	
----------	Humanities/Fine Arts Elective	3
PSY 150	General Psychology	3
PSY 241	Development Psychology	3
BIO 168	Anatomy & Physiology I	4
BIO 169	Anatomy & Physiology II	4
	Total Credits	**24**

PRACTICAL NURSING

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 – 2022 Fall Admission

Nursing is a selective admission program. See the "Admissions" and "Tuition" sections of this Catalog regarding general college admission procedures and fees. Also, in the Admissions section, see the heading titled "Limited Admission Programs: Health Programs" for information about deadlines and processes for admission. The following are a few special requirements for entry to the nursing program:

- Math high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for MAT 110 & BIO 168.
- English high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for ENG 111.
- 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's inability to successfully complete the program. Inability to complete the clinical portion of a course will prevent the student from progression within the program.
- Student must have an overall GPA of at least 2.5. GPA is not rounded.
- Student must be a graduate of an accredited/registered high school or a recognized equivalency, such as a GED diploma.
- All applicants must currently be listed on the NC registry as a CNA 1.

Students who:

- Present physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to treatment or counseling within a time frame that enables meeting program objectives;
- Demonstrate behavior which conflicts with the safety essential to nursing practice; or
- Fail to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media, while in the nursing program of study;

will be removed from direct patient care and will be scheduled for a conference with the faculty member and the Director of Nursing. The consequence will be determined by the severity of the lack of adherence to nursing standards as determined by the faculty and the Director of Nursing. Any of the above infractions may be grounds for dismissal from the nursing program. If dismissed, the student will receive a grade of "D" for the course in which they are enrolled, and will be ineligible for re-entry into the nursing programs.

Program Learning Outcomes

Graduates of this program will be able to:

- Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating person responsibility and accountability for continued competence.
- Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
- Utilize nursing judgement while participating in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
- Reinforce and/or implement the teaching plan developed and delegate by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
- Utilize informatics to access, manage and communicate client information.
- Demonstrate a spirit of inquiry by participating in the evaluation of the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life and the achievement of potential.
- Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the registered nurse, changes to improve the client care process.
- Participate in collaboration with interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost-effective manner.
- Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.
- Take and pass the NCLEX-PN 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, NUR 112 and NUR 114 if they have their LPN license and have successfully completed NUR 214 as part of the admission criteria. They enroll in the third semester of the Associate Degree Nursing program if space is available. Admission criteria must be met.

Contact Information

Director of Nursing
252-638-7346

Health Programs Admissions Office
252-639-2025

Admissions Office
252-639-7430

Diploma:

Practical Nursing (D45660)

Diploma Awarded
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success	1
BIO 163	Basic Anatomy & Physiology I	5
PSY 150	General Psychology	3
NUR 101	Practical Nursing I	11

Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
PSY 241	Developmental Psychology	3
NUR 102	Practical Nursing II	10

Fall Semester – Year Two		**Credits**
NUR 103	Practical Nursing III	9
	Total Credits	**45**

PHYSICAL THERAPIST ASSISTANT

Program Description

A Physical Therapist Assistant (PTA) is a healthcare 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 provide 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.

Craven Community College's Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education.

Program 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, caregivers, 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. To be eligible for admission, students must:

- Submit a Physical Therapist Assisting Application by the designated deadline;
- Math high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for MAT 110 & BIO 168.
- English high school GPA must be 2.8 or higher within 10 years of enrollment at Craven CC or complete all developmental requisites to be eligible for ENG 111.
- Have completed a high school or college/university level chemistry class with a grade of "C" or better;
- Have a cumulative 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 GPAs 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 or higher;
- Take the TEAS (Test of Essential Academic Skills) admission exam;
- Complete required unpaid observation hours in the discipline.

Selective admission into A45620 (Associate in Applied Science, Physical Therapist Assistant) requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. Please refer to the PTA Program Handbook and Policy and Procedure Manual for admission, progression and graduation requirements.

Career Opportunities

- Hospitals
- Clinics
- Home Health Care Agencies
- Nursing Homes
- Private Practice
- Schools

Contact Information

PTA Program Director
252-638-7341

Health Programs Admissions Office
252-639-2025

Admissions Office
252-639-7430

Associate Degree:

Physical Therapist Assistant (A45620)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
ACA 111	College Student Success OR	1
ACA 122	College Transfer Success	
ENG 111	Writing & Inquiry	3
BIO 168	Anatomy & Physiology I	4
MAT 110	Math Measurement & Literacy	3
PTA 110	Intro to Physical Therapy	3
PTA 130	Physical Therapy Proc. I	3
PTA 212	Health Care/Resources	2

Spring Semester – Year One		**Credits**
COM 120	Interpersonal Comm. OR	3
COM 231	Public Speaking	
BIO 169	Anatomy & Physiology II	4
PTA 120	Functional Anatomy	3
PTA 140	Therapeutic Exercise	4
PTA 150	Physical Therapy Proc. II	3

Summer Semester – Year One		**Credits**
PSY 150	General Psychology	3
PTA 170	Pathophysiology	3
PTA 222	Professional Interactions	2

Fall Semester – Year Two		**Credits**
HUM 115	Critical Thinking OR	3
PHI 240	Introduction to Ethics	
PTA 160	Physical Therapy Proc. III	3
PTA 180	PTA Clinical Ed Intro.	3
PTA 240	Physical Therapy Proc. IV	5

Spring Semester – Year Two		**Credits**
PTA 260	Advanced PTA Clinical ED	10
PTA 270	PTA Topics	1
	Total Credits	**69**

WELDING TECHNOLOGY

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 72 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.

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate proficiency in maintaining and meeting safety protocols in accordance with industry standards while working in the welding, cutting and fabrication fields of study.
- Demonstrate proficiency with identification, set-up and operation of industry standard equipment.
- Demonstrate proficiency in the cutting and joining of metals using a variety of welding processes and various positions, overhead, circular, grooved, etc.
- Demonstrate proficiency with regard to reading and interpreting mechanical drawings, welding symbols, and fabrication requirements.

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

Executive Director of Career Programs
252-638-7372

Admissions Office
252-638-7430

Associate Degree:

WELDING TECHNOLOGY (A50420)

Degree Awarded: Associate in Applied Science
RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Blueprint Reading	2
DFT 152	CAD II	3
ISC 112	Industrial Safety	2
WLD 110	Cutting Processes	2
WLD 115	SMAW Stick Plate	5
WLD 121	GMAW MIG FCAW/Plate	4

Spring Semester – Year One		Credits
MAT 110	Math Measurement & Literacy	3
WLD 116	SMAW Stick Plate/Pipe	4
WLD 122	GMAW (MIG) Plate/Pipe	3
WLD 131	GTAW TIG Plate	4
WLD 141	Symbols & Specifications	3

Summer Semester – Year One		Credits
ENG 111	Writing and Research	3
ECO 251	Principles of Microeconomics	3

Fall Semester – Year Two		Credits
ENG 112	Writing/Research in the Discipline	3
MEC 142	Physical Metallurgy	2
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 151	Fabrication I	4
WLD 261	Certification Practices	2

Spring Semester – Year Two		Credits
CIS 113	Computer Basics	1
MEC 111	Machine Processes I	3
WLD 221	GMAW (MIG) Plate	3
WLD 231	GTAW (TIG) Plate	3
WLD 251	Fabrication II	3
----------	Humanities/Fine Arts Elective	3
	Total Credits	**72**

Diploma:

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 152	CAD II	3
WLD 110	Cutting Processes	2
WLD 115	SMAW Stick Plate	5

Spring Semester – Year One		Credits
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
WLD 141	Symbols & Specifications	3

Summer Semester – Year One		Credits
ENG 111	Writing & Inquiry	3
MAT 110	Math Measurement & Literacy	3

Fall Semester – Year Two		Credits
WLD 261	Certification Practices	2
	Total Credits	**40**

Certificates:

WELDING TECHNOLOGY – Entry Level Welding (C50420AA) and (C50420HA)*

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
	Total Credits	**15**

WELDING TECHNOLOGY – Intermediate Level II (C50420E)

Certificate Awarded

Course		Credits
WLD 116	SMAW Stick Plate/Pipe	4
WLD 141	Symbols & Specifications	3
WLD 151	Fabrication I	4
WLD 261	Certification Practices	2
	Total Credits	**13**

WELDING TECHNOLOGY – Fabrication Level III (C50420F)

Certificate Awarded

Course		Credits
ISC 112	Industrial Safety	2
WLD 110	Cutting Processes	2
WLD 141	Symbols & Specifications	3
WLD 151	Fabrication I	4
WLD 251	Fabrication II	3
	Total Credits	**14**

WELDING TECHNOLOGY – Advanced Pipe Level IV (C50420G)

Certificate Awarded

Course		Credits
WLD 116	SMAW Stick Plate/Pipe	4
WLD 122	GMAW (MIG) Plate/Pipe	3
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 141	Symbols & Specifications	3
WLD 231	GTAW (TOG) Plate	3
	Total Credits	**16**

General Education Course Electives for AAS Programs:

Humanities/Fine Arts Electives

ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
ENG 231	American Literature I
ENG 232	American Literature II
ENG 241	British Literature I
ENG 242	British Literature II
HUM 110	Technology and Society
HUM 115	Critical Thinking
HUM 211	Humanities I
HUM 212	Humanities II
MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
MUS 113	American Music
PHI 215	Philosophical Issues
PHI 240	Introduction to Ethics
REL 110	World Religions

Economics Electives

ECO 251	Principles of Microeconomics
ECO 252	Principles of Macroeconomics

Mathematics

MAT 121	Algebra/Trigonometry I
MAT 143	Quantitative Literacy
MAT 152	Statistical Methods I
MAT 171	Precalculus Algebra

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
PSY 150	General Psychology
PSY 237	Social Psychology
PSY 241	Developmental Psychology
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

Transfer Elective courses for Associate in Arts (AA), Associate in Science (AS), the Associate in Fine Arts in Visual Arts and Associate in Fine Arts in Music (AFA) degrees:

Used in other required hours

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 212	Gallery Assistantship I
ART 213	Gallery Assistantship II
ART 214	Portfolio and Resumé
ART 240	Painting I
ART 241	Painting II
ART 264	Digital Photography I
ART 265	Digital Photography II
ART 271	Computer Art II
ART 281	Sculpture I
ART 282	Sculpture II
ART 283	Ceramics I
ART 284	Ceramics II
ART 285	Ceramics III
ART 286	Ceramics IV
ART 288	Studio
COM 111	Voice and Diction I
COM 130	Intro to Nonverbal Communications
ENG 125	Creative Writing I
FRE 181	French Lab 1
FRE 182	French Lab 2
GER 181	German Lab 1
GER 182	German Lab 2
MUS 121	Music Theory I
MUS 122	Music Theory II
MUS 131	Chorus I
MUS 132	Chorus 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 261	Applied Music III
MUS 262	Applied Music IV
MUS 281	Show Choir III
MUS 282	Show Choir IV
SPA 181	Spanish Lab 1
SPA 182	Spanish Lab 2

Transfer Elective courses for AA, AS, AFA continued

Computer Science Electives

CSC 134	C++ Programming
CSC 151	Java Programming

Mathematics Electives

MAT 280	Linear Algebra
MAT 285	Differential Equations

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

Social/Behavioral Sciences Electives

ANT 240A	Archaeology Field Lab

Additional Transfer Electives

ACC 120	Principles of Financial Accounting
ACC 121	Principles of Managerial Accounting
BUS 110	Introduction to Business
BUS 115	Business Law I
BUS 137	Principles of Management
CIS 110	Introduction to Computers
CJC 111	Intro to Criminal Justice
CJC 121	Law Enforcement Operations
CJC 141	Corrections
CTS 115	Information Systems Business Concepts
DFT 170	Engineering Graphics
EDU 216	Foundations in Education
EGR 150	Intro to Engineering
EGR 220	Engineering Statistics
HEA 110	Personal Health and Wellness
PED 110	Fit and Well for Life
PED 117	Weight Training I
PED 118	Weight Training II
PED 120	Walking for Fitness
PED 125	Self-Defense: Beginning
PED 187	Social Dance: Beginning
PED 216	Indoor Cycling
PED 217	Pilates I
PED 235	Tai Chi

Universal General Education Transfer Component (UGETC) Options for the Associate in Arts (AA), Associate in Science (AS), Associate in Fine Arts in Visual Arts (AFA-Visual Arts) and Associate in Fine Arts in Music (AFA-Music), Associate in Arts in Teacher Preparation (AATP), and Associate in Science in Teacher Preparation (ASTP) degrees:

English Composition

ENG 111	Writing and Inquiry
ENG 112	Writing/Research in the Disciplines

Humanities/Fine Arts

ART 111	Art Appreciation
ART 114	Art History Survey I
ART 115	Art History Survey II
COM 120	Interpersonal Communication
COM 231	Public Speaking
DRA 111	Theatre Appreciation
ENG 231	American Literature I
ENG 232	American Literature II
ENG 241	British Literature I
ENG 242	British Literature II
MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
PHI 215	Philosophical Issues
PHI 240	Intro to Ethics

Social/Behavioral Sciences

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

Mathematics

MAT 143	Quantitative Literacy
MAT 152	Statistical Methods I
MAT 171	Precalculus Algebra
MAT 271	Calculus I
MAT 272	Calculus II

Natural Sciences

AST 111	Descriptive Astronomy and
AST 111A	Descriptive Astronomy Lab
BIO 110	Principles of Biology
BIO 111	General Biology I
BIO 112	General Biology II
CHM 151	General Chemistry I
CHM 152	General Chemistry II
GEL 111	Introductory Geology
PHY 110	Conceptual Physics and
PHY 110A	Conceptual Physics Lab

Additional General Education Courses for the Associate in Arts (AA), Associate in Science (AS), Associate in Fine Arts in Visual Arts (AFA-Visual Arts) and Associate in Fine Arts in Music (AFA-Music), Associate in Arts in Teacher Preparation (AATP), and Associate in Science in Teacher Preparation (ASTP) degrees:

Humanities/Fine Arts

COM 110	Intro to Communication
COM 120	Interpersonal Communication
DRA 111	Theatre Appreciation
ENG 114	Professional Research and Reporting
HUM 110	Technology and Society
HUM 115	Critical Thinking
HUM 120	Cultural Studies
HUM 211	Humanities I
HUM 212	Humanities II
MUS 113	American Music
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

*Corequisite: SPA 181, Spanish Lab 1

**Corequisite: SPA 182, Spanish Lab 2

Social/Behavioral Sciences

ANT 210	General Anthropology
ANT 221	Comparative Cultures
GEO 111	World Regional Geography
PSY 237	Social Psychology
PSY 241	Developmental Psychology
PSY 281	Abnormal Psychology
SOC 213	Sociology of the Family
SOC 220	Social Problems
SOC 225	Social Diversity

Mathematics

MAT 263	Brief Calculus

Natural Sciences

AST 111	Descriptive Astronomy and
AST 111A	Descriptive Astronomy Lab
BIO 110	Principles of Biology
BIO 111	General Biology I
BIO 112	General Biology II
BIO 140	Environmental Biology and
BIO 140A	Environmental Biology Lab
CHM 131	Intro to Chemistry and
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 110	Conceptual Physics and
PHY 110A	Conceptual Physics Lab
PHY 251	General Physics I
PHY 252	General Physic II

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-002; or satisfactory reading and writing placement 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 requirement in humanities/fine arts.**

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-002; or satisfactory reading and writing placement scores. This means that a student must have successfully completed ENG-002, or have reading and writing 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 and 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: None

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 pre-major and/or elective course requirement.**

Note the $15 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.

Selecting Courses

Academic, 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 website.

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 website.

Delivery Method Definitions

- **Traditional:** College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor and student **not** separated by distance. This is true even when some instructional activities are conducted using web-based technology.
- **Online Course/Internet:** College curriculum or continuing education course in which 100% of the instruction is delivered via the Internet/online. Courses may have proctored testing, but instruction is delivered online.
- **Hybrid:** College curriculum or continuing education course in which >50% but <100% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.
- **Blended:** College curriculum or continuing education course in which <50% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.

Video conferencing is included in all instructional delivery method codes as an option.

Online Learning

Craven Community College offers a wide variety of distance learning courses 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 the Moodle Learning Management System.

Distance Learning Orientation

Students enrolled in any hybrid or online course are required to complete a Distance Learning Orientation. When a student registers for a hybrid or online course, they will have access to the Distance Learning Student Orientation via the Moodle Learning Management System prior to the start of the semester. Students registering during the early registration period should have access within 7 days of registering for the course. Students registering during late registration should have access by 8am the following business day. Students are encouraged to complete the orientation prior to the start of the semester.

Students will be issued a certificate of completion in PDF format upon successful completion of the orientation. Certificates of completion must be presented to their instructor upon request and are valid for three years from the date of completion.

Technology Requirements

Students enrolling in distance learning courses must have Internet access for all distance learning courses. A broadband connection is highly recommended. There are several locations on campus that have computers available for student use:

- Academic Support Center – New Bern and Havelock Campuses
- Godwin Memorial Library – New Bern Campus

Hardware Requirements

- 1 GHz processor minimum, 2 GHz dual-core or faster processor is recommended
- 2 GB of RAM minimum, 4 GB or more is recommended

Software Requirements

- Most current version of Windows/Most current version of MAC OS
- Web Browser – Most current version of Chrome, Firefox, Safari, and Edge
- Email – Students are required to use their school email account for use with distance learning courses
- Antivirus software – Any current brand (McAfee or Norton) installed, running, and kept current by promptly installing the upgrades and patches made available by the software manufacturer
- Word-processing software – Microsoft Word or other word processing software is required. Students not using Microsoft Word must be able to save their documents in "RTF" (Rich Text Format)

Please note that some programs may have additional hardware and software requirements.

Work-Based Learning

Work-based Learning 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 Work-based Learning 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. Work-based Learning 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.

Disciplines & Department Codes

Discipline	Dept. Code
Academic Related	ACA
Accounting	ACC
Air Conditioning, Heating, and Refrig	AHR
Anthropology	ANT
Art	ART
Astronomy	AST
Automation and Robotics	ATR
Automotive Technologies	ATT
Automotive	AUT
Aviation Maintenance	AVI
Banking and Finance	BAF
Biology	BIO
Blueprint Reading	BPR
Business	BUS
Business Analytics	BAS
Chemistry	CHM
Information Systems	CIS
Criminal Justice	CJC
Communication	COM
Cosmetology	COS
Computer Science	CSC
Computer Technology Integration	CTI
Computer Information Technology	CTS
Database Management Technology	DBA
Developmental Mathematics	DMA
Developmental Mathematics Shells	DMS
Developmental Reading/English	DRE
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
Health Sciences	HSC
Humanities	HUM
Hydraulics and Pneumatics	HYD
Industrial Science	ISC
Italian	ITA
Machining	MAC
Maintenance	MNT
Mathematics	MAT
Mechanical	MEC
Medical Assisting	MED
Marketing and Retailing	MKT
Music	MUS
Networking Technology	NET
Networking Operating System	NOS
Nursing	NUR
Operations Management	OMT
Office Systems Technology	OST
Physical Education	PED
Philosophy	PHI
Physics	PHY
Plastics	PLA
Political Science	POL
Psychology	PSY
Physical Therapist Assistant	PTA
Religion	REL
Information Systems Security	SEC
Sociology	SOC
Spanish	SPA
Sustainability	SST
Transportation Technology	TRN
Work-based Learning	WBL
Web Technologies	WEB
Welding	WLD

Course Offering and Descriptions

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.

Code	Description	Lecture	Lab	Clinic	Credit
ACA 122	**College Transfer Success**	**0**	**2**	**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 policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved 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: MAT 003 P1 and ENG 002 P1, or satisfactory reading and math placement scores.
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.*

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.*

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**	**1**	**3**	**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**	**3**	**0**	**2**

Prerequisites: ACC 115 or 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.

Code	Description	Lecture	Lab	Clinic	Credit
ACC 150	**Accounting Software Applications**	**1**	**3**	**0**	**2**

Prerequisites: ACC 115 or 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 accurately solve accounting problems.

Code	Description	Lecture	Lab	Clinic	Credit
ACC 180	**Practices in Bookkeeping 3**	**3**	**0**	**0**	

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 businesses.

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
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.

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.

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 ServicesPrerequisites: ACC 220**	**3**	**0**	**0**	**3**

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.

AEROSPACE AND FLIGHT TRAINING

Code	Description	Lecture	Lab	Clinic	Credit
AER 110	**Air Navigation**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Flight Hours: 15 hours
Fee: $2,880

This course covers the basic elements of air navigation, fundamentals of pilotage and dead reckoning, and the use of a plotter, computer, and aerial charts. Topics include pilotage, dead reckoning, radio navigation, LORAN, Global Positioning Systems, and the use of FAA publications. Upon completion, students should be able to interpret aeronautical charts and apply navigational principles.

Code	Description	Lecture	Lab	Clinic	Credit
AER 111	**Aviation Meteorology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the atmosphere, interpretation and measurement of meteorological elements, and the effects of such on-aircraft operations and performance. Topics include heat exchanges in the atmosphere; temperature, pressure, stability, clouds, air masses, fronts, and thunderstorms; and the use and interpretation of weather data. Upon completion, students should be able to analyze weather data for flight planning and safe flying.

Code	Description	Lecture	Lab	Clinic	Credit
AER 112	**Aviation Laws and FARs**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides an in-depth study of the state, federal, and international regulations forming the structure of aviation law. Emphasis is placed on Federal Aviation Regulations Parts 61, 91, and 135 with additional emphasis on legal issues in aviation law. Upon completion, students should be able to apply legal principles and interpret federal air regulations.

Code	Description	Lecture	Lab	Clinic	Credit
AER 113	**History of Aviation**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides a historical survey of the efforts of manned-flight. Topics include the development of aircraft, milestones in aviation, noted pioneers, and the socioeconomic impact of flight upon modern civilization. Upon completion, students should be able to demonstrate an understanding of the advancements that aviation has accrued for society and contemporary changes in aviation.

Code	Description	Lecture	Lab	Clinic	Credit
AER 114	**Aviation Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers operation of a flight department on a cost-effective basis and analysis of profit and loss statements. Topics include flight operations costs, aircraft acquisition analysis and cost comparisons, costs versus revenue, and break-even points. Upon completion, students should be able to calculate cost of flight operations and apply monthly and annual budget analysis.

Code	Description	Lecture	Lab	Clinic	Credit
AER 150	**Private Pilot Flight Theory**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the aeronautical knowledge required to meet the Federal Aviation Administration regulations for private pilot certification. Topics include the principles of flight, the flight environment, basic aircraft systems and performance, basic meteorology and weather data interpretation, and FAA regulations. Upon completion, students should be able to demonstrate the competencies required for the FAA written examination for a private pilot certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AER 151	**Flight-Private Pilot**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None
Fee: $11,590

This course provides the hands-on training needed to qualify for a Federal Aviation Administration private pilot certificate. Topics include flight maneuvers (ground procedures, takeoffs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures) and cross-country planning and navigation. Upon completion, students should be able to demonstrate the competencies required for the flight test practical exam for the private pilot certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AER 160	**Instrument Flight Theory**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the required aeronautical knowledge of the Federal Aviation Administration Regulation Instrument Ground School. Topics include a study of instruments, systems, instrument flight charts, instrument flight planning, approach procedures, and the IFR regulations. Upon completion, students should be able to demonstrate the competencies required to complete the FAA written examination for an instrument rating.

Code	Description	Lecture	Lab	Clinic	Credit
AER 161	**Flight-Instrument Pilot**	**0**	**6**	**0**	**2**

Prerequisites: AER 151
Corequisites: None
Fee: $14,800

This course covers instruction and training in instrument flight planning including IFR navigation, VOR, ILS, ADF, and compliance with ATC procedures. Emphasis is placed on approach and navigation procedures, including holding and missed approaches, and development of skill in executing en route and approach procedures. Upon completion, students should be able to plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam.

Code	Description	Lecture	Lab	Clinic	Credit
AER 170	**Commercial Flight Theory**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers advanced aircraft control, cross-country operations, and other topics required for the FAA commercial pilot written exam. Emphasis is placed on the principles of aircraft performance and operation, take-off performance, cruise performance, descent and landing performance, and weight and balance computations. Upon completion, students should be able to demonstrate commercial pilot skills and competence in the materials required for the FAA written commercial pilot examination

Code	Description	Lecture	Lab	Clinic	Credit
AER 171	**Flight-Commercial Pilot**	**0**	**6**	**0**	**3**

Prerequisites: AER 151
Corequisites: None
Fee: $24,000

This course provides the hands-on training needed to qualify for a Federal Aviation Administration commercial pilot certificate. Topics include flight instruction in advanced precision maneuvers, maximum performance take-off and landings, emergency procedures, operation of complex aircraft, aircraft performance, and range and fuel planning. Upon completion, students should be able to demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AER 210	**Flight Dynamics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers basic and advanced principles of aerodynamic phenomena and fluid flow. Topics include airflow phenomena; lift/weight/thrust/drag; aircraft configuration characteristics, stability, and control; subsonic, transonic, and supersonic flight; critical Mach numbers; and the V-g Diagram. Upon completion, students should be able to explain the elements of applied aerodynamics and aeronautical engineering which relate directly to the problems of flight operations.

Code	Description	Lecture	Lab	Clinic	Credit
AER 211	**Air Traffic Control**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides a detailed analysis of all aspects of air traffic control. Emphasis is placed on an in-depth analysis of air traffic control, including utilization of the air traffic environment based on the pilot's and controller's perspective. Upon completion, students should be able to operate an aircraft within the national airspace system under FAA air traffic control.

Code	Description	Lecture	Lab	Clinic	Credit
AER 215	**Flight Safety**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the basic procedures and practices of aircraft accident prevention, accident investigation, and reporting. Topics include a comprehensive review of federal regulations pertinent to aviation safety and analyses of actual aviation accident cases and their causes. Upon completion, students should be able to demonstrate an understanding and respect for specific personal factors such as attitude, motivation, and skill related to flight safety.

Code	Description	Lecture	Lab	Clinic	Credit
AER 216	**Engines & Systems**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces piston and turbine aircraft engines and associated systems. Topics include aircraft hydraulic, pneumatic, electrical, air conditioning, and pressurization systems along with the theory of engine operations, including power and thrust computations. Upon completion, students should be able to apply principles of engine and systems

Code	Description	Lecture	Lab	Clinic	Credit
AER 217	**Air Transportation**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the development and present status of the air transportation system. Topics include federal legislation, characteristics and classification of air carriers, development of the air traffic control system, and the organization and function of the FAA. Upon completion, students should be able to relate the knowledge acquired to career development.

Code	Description	Lecture	Lab	Clinic	Credit
AER 218	**Human Factors in Aviation**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course analyzes interpersonal relationships in the cockpit and related psychological factors that affect pilot performance and efficiency during flight operations. Topics include cockpit management, judgment, aircraft and flight crew coordination and control, physiological factors, responsibility, and decision-making capabilities. Upon completion, students should be able to apply work-proven routines to stress management, crew responsibility, and the team concept in the cockpit.

Code	Description	Lecture	Lab	Clinic	Credit
AER 280	**Instructor Pilot Flight Theory**	**3**	**0**	**0**	**3**

Prerequisites: AER 170
Corequisites: None

This course covers flight instruction and the skills and knowledge necessary to work effectively as a flight instructor. Topics include fundamentals of instruction, lesson planning, instructor regulations and endorsements, and related aeronautical knowledge. Upon completion, students should be able to demonstrate competence necessary for the Federal Aviation Administration Fundamentals of Instructing Test and the appropriate instructor written examination.

Code	Description	Lecture	Lab	Clinic	Credit
AER 281	**Flight CFI**	**0**	**3**	**0**	**1**

Prerequisites: AER 171
Corequisites: None
Fee: $8,710

This course provides experience in preparation for the flight instructor practical test. Emphasis is placed on the ability to transition to right seat flight while teaching performance maneuvers including operation of a complex aircraft. Upon completion, students should be able to demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards.

Code	Description	Lecture	Lab	Clinic	Credit
AER 285	**Flight Multiengine**	**0**	**3**	**0**	**1**

Prerequisites: AER 171
Corequisites: None
Fee: $10,595

This course provides the flight training required to obtain a multi-engine rating. Topics include multi-engine safety procedures, single-engine operations and performance, VMC, instrument approaches (single and multiengine), and emergency procedures. Upon completion, students should be able to demonstrate the competencies required for the flight test practical examination for a multi-engine rating.

AIR CONDITIONING, HEATING, AND REFRIGERATION (AHR)

Code	Description	Lecture	Lab	Clinic	Credit
AHR 110	**Intro to Refrigeration**	**2**	**6**	**0**	**5**

Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

Code	Description	Lecture	Lab	Clinic	Credit
AHR 111	**HVACR Electricity**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

Code	Description	Lecture	Lab	Clinic	Credit
AHR 115	**Refrigeration Systems**	**1**	**3**	**0**	**2**

Prerequisites: AHR 110
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

ANTHROPOLOGY (ANT)

Code	Description	Lecture	Lab	Clinic	Credit
ANT 210	**General Anthropology**	**3**	**0**	**0**	**3**
Prerequisites:	ENG 002 P1 or satisfactory reading placement scores				
Corequisites:	DRE 098 or DRE 099				

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 requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
ANT 221	**Comparative Cultures**	**3**	**0**	**0**	**3**
Prerequisites:	ENG 002 P1 or satisfactory reading placement scores				
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 requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
ANT 240	**Archaeology**	**3**	**0**	**0**	**3**
Prerequisites:	ENG 002 P1 or satisfactory reading placement scores				
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 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:	ENG 002 P1 or satisfactory reading placement scores				
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 requirement in humanities/fine arts.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
ART 114	**Art History Survey I**	**3**	**0**	**0**	**3**
Prerequisites:	ENG 002 P1 or satisfactory reading placement scores				
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 requirement in humanities/fine arts.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
ART 115	**Art History Survey II**	**3**	**0**	**0**	**3**
Prerequisites:	ENG 002 P1 or satisfactory reading placement scores				
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 requirement in humanities/fine arts.* This is a Universal General Education Transfer Component (UGETC) course.

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 two-dimensional 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: None
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: None
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 212	**Gallery Assistantship I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 213	**Gallery Assistantship II**	**0**	**6**	**0**	**3**

Prerequisites: ART 212
Corequisites: None

This course provides additional experience in display techniques. Emphasis is placed on preparation of artwork for exhibition, alternative methods of installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate independent decision-making and exhibition expertise. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 214	**Art Portfolio and Resume**	**0**	**2**	**0**	**1**

Prerequisites: ART 121

Corequisites: None

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective resume. *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 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 264	**Digital 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 digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 265	**Digital Photography II**	**0**	**6**	**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 premajor 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. *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 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 three-dimensional 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 introduces 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 285	**Ceramics III**	**0**	**6**	**0**	**3**

Prerequisites: ART 284
Corequisites: None
Fee: $35

This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 286	**Ceramics IV**	**0**	**6**	**0**	**3**

Prerequisites: ART 285
Corequisites: None
Fee: $35

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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: Satisfactory math and reading placement scores; or MAT 003 P1 and ENG 002 P1
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 requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course for the AA and AFA degree. It satisfies other General Education hours for the AS degree.

Code	Description	Lecture	Lab	Clinic	Credit
AST 111A	**Descriptive Astronomy Lab**	**0**	**2**	**0**	**1**

Prerequisites: Satisfactory math and reading placement scores; or MAT 003 P1 and ENG 002 P1
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 requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course for the AA and AFA degree. It satisfies other General Education hours for the AS degree.

AUTOMATION & ROBOTICS (ATR)

Code	Description	Lecture	Lab	Clinic	Credit
ATR-112	**Intro to Automation**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

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

Code	Description	Lecture	Lab	Clinic	Credit
ATR-115	**Intro to Mechatronics**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Topics include automation, advanced manufacturing, sensors, actuators, process control, circuits, robotics, electromechanical equipment, hydraulics, pneumatics, electrical drives, motors, and programmable logic controllers. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system.

Code	Description	Lecture	Lab	Clinic	Credit
ATR 212	**Industrial Robots**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

Code	Description	Lecture	Lab	Clinic	Credit
ATR 219	**Automation Troubleshooting**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

AUTOMOTIVE TECHNOLOGIES (ATT)

Code	Description	Lecture	Lab	Clinic	Credit
ATT 140	**Emerging Transport Tech**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $45

This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies.

AUTOMOTIVE (AUT)

Code	Description	Lecture	Lab	Clinic	Credit
AUT 116	**Engine Repair**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $45

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: $45

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 141	**Suspension and Steering Systems**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $45

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: $45

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 151	**Brake Systems**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $45

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: $45

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 163	**Advanced Auto Electricity**	**2**	**3**	**0**	**3**

Prerequisites: TRN 120
Corequisites: None
Fee: $45

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: $45

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 181	**Engine Performance I-Electrical**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $45

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 I Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: AUT 181
Fee: $45

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 183	**Engine Performance II-Fuels**	**2**	**6**	**0**	**4**

Prerequisites: AUT 181
Corequisites: None
Fee: $45

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 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 II**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $45

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: $45

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: $45

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: $45

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: $45

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.

AVIATION MAINTENANCE (AVI)

Code	Description	Lecture	Lab	Clinic	Credit
AVI 110	**Aviation Maintenance General**	**10**	**15**	**0**	**15**

Prerequisites: Satisfactory reading and math placement scores
Corequisites: None
Fee: $126

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: $126

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: $126

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: $126

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: $126

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: $126

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: $126

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.

BUSINESS ANALYTICS (BAS)

Code	Description	Lecture	Lab	Clinic	Credit
BAS 120	**Intro to Analytics**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.

BIOLOGY (BIO)

Code	Description	Lecture	Lab	Clinic	Credit
BIO 110	**Principles of Biology**	**3**	**3**	**0**	**4**

Prerequisites: MAT 003 P1 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: None
Fees: $30 (Seated / hybrid only)

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education Natural Science requirement for the AA and AFA degree.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
BIO 111	**General Biology I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 003 P2 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: None
Fee: $30 (seated/hybrid only)

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
BIO 112	**General Biology II**	**3**	**3**	**0**	**4**

Prerequisites: BIO 111
Corequisites: None
Fee: $30 (seated/hybrid only)

This course is an evolution of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
BIO 120	**Introductory Botany**	**3**	**3**	**0**	**4**

Prerequisites: BIO 110 or BIO 111
Corequisites: None
Fee: $30 (seated/hybrid only)

This course introduces 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 requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 130	**Introductory Zoology**	**3**	**3**	**0**	**4**

Prerequisites: BIO 110 or BIO 111
Corequisites: None
Fee: $30 (seated/hybrid only)

This course introduces 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 requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 140	**Environmental Biology**	**3**	**0**	**0**	**3**

Prerequisites: MAT 003 P2 and ENG 002 P1 or satisfactory math and reading placement 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 requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 140A	**Environmental Biology Lab**	**0**	**3**	**0**	**1**

Prerequisites: MAT 003 P2 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: BIO 140
Fee: $30 (seated/hybrid only)

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 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 163	**Basic Anatomy and Physiology**	**4**	**2**	**0**	**5**

Prerequisites: MAT 003 P1 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: None
Fee: $30 (seated/hybrid only)

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 003 P2 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: None
Fee: $30 (seated/hybrid only)

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, special senses, and endocrine system. 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: $30 (seated/hybrid only)

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 250	**Genetics**	**3**	**3**	**0**	**4**

Prerequisites: BIO 112
Corequisites: None
Fee: $30.00 (seated/hybrid only)

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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: $30 (seated/hybrid only)

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: $30 (seated/hybrid only)

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	**Print Reading**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $35

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

Code	Description	Lecture	Lab	Clinic	Credit
BPR 121	**Blueprint Reading: Mechanical**	**1**	**2**	**0**	**2**

Prerequisites: BPR 111 or MAC 131
Corequisites: None
Fee: $35

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.

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

Code	Description	Lecture	Lab	Clinic	Credit
BUS 116	**Business Law II**	**3**	**0**	**0**	**3**

Prerequisites: BUS 115
Corequisites: None

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

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 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 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 introduces 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 understand 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.

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.

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.

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.

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 251 or ECO 252 or ECO 151
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.

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.

CHEMISTRY (CHM)

Code	Description	Lecture	Lab	Clinic	Credit
CHM 090	**Chemistry Concepts**	**4**	**0**	**0**	**4**

Prerequisites: MAT 003 P1 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: None

This course provides a non-laboratory-based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

Code	Description	Lecture	Lab	Clinic	Credit
CHM 131	**Introduction to Chemistry**	**3**	**0**	**0**	**3**

Prerequisites: MAT 003 P2 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 131A	**Introduction to Chemistry Lab**	**0**	**3**	**0**	**1**

Prerequisites: MAT 003 P2 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: CHM 131
Fee: $30 (seated/hybrid only)

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 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: $30 (seated/hybrid only)

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 requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
CHM 151	**General Chemistry I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 003 P2 and ENG 002 P1 or satisfactory math and reading placement scores
Corequisites: MAT 171
Fee: $30 (seated/hybrid only)

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 requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
CHM 152	**General Chemistry II**	**3**	**3**	**0**	**4**

Prerequisites: CHM 151, MAT 171
Corequisites: None
Fee: $30 (seated/hybrid only)

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 requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

Code	Description	Lecture	Lab	Clinic	Credit
CHM 251	**Organic Chemistry I**	**3**	**3**	**0**	**4**

Prerequisites: CHM 152
Corequisites: None
Fee: $30 (seated/hybrid only)

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: $30 (seated/hybrid only)

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: ENG 002 P1 or satisfactory writing and reading placement scores
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 requirement in natural science/mathematics (Quantitative Option).*

Note: CIS 110 is not counted as a general education mathematics course at Craven Community College.

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.

Code	Description	Lecture	Lab	Clinic	Credit
CIS 115	**Intro to Program and Logic**	**2**	**3**	**0**	**3**

Prerequisites: MAT 003-P1; or satisfactory reading and math placement scores
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 requirement in natural science/mathematics (Quantitative Option).*

CRIMINAL JUSTICE (CJC)

Code	Description	Lecture	Lab	Clinic	Credit
CJC 110	**Basic Law Enforcement Training**	**10**	**30**	**0**	**20**

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.

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 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.*

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.

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.

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.*

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 terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning 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 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.

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 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.

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				

The 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:	None				
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.

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.

COMMUNICATION (COM)

Code	Description	Lecture	Lab	Clinic	Credit
COM 110	**Introduction to Communication**	**3**	**0**	**0**	**3**
Prerequisites:	ENG 002 P1; or satisfactory writing and reading placement 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 requirement in speech/communication.*

Code	Description	Lecture	Lab	Clinic	Credit
COM 111	**Voice and Diction I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory writing and reading placement 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 002 P1 or satisfactory writing and reading placement 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 requirement in speech/communication.*

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-002 P1 or satisfactory writing and reading placement 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 general education requirement in speech/communications.*

Code	Description	Lecture	Lab	Clinic	Credit
COM 231	**Public Speaking**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory writing and reading placement 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 audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in speech/communication.* This is a Universal General Education Transfer Component (UGETC) course.

COSMETOLOGY (COS)

Code	Description	Lecture	Lab	Clinic	Credit
COS 111	**Cosmetology Concepts I**	**4**	**0**	**0**	**4**

Prerequisites: ENG 002 P1 or satisfactory writing and reading and 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**

Prerequisites: ENG 002 P1 or satisfactory writing and reading 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**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 114	**Salon II**	**0**	**24**	**0**	**8**

Prerequisites: COS 111 and COS 112
Corequisites: None
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**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 116	**Salon III**	**0**	**12**	**0**	**4**

Prerequisites: COS 111 and COS 112
Corequisites: None
Fees: $10 for COS 116; $5 for COS 116AB or 116BB

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, 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**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

Code	Description	Lecture	Lab	Clinic	Credit
COS 118	**Salon IV**	**0**	**21**	**0**	**7**

Prerequisites: COS 111 and COS 112
Corequisites: None
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: ENG 002 P1 or satisfactory writing and reading scores
Corequisites: 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: ENG 002 P1 or satisfactory writing and reading scores
Corequisites: 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**

Prerequisites: COS 119 and COS 120
Corequisites: 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
Corequisites: None
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 related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COMPUTER SCIENCE (CSC)

Code	Description	Lecture	Lab	Clinic	Credit
CSC 121	**Python Programming**	**2**	**3**	**0**	**3**

Prerequisites: CIS 115
Corequisites: None

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 122	**Python Application Development**	**2**	**3**	**0**	**3**

Prerequisites: CSC 121
Corequisites: None

This course introduces the use of frameworks to build web-enabled applications. Emphasis is placed on URL routing output format templating, database manipulation and security. Upon completion, students should be able to create simple web enabled applications with a graphical user interface using the Python language.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 134	**C++ Programming**	**2**	**3**	**0**	**3**

Prerequisites: MAT 003 P2; or satisfactory reading and math placement scores
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.*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 139	**Visual BASIC Programming**	**2**	**3**	**0**	**3**

Prerequisites: ENG 002 P1; MAT 002 P2
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.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 151	**Java Programming**	**2**	**3**	**0**	**3**

Prerequisites: MAT 003 P2; or satisfactory reading and math placement scores

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 153	**C# Programming**	**2**	**3**	**0**	**3**

Prerequisites: MAT 003 P2; or satisfactory reading and math placement scores

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, debug, and implement objects using the appropriate environment at the beginning level.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 211	**Ethical Hacking Python I**	**2**	**3**	**0**	**3**

Prerequisites: CSC 121

Corequisites: None

This course introduces students to investigative ethical hacking techniques using the Python programming language. Emphasis is placed on using Python in gaining system access, cryptography, reconnaissance, enumeration, and buffer overflows. Upon completion, students should be able to understand system vulnerabilities and applications of the Python computer programming language to ethical hacking.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 222	**Ethical Hacking Mobile Devices Using Python**	**2**	**3**	**0**	**3**

Prerequisites: CSC 121

Corequisites: None

This course introduces students to mobile ethical hacking techniques using the Python programming language. Emphasis is placed on mobile device attacks, scanning maintaining access, covering tracks, malware delivery password cracking, and keylogging with Python. Upon completion, students should be able to evaluate and mitigate system vulnerabilities and threats on mobile devices using the Python computer programming language.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 227	**Cloud Application Development**	**2**	**3**	**0**	**3**

Prerequisites: CSC 121

Corequisites: None

This course introduces how to build, deploy, host, and manage applications using cloud technologies. Topics include building cloud applications using cloud toolsets, defining and managing service models, storage fundamentals, secure backup system and database programming. Upon completion, students should be able to develop and host could applications, as well as design and develop services that access local and remote data from various data sources.

COMPUTER TECHNOLOGY INTEGRATION (CTI)

Code	Description	Lecture	Lab	Clinic	Credit
CTI 110	**Web, Programming and Database Foundation**	**2**	**2**	**0**	**3**

Prerequisites: None

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.

Code	Description	Lecture	Lab	Clinic	Credit
CTI 120	**Network and Security Foundation**	**2**	**2**	**0**	**3**

Prerequisites: None
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.

Code	Description	Lecture	Lab	Clinic	Credit
CTI 141	**Cloud & Storage Concepts**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems

Code	Description	Lecture	Lab	Clinic	Credit
CTI 240	**Virtualization Admin I**	**1**	**4**	**0**	**3**

Prerequisites: NOS 110
Corequisites: None

This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

Code	Description	Lecture	Lab	Clinic	Credit
CTI 289	**CTI Capstone Project**	**1**	**6**	**0**	**3**

Prerequisites: CTI 110, CTI 120, and CTS 115
Corequisites: None
Fee: $10

This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation.

COMPUTER INFORMATION TECHNOLOGY (CTS)

Code	Description	Lecture	Lab	Clinic	Credit
CTS 115	**Information Systems Business Concepts**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1; or satisfactory reading and math placement scores
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: None
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 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: None
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 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.

DATABASE MANAGEMENT TECHNOLOGY (DBA)

Code	Description	Lecture	Lab	Clinic	Credit
DBA 110	**Database Concepts**	**2**	**3**	**0**	**3**

Prerequisites: CIS 110 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: 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 223	**MySQL 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 MySQL DBMS application which includes a GUI front-end and report generation.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 240	**Database Analysis/Design**	**2**	**3**	**0**	**3**

Prerequisites: None
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.

DRAFTING (DFT)

Code	Description	Lecture	Lab	Clinic	Credit
DFT 111	**Technical Drafting I**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $35

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 121	**Intro to GD&T**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 151	**CAD I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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: None
Corequisites: None
Fee: $35

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: DFT 152
Corequisites: None
Fee: $35

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 154	**Intro Solid Modeling**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

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.*

Code	Description	Lecture	Lab	Clinic	Credit
DFT 189	**Emerging Tech in CAD**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides an opportunity to explore new and emerging technologies related to Computer-Aided Drafting (CAD). Emphasis is placed on introducing a selected CAD technology or topic, identified as being "new" or "emerging," from a variety of drafting disciplines. Upon completion, students should be able to demonstrate an understanding of and practical skill in the use of the CAD technology studied.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 253	**CAD Data Management**	**2**	**2**	**0**	**3**

Prerequisites: DFT 151
Corequisites: None

This course covers engineering document management techniques. Topics include efficient control of engineering documents, manipulation of CAD drawing data, generation of bill of materials, and linking to spreadsheets or databases. Upon completion, students should be able to utilize systems for managing CAD drawings, extract data from drawings, and link data to spreadsheets or database applications.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 254	**Intermediate Solid Model/Render**	**2**	**3**	**0**	**3**

Prerequisites: DFT 154
Corequisites: None

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.

Code	Description	Lecture	Lab	Clinic	Credit
DFT 259	**CAD Project**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a capstone course experience for the CAD Systems Management concentration. Emphasis is placed on the use of design principles and computer technology in planning, managing, and completing a design project. Upon completion, students should be able to plan and produce engineering documents of a design project, including solid models, working drawings, BOMs, annotations, and spreadsheets.

DRAMA/THEATRE (DRA)

Code	Description	Lecture	Lab	Clinic	Credit
DRA 111	**Theatre Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
DRA 122	**Oral Interpretation**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in humanities/fine arts.*

ECONOMICS (ECO)

Code	Description	Lecture	Lab	Clinic	Credit
ECO 251	**Principles of Microeconomics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 003 P1 and ENG 002 P1; or satisfactory reading and math placement scores
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 requirement in social/behavioral sciences.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
ECO 252	**Principles of Macroeconomics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 003-P1 and ENG 002 P1; or satisfactory reading and math
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 requirement in social/behavioral sciences.* This is a Universal General Education Transfer Component (UGETC) course.

EDUCATION (EDU)

Code	Description	Lecture	Lab	Clinic	Credit
EDU 119	**Introduction to Early Childhood Education**	**4**	**0**	**0**	**4**

Prerequisites: None
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.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 125	**Sign Language for Educators**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to provide students an introduction to sign language systems and technology in educational environments. Topics include receptive and expressive sign language usage including English-based systems, American Language, deaf culture and identity, assistive technology, and use of sign language as a classroom management strategy. Upon completion, students should be able to communicate at an introductory level using sign language, describe aspects of deaf culture and identity, and identify assistive technology for children with hearing loss in the education system.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 131	**Child, Family and Community**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 144	**Child Development I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 145	**Child Development II**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: EDU 146

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 146	**Child Guidance**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: EDU 145

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 151	**Creative Activities**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 153	**Health, Safety, and Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments

Code	Description	Lecture	Lab	Clinic	Credit
EDU 157	**Active Play**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 184	**Early Childhood Introduction Practicum**	**1**	**3**	**0**	**2**

Prerequisites: EDU 119
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 187	**Teaching and Learning for All**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 216	**Foundations of Education**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 221	**Children with Exceptionalities**	**3**	**0**	**0**	**3**

Prerequisites: EDU 144 and EDU 145; or PSY 244 and PSY 245
Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. Craven CC does not use this course in the AA, AFA or AS degree programs.*

Code	Description	Lecture	Lab	Clinic	Credit
EDU 234	**Infants, Toddlers, and Twos**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119
Corequisites: EDU 144

This course covers the development of high quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 234A	**Infants/Toddlers and Twos Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: EDU 234

This course focuses on practical applications that support the healthy development of children birth to 36 months by applying principles of quality, individualized, responsive/engaging relationships and experiences. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care to support a foundation for healthy development and growth of children birth to 36 months culturally, linguistically, and ability diverse through responsive planning and positive exposure to a variety of experiences/materials.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 235	**School-Age Development and Programs**	**3**	**0**	**0**	**3**

Prerequisites: None
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 250	**Teacher Licensure Preparation**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: ENG 111 and MAT 143, MAT 152, or MAT 171

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance-based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology-based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 259	**Curriculum Planning**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119
Corequisites: None

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 261	**Early Childhood Admin I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 262	**Early Childhood Admin II**	**3**	**0**	**0**	**3**

Prerequisites: EDU 119 and EDU 261
Corequisites: None

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 279	**Literacy Development And Instruction**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280	**Language/Literacy Experiences**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

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: None

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 288	**Adv Issues/Early Child Education**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

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.

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 computer applications. 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	**Residential Wiring**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

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 print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 117	**Motors and Controls**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

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 131	**Circuit Analysis I**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

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 software, 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**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 213	**Instrumentation**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELECTRONICS (ELN)

Code	Description	Lecture	Lab	Clinic	Credit
ELN 131	**Analog Electronics I**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 132	**Analog Electronics II**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulations, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 133	**Digital Electronics**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
ELN 231	**Industrial Controls**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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: None
Corequisites: None
Fee: $35

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: None
Corequisites: None
Fee: $35

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: None

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: None
Corequisites: None
Fee: $35

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 002	**Transition English**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 011	**Writing and Inquiry Support**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: ENG 111

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 111	**Writing and Inquiry**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002; or satisfactory reading and English placement scores
Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

Competencies
Student Learning Outcomes
1. Demonstrate writing as a recursive process.
2. Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.
3. Students will reflect upon and explain their writing strategies.
4. Demonstrate the critical use and examination of printed, digital, and visual materials.
5. Locate, evaluate, and incorporate relevant sources with proper documentation.
6. Compose texts incorporating rhetorically effective and conventional use of language.
7. Collaborate actively in a writing community.

This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 112	**Writing/Research in the Disciplines**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in English Composition.* This is a Universal General Education Transfer Component (UGETC) course.

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 requirement in English composition.*

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 231	**American Literature I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Humanities/Fine Arts**. This is a Universal General Education Transfer Component (UGETC) course.**

Code	Description	Lecture	Lab	Clinic	Credit
ENG 232	**American Literature II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

Competencies

1. Describe, analyze, interpret, and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from 1865 to the present within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Humanities/Fine Art. This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 241	**British Literature I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts*. This course has been approved for transfer under the CAA as a pre-major and/or elective course in Humanities/Fine Arts.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
ENG 242	**British Literature II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 112 or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a pre-major and/or elective course in Humanities/Fine Arts.* This is a Universal General Education Transfer Component (UGETC) course.

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 requirement in humanities/fine arts.*

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 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 for transfer under the CAA as a pre-major and/or elective course in Humanities/Fine Arts.*

ENTREPRENEURSHIP (ETR)

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 startup 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 startup 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:	ACC 120				
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 002 P1; or satisfactory reading and writing placement scores
Corequisites: FRE 181

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 requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
FRE 112	**Elementary French II**	**3**	**0**	**0**	**3**

Prerequisites: FRE 111
Corequisites: FRE 182

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 requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
FRE 181	**French Lab 1**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: FRE 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
FRE 182	**French Lab 2**	**0**	**2**	**0**	**1**

Prerequisites: FRE 181
Corequisites: FRE 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

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 requirement in humanities/fine arts.*

GEOLOGY (GEL)

Code	Description	Lecture	Lab	Clinic	Credit
GEL 111	**Introductory Geology**	**3**	**2**	**0**	**4**

Prerequisites: MAT 003 P1 and ENG 002 P1; or satisfactory reading and math placement scores
Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.

Competencies
1. Explain fundamental geologic concepts including earth structure, plate tectonics, rocks and minerals, rock cycle, crustal deformation, surficial processes, earth resources and geohazards.
2. Apply the basic methods of scientific inquiry in the context of geology.
3. Recognize and quantify the operation of Earth system processes over geologic and human timescales and over local, regional and global spatial scales.
4. Manipulate, interpret and construct visualizations of geologic data using maps, graphs, and contemporary technology.
5. Demonstrate an appreciation for the societal relevance of geology and the impact of humans on the earth system.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

GEOGRAPHY (GEO)

Code	Description	Lecture	Lab	Clinic	Credit
GEO 111	**World Regional Geography**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading and math placement scores
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 requirement in social/behavioral sciences.*

GERMAN (GER)

Code	Description	Lecture	Lab	Clinic	Credit
GER 111	**Elementary German I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory writing and reading placement scores
Corequisites: GER 181

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 requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
GER 112	**Elementary German II**	**3**	**0**	**0**	**3**

Prerequisites: GER 111
Corequisites: GER 182

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 requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
GER 181	**German Lab 1**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: GER 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
GER 182	**German Lab 2**	**0**	**2**	**0**	**1**

Prerequisites: GER 181
Corequisites: GER 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

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 requirement in humanities/fine arts.*

HEALTH (HEA)

Code	Description	Lecture	Lab	Clinic	Credit
HEA 110	**Personal Health/Wellness**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: None

This course introduces 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.*

HISTORY (HIS)

Code	Description	Lecture	Lab	Clinic	Credit
HIS 111	**World Civilizations I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in social/behavioral sciences.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
HIS 112	**World Civilizations II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in social/behavioral sciences.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
HIS 121	**Western Civilization I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 122	**Western Civilization II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
HIS 131	**American History I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in social/behavioral sciences.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
HIS 132	**American History II**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in social/behavioral sciences.* This is a Universal General Education Transfer Component (UGETC) course

HEALTH INFORMATION TECHNOLOGY (HIT)

Selective admission into A45360 (Associate in Applied Science, Health Information Technology) requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. Please refer to the Associate Degree Health Information Technology Handbook for admission, progression and graduation requirements.

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; and electronic health records (EHR). 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 the study of the judicial, legislative, and regulatory standards applicable to health care and health information processes. Topics include legal terminology, confidentiality, privacy, security, access and disclosure of health information, ethical implications, data stewardship, and the integrity of the legal health record. Upon completion, students should be able to apply policies, procedures and ethical standards in compliance with external forces.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 114	**Health Data Sys/Standards**	**2**	**3**	**0**	**3**

Prerequisites: None

Corequisites: None

This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization

Code	Description	Lecture	Lab	Clinic	Credit
HIT 124	**Prof Practice Exp II**	**0**	**0**	**0**	**3**

Prerequisites: None

Corequisites: None

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 211	**Diagnosis Coding & Reporting**	**2**	**3**	**0**	**3**

Prerequisites: None

Corequisites: None

This course covers diagnostic coding and sequencing utilizing the current version of the ICD code set for inpatient, outpatient and ambulatory care settings. Emphasis is placed on the rules and conventions of the ICD official coding guidelines in relation to anatomy, physiology and disease processes. Upon completion, students should be able to accurately assign and sequence diagnosis codes in compliance with the ICD official coding guidelines for reporting statistical data, patient outcomes and reimbursement methodologies.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 213	**Inpatient Procedure Coding & Reporting**	**1**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course covers the application of coding guidelines as applied to the reporting of inpatient procedures. Emphasis is placed on the rules and conventions of the ICD-PCS code set utilizing the index and tables, in relation to anatomy and physiology to assign principal and secondary procedure codes in hospital inpatient settings. Upon completion, students should be able to accurately assign procedural codes according to the official ICD-PCS coding guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 214	**OP Procedure Coding/ Reporting**	**1**	**3**	**0**	**2**

Prerequisites: HIT 211
Corequisites: None

This course covers application of coding and reporting standards as they apply to Current Procedural Terminology (CPT) guidelines and principles. Emphasis is placed on application of the coding guidelines, in relation to anatomy and physiology, for ambulatory healthcare settings. Upon completion, students should be able to assign CPT/HCPCS procedural codes according to official guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 215	**Revenue Cycle Management**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, chargemaster maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 217	**Quality & Data Analysis**	**2**	**3**	**0**	**3**

Prerequisites: MAT 152
Corequisites: None

This course covers the principles of quality assessment and improvement, including data analysis and decision making in healthcare. Topics include healthcare statistics, continuous quality improvement, data analysis and reporting techniques, quality and outcome metric monitoring. Upon completion, students should be able to compute healthcare statistics, abstract, analyze and report clinical data for organization-wide quality and performance improvement programs for compliance purposes.

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 leadership skills, managing organizational change, best practices, decision-making, financial management, cultural diversity, ethics, consumer engagement, and workforce training. 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	**Electronic Health Records**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers EHR systems, design, implementation and application. Topics include EHR, informatics, information governance, health information exchange (HIE), speech & imaging technology, information/network security & integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage of electronic health record systems and other technologies.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 222	**Prof Practice Exp III**	**0**	**0**	**6**	**2**

Prerequisites: None
Corequisites: None

This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 225	**Healthcare Informatics**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 226	**Pathophysiology & Pharmacology**	**2**	**3**	**0**	**3**

Prerequisites: BIO 163, BIO 166 or BIO 169
Corequisites: None

This course covers principles of disease and the associated pharmacological treatments. Emphasis is placed on physical signs and symptoms, prognoses, common complications and therapeutic options. Upon completion, students should be able to relate disease processes to physical signs and symptoms, prognosis, common complications and their management.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 280	**HIM Capstone**	**0**	**0**	**2**	**2**

Prerequisites: HIT 211
Corequisites: None

This course integrates application of knowledge and skills learned in prior HIT courses and is designed to prepare students for professional roles in HIM and promote ethical standards of practice. Emphasis is placed on AHIMA domains and professional competencies, career services and preparation for the National Certification exam. Upon completion, students should be able to demonstrate competency in the entry-level domains and subdomains of health information management.

HEALTH SCIENCES (HSC)

Code	Description	Lecture	Lab	Clinic	Credit
HSC 110	**Orientation to Health Careers**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

HOTEL & RESTAURANT MANAGEMENT (HRM)

Code	Description	Lecture	Lab	Clinic	Credit
HRM 245	**Human Resource Mgmt-Hosp**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

HUMANITIES (HUM)

Code	Description	Lecture	Lab	Clinic	Credit
HUM 110	**Technology and Society**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
HUM 115	**Critical Thinking**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement score
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 requirement in humanities/fine arts.*

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. 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 requirement in humanities/fine arts*.

Code	Description	Lecture	Lab	Clinic	Credit
HUM 160	**Introduction to Film**	**2**	**2**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement 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 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 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 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: $85

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 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.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 132	**Mfg Quality Control**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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.

ITALIAN (ITA)

Code	Description	Lecture	Lab	Clinic	Credit
ITA 111	**Elementary Italian I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002-P or satisfactory writing and reading placement scores
Corequisites: ITA 181

This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
ITA 112	**Elementary Italian II**	**3**	**0**	**0**	**3**

Prerequisites: ITA 111
Corequisites: ITA 182

This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
ITA 181	**Italian Lab 1**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: ITA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ITA 182	**Italian Lab 2**	**0**	**2**	**0**	**1**

Prerequisites: ITA 181
Corequisites: ITA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ITA 211	**Intermediate Italian I**	**3**	**0**	**0**	**3**

Prerequisites: ITA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Italian language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.*

MACHINING (MAC)

Code	Description	Lecture	Lab	Clinic	Credit
MAC 111	**Machining Technology I**	**2**	**12**	**0**	**6**

Prerequisites: None
Corequisites: None
Fee: $85

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**

Prerequisites: MAC 111
Corequisites: None
Fee: $85

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 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
Fee: $150

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: $85

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: $85

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
Fee: $85

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.

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 160	**Coordinate Measuring Machining**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces methods in the setup and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming, operation, and setup of coordinate measuring machines.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 222	**Advanced CNC Turning**	**1**	**3**	**0**	**2**

Prerequisites: MAC 122
Corequisites: None
Fee: $85

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: $85

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: $85

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: $85

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**

Prerequisites: MAC 112
Corequisites: None
Fee: $85

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 243	**Die Making I**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $85

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 245	**Mold Construction I**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $85

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 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 003	**Transition Math**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 010	**Math Measurement & Literacy Support**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: MAT 110

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 021	**Algebra/ Trigonometry I Support**	**1**	**2**	**0**	**1**

Prerequisites: None
Corequisites: MAT 121

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 043	**Quantitative Literacy Support**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: MAT 143

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 052	**Statistical Methods I Support**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: MAT 152

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 071	**Precalculus Algebra Support**	**0**	**4**	**0**	**2**

Prerequisites: None
Corequisites: MAT 171

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 110	**Math Measurement and Literacy**	**2**	**2**	**0**	**3**

Prerequisites: MAT 003; or satisfactory math placement score

Corequisites: None

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Competencies
·Student Learning Outcomes
1. Demonstrate estimation skills and justify results.
2. Use dimensional analysis to convert units of measurement.
3. Employ fractions, percentages and proportions to solve contextual problems.
4. Compute geometric measurements of perimeter, area, volume and angles.
5. Use technology to analyze and interpret elements of personal finance.
6. Compare and contrast measures of center and measures of dispersion.
7. Interpret tables, charts, and graphs and communicate results.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 121	**Algebra/ Trigonometry I**	**2**	**2**	**0**	**3**

Prerequisites: MAT 003; or satisfactory math placement score

Corequisites: MAT 021

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Competencies
·Student Learning Outcomes
1. Use geometric principles to solve industrial application problems involving perimeter, area, and volume.
2. Employ basic algebraic operations to simplify, evaluate, and solve proportions, radical and other algebraic functions, equations, and inequalities.
3. Perform basic algebraic operations involving complex numbers.
4. Solve applied problems using trigonometric principles involving right triangles.
5. Solve applied problems using systems of equations involving two and three variables.
6. Use technology to solve practical problems and communicate results.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 143	**Quantitative Literacy**	**2**	**2**	**0**	**3**

Prerequisites: ENG 002; MAT 003 and ENG 002; MAT 003 or satisfactory math placement score

Corequisites: MAT 043

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

Competencies
·Student Learning Outcomes
1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity
2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement
3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs
4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing
5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies
6. Determine probabilities and expected values and use them to assess risk and make informed decisions
7. Analyze civic and/or societal issues and critique decisions using relevant mathematics

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course for the Associate in Arts degree. It satisfies other General Education hours for the Associate in Science degree.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 152	**Statistical Methods I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 003 and ENG 002; MAT 003 or satisfactory math placement score

Corequisites: MAT 052

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results.

Competencies
·Student Learning Outcomes
1. Organize, display, calculate, and interpret descriptive statistics
2. Apply basic rules of probability
3. Identify and apply appropriate probability distributions
4. Perform regression analysis
5. Analyze sample data to draw inferences about a population parameter
6. Communicate results through a variety of media

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course for the Associate in Arts degree. It satisfies other General Education hours for the Associate in Science degree.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 171	**Precalculus Algebra**	**3**	**2**	**0**	**4**

Prerequisites: MAT 003

Corequisites: MAT 071

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

Competencies
·Student Learning Outcomes
1. Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.
2. Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.
3. Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros.
4. Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions.
5. Construct the composition and inverse of functions.
6. Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 172	**Precalculus Trigonometry**	**3**	**2**	**0**	**4**

Prerequisites: MAT 171 with a grade of C or higher

Corequisites: None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.

Competencies
·Student Learning Outcomes
1. Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to simplify trigonometric expressions.
2. Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles.
3. Demonstrate knowledge of vector definitions and perform vector operations.
4. Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers.
5. Use multiple representations to define, construct and analyze conic sections.
6. Create, graph, and analyze parametric equations.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 263	**Brief Calculus**	**3**	**2**	**0**	**4**

Prerequisites: MAT 171
Corequisites: None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.

Competencies
·Student Learning Outcomes
1. Calculate limits and verify using graphical, numerical and analytical methods.
2. Interpret the derivative as a rate of change.
3. Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions.
4. Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.
5. Apply derivatives and integrals to business, economics, and biological and behavioral sciences contexts.
6. Use appropriate technology and communicate results through a variety of media.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 271	**Calculus I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 172; or satisfactory math placement score
Corequisites: None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.

Competencies
·Student Learning Outcomes
1. Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.
2. Use derivatives to analyze and graph algebraic and transcendental functions.
3. Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.
4. Apply the definition of indefinite integral to solve basic differential equations.
5. Apply the definition of definite integral to evaluate basic integrals.
6. Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

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 is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.

Competencies
·Student Learning Outcomes
1. Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.
2. Evaluate proper and improper integrals using various integration techniques.
3. Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.
4. Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.
5. Solve separable and first-order linear differential equations.
6. Analyze and graph conic sections using calculus techniques

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

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 is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology.

Competencies
·Student Learning Outcomes
1. Perform operations with vectors in two- and three-dimensional space and apply to analytic geometry.
2. Differentiate and integrate vector-valued functions and apply calculus to motion problems in two- and three-dimensional space.
3. Determine the limits, derivatives, gradients, and integrals of multivariate functions.
4. Solve problems in multiple integration using rectangular, cylindrical, and spherical coordinate systems.
5. Select and apply appropriate models and techniques to define and evaluate line and surface integrals; these techniques will include but are not limited to Green's, Divergence, and Stoke's theorems.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Mathematics.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 280	**Linear Algebra**	**2**	**2**	**0**	**3**

Prerequisites: MAT 271
Corequisites: None

This course introduces linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology.

Competencies
·Student Learning Outcomes
1. Use analytical and graphical representations to apply vector operations in multiple-dimensions.
2. Solve systems of linear equations using multiple manual and technology-based methods; these methods will include but are not limited to Gaussian and Gauss-Jordan.
3. Use eigenvalues, eigenvectors and diagonalization to solve problems in appropriate situations.
4. Use matrix operations and linear transformations to solve problems in appropriate situations.

5. Demonstrate knowledge of orthogonal projections and orthogonal complements of subspaces, and apply to appropriate situations.

6. Use the fundamental concept of a basis for a subspace to give a precise definition of dimensions and rank, and to solve problems in appropriate situations.
7. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

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
MAT 285	**Differential Equations**	**2**	**2**	**0**	**3**

Prerequisites: MAT 272
Corequisites: None

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology.

Competencies
·Student Learning Outcomes
1. Find general solutions to first-order, second-order, and higher-order homogeneous and non-homogeneous differential equations by manual and technology-based methods.
2. Identify and apply initial and boundary values to find particular solutions to first-order, second-order, and higher order homogeneous and non-homogeneous differential equations by manual and technology-based methods, and analyze and interpret the results.
3. Select and apply appropriate methods to solve differential equations; these methods will include, but are not limited to, undetermined coefficients, variation of parameters, eigenvalues and eigenvectors, LaPlace and inverse LaPlace transforms.
4. Select and apply series techniques to solve differential equations; these techniques will include but are not limited to Taylor series.
5. Select and apply numerical analysis techniques to solve differential equations; these techniques will include but are not limited to Euler, Improved Euler, and Runge-Kutta.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MECHANICAL (MEC)

Code	Description	Lecture	Lab	Clinic	Credit
MEC 110	**Intro to CAD/CAM**	**1**	**2**	**0**	**2**
Prerequisites:	None				
Corequisites:	None				

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 111	**Machine Processes I**	**1**	**4**	**0**	**3**
Prerequisites:	None				
Corequisites:	None				
Fee:	$85				

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 130	**Mechanisms**	**2**	**2**	**0**	**3**
Prerequisites:	None				
Corequisites:	None				
Fee:	$35				

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

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				
Fee:	$150				

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:	None				

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 187	**Composite Materials**	**2**	**3**	**0**	**3**
Prerequisites:	None				
Corequisites:	None				
Fee:	$225				

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:	None				
Fee:	$275				

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: None
Corequisites: None
Fee: $275

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 212	**Composites Materials Test**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $275

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: None
Corequisites: None
Fee: $275

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.*

MEDICAL ASSISTING (MED)

Selective admission into D45400 (Diploma in Medical Assisting) and A45400 (Associate Degree in Medical Assisting), requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. Please refer to the Medical Assisting Handbook for admission, progression and graduation requirements.

Code	Description	Lecture	Lab	Clinic	Credit
MED 110	**Orientation to Medical Assist**	**1**	**0**	**0**	**1**

Prerequisites: None
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: None
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.

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.

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.

Code	Description	Lecture	Lab	Clinic	Credit
MED 130	**Administrative Office Procedures I**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

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: None

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: None
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 140	**Exam Room Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: None
Corequisites: None

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: None
Corequisites: None

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 232	**Medical Insurance Coding**	**1**	**3**	**0**	**2**

Prerequisites: None
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 Practicum**	**0**	**0**	**15**	**5**

Prerequisites: None
Corequisites: MED 262

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.

Code	Description	Lecture	Lab	Clinic	Credit
MED 262	**Clinical Perspectives**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: MED 260

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 270	**Symptomatology**	**2**	**2**	**0**	**3**

Prerequisites: None
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: MAT 110, MAT 121, MAT 143, MAT 152, or MAT 171
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: None
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: None
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.

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.

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.

Code	Description	Lecture	Lab	Clinic	Credit
MKT 232	**Social Media Marketing**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

MAINTENANCE (MNT)

Code	Description	Lecture	Lab	Clinic	Credit
MNT 110	**Intro to Maintenance Procedures**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $35

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.

Code	Description	Lecture	Lab	Clinic	Credit
MNT 111	**Maintenance Practices**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

Code	Description	Lecture	Lab	Clinic	Credit
MNT 165	**Mechanical Industrial Systems**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $35

This course covers mechanical components used in industrial machine operations. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

MUSIC (MUS)

Code	Description	Lecture	Lab	Clinic	Credit
MUS 110	**Music Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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 requirement in humanities/fine arts.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 111	**Fundamentals of Music**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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: ENG 002 P1 or satisfactory reading placement scores
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 requirement in humanities/fine arts.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 113	**American Music**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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 requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 121	**Music Theory I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: MUS-151P

This course introduces the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *This course has been approved 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**	**0**	**0**	**3**

Prerequisites: MUS 121
Corequisites: None

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *This course has been approved 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 125	**Aural Skills 1**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 126	**Aural Skills II**	**0**	**2**	**0**	**1**

Prerequisites: MUS 125
Corequisites: None

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *This course has been approved 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. Craven CC 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. Craven CC 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**

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**

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; 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 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 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. Craven CC 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. Craven CC 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**

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.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 262	**Applied Music IV**	**1**	**2**	**0**	**2**

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.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 281	**Show Choir III**	**3**	**3**	**0**	**4**

Prerequisites: MUS 182; 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; 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.

NETWORKING TECHNOLOGY (NET)

Code	Description	Lecture	Lab	Clinic	Credit
NET 125	**Introduction to Networks**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $10

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

Code	Description	Lecture	Lab	Clinic	Credit
NET 126	**Switching &Routing**	**1**	**4**	**0**	**3**
Prerequisites:	NET 125				
Corequisites:	None				
Fee:	$10				

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

Code	Description	Lecture	Lab	Clinic	Credit
NET 225	**Enterprise Networking**	**1**	**4**	**0**	**3**
Prerequisites:	NET 126				
Corequisites:	None				
Fee:	$10				

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

Code	Description	Lecture	Lab	Clinic	Credit
NET 226	**Network Programmability**	**1**	**4**	**0**	**3**
Prerequisites:	CIS 115 and NET 125				
Corequisites:	None				
Fee:	$10				

This course covers the methodologies and tools of modern software development, applied to IT and Network operations. Emphasis is placed on network programming in current network scripting languages, using GIT and common data formats, deploying applications as containers, using Continuous Integration/Continuous Deployment (CI/CD) pipelines and automating infrastructure using code. Upon completion, students should be able to use basic Python programming and Linux skills, implement a development environment, use software development and design best practices, create a secure API, use current technologies to deploy and secure applications and compare software testing and deployment methods in automation and simulation environments.

NETWORKING OPERATING SYSTEM (NOS)

Code	Description	Lecture	Lab	Clinic	Credit
NOS 110	**Operating System Concepts**	**2**	**3**	**0**	**3**
Prerequisites:	ENG 002 P1; or satisfactory reading placement scores				
Corequisites:	None				
Fee:	$10				

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 should understand OS concepts, installation, management, maintenance, using a variety of operating systems.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 220	**Linux/UNIX Admin I**	**2**	**2**	**0**	**3**
Prerequisites:	NOS 110				
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 230	**Windows Administration I**	**2**	**2**	**0**	**3**
Prerequisites:	NOS 110				
Corequisites:	None				
Fee:	$10				

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.

NURSING (NUR)

Selective admission into A45110 (Associate in Applied Science, Nursing) or D45660 (Practical Nursing), requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. Please refer to the Nursing Handbook for admission, progression and graduation requirements. Lab fees are required each semester.

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 or ACA 122, BIO 163, PSY 150				

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. *This is a diploma-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
NUR 102	**Practical Nursing II**	**7**	**0**	**9**	**10**
Prerequisites:	ACA 111 or ACA 122, BIO 163, NUR 101, PSY 150				
Corequisites:	ENG 111, PSY 241				

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. *This is a diploma-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
NUR 103	**Practical Nursing III**	**6**	**0**	**9**	**9**
Prerequisites:	NUR 102, ENG 111, PSY 241				
Corequisites:	None				

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. *This is a diploma-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
NUR 111	**Introduction to Health Concepts**	**4**	**6**	**6**	**8**
Prerequisites:	Admission to Associate Degree Nursing program				
Corequisites:	ACA 111 or ACA 122; BIO 168, ENG 111, PSY 150				

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 112	**Health-Illness Concepts**	**3**	**0**	**6**	**5**
Prerequisites:	ACA 111 or ACA 122; BIO 168, ENG 111, NUR 111, PSY 150				
Corequisites:	BIO 169, NUR 114, PSY 241				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 113	**Family Health Concepts**	**3**	**0**	**6**	**5**
Prerequisites:	BIO 169, NUR 112, NUR 114, PSY 241				
Corequisites:	NUR 211, ENG 112 or ENG 114				

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 114	**Holistic Health Concepts**	**3**	**0**	**6**	**5**

Prerequisites: ACA 111 or ACA 122; BIO 168, ENG 111, NUR 111, PSY 150

Corequisites: BIO 169, NUR 112, PSY 241

This course is designed to further develop the concepts with--in 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: BIO 169, NUR 112, NUR 114, PSY 241

Corequisites: NUR 113, ENG 112 or ENG 114

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of 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**

Prerequisites: BIO 169, NUR 112, NUR114, PSY 241

Corequisites: None

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, 112, NUR 113, NUR, 114, NUR 211, and NUR 212

Corequisites: HFA elective

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.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 214	**Nursing Transition Concepts**	**3**	**0**	**3**	**4**

Prerequisites: LPN in North Carolina, meet admission criteria; ACA 111 or ACA 122; BIO 168, ENG 111, PSY 150

Corequisites: BIO 169, PSY 241

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. This course is a portion of the admission criteria for LPN to ADN Transition.

OPERATIONS MANAGEMENT (OMT)

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 260	**Issues in Operations Management**	**3**	**0**	**0**	**3**

Prerequisites: ISC 121, ISC 210, OMT 112 and ISC 131 or ISC 132 or ISC 221

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 122	**Office Computations**	**2**	**2**	**0**	**3**

Prerequisites: None

Corequisites: None

This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

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.

Code	Description	Lecture	Lab	Clinic	Credit
OST 148	**Medical Insurance and Billing**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: None

This course introduces fundamentals of insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

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 161	**Medical Office Procedures**	**2**	**2**	**0**	**3**

Prerequisites: None

Corequisites: None

This course provides instruction on the skills and procedures needed in today's medical office. Topics include medical data entry, medical communications, phone etiquette, use and maintenance of office equipment, inventory control, patient scheduling, and managing the financial aspects of a practice. Upon completion, students should be able to display skills and decision-making abilities essential in the medical office.

Code	Description	Lecture	Lab	Clinic	Credit
OST 165	**Advanced Office Editing**	**2**	**2**	**0**	**3**

Prerequisites: OST 164

Corequisites: None

This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text.

Code	Description	Lecture	Lab	Clinic	Credit
OST 188	**Issues in Office Administration**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to develop critical thinking skills concerning roles in business and how these contribute to society. Topics include an examination of social, racial, and gender issues and how they affect self-identity. Upon completion, students should be able to demonstrate an understanding of social issues in written and oral assignments.

Code	Description	Lecture	Lab	Clinic	Credit
OST 241	**Medical Office Transcription I**	**2**	**2**	**0**	**3**

Prerequisites: MED 121 or OST 141
Corequisites: None

This course introduces current transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, editing and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable medical documents 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 247	**Procedure Coding**	**2**	**2**	**0**	**3**

Prerequisites: MED 121 or OST 141
Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

Code	Description	Lecture	Lab	Clinic	Credit
OST 248	**Diagnostic Coding**	**2**	**2**	**0**	**3**

Prerequisites: MED 121 or OST 141
Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding systems. Upon completion, students should be able to properly code diagnoses in a medical facility.

Code	Description	Lecture	Lab	Clinic	Credit
OST 249	**Medical Coding Certification Prep**	**2**	**3**	**0**	**3**

Prerequisites: OST 247 and OST 248
Corequisites: None

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

Code	Description	Lecture	Lab	Clinic	Credit
OST 263	**Healthcare Customer Relations**	**3**	**0**	**0**	**3**

Prerequisites: OST 148 or HMT 210
Corequisites: None

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

Code	Description	Lecture	Lab	Clinic	Credit
OST 264	**Medical Auditing**	**3**	**2**	**0**	**3**

Prerequisites: OST 247 and OST 248
Corequisites: None

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit

Code	Description	Lecture	Lab	Clinic	Credit
OST 280	**Electronic Health Records**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110, CIS 111, or OST 137
Corequisites: None

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

Code	Description	Lecture	Lab	Clinic	Credit
OST 281	**Emerging Issues in Medical Offices**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.

Code	Description	Lecture	Lab	Clinic	Credit
OST 286	**Professional Development**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

PHILOSOPHY (PHI)

Code	Description	Lecture	Lab	Clinic	Credit
PHI 215	**Philosophical Issues**	**3**	**0**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

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 moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Humanities/Fine Arts.* This is a Universal General Education Transfer Component (UGETC) course.

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 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 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 premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 125	**Self-Defense: Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 187	**Social Dance: Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 216	**Indoor Cycling**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None

This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cariovascular and muscular endurance and be able to design and participate in a cycling for fitness 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 217	**Pilates I**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles.*This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
PED 235	**Tai Chi**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces martial arts using the Tai Chi form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PHYSICS (PHY)

Code	Description	Lecture	Lab	Clinic	Credit
PHY 110	**Conceptual Physics**	**3**	**0**	**0**	**3**

Prerequisites: MAT 003 P2 and ENG 002 P1; or satisfactory reading and math placement scores
Corequisites: PHY 110A
Fee: $30 (seated/hybrid only)

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Natural Science.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
PHY 110A	**Conceptual Physics Lab**	**0**	**2**	**0**	**1**

Prerequisites: MAT 003 P2 and ENG 002 P1; or satisfactory reading and math placement scores
Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a general education course in Natural Science.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
PHY 131	**Physics-Mechanics**	**3**	**2**	**0**	**4**

Prerequisites: MAT-121 OR MAT-171; and ENG 002 P1
Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

Code	Description	Lecture	Lab	Clinic	Credit
PHY 151	**College Physics I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 171; and or satisfactory reading placement score
Corequisites: None
Fee: $30 (seated/hybrid only)

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 requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

Code	Description	Lecture	Lab	Clinic	Credit
PHY 152	**College Physics II**	**3**	**2**	**0**	**4**

Prerequisites: PHY 151
Corequisites: None
Fee: $30 (seated/hybrid only)

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 requirement in natural sciences/mathematics.* This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

Code	Description	Lecture	Lab	Clinic	Credit
PHY 251	**General Physics I**	**3**	**3**	**0**	**4**

Prerequisites: MAT 271
Corequisites: MAT 272
Fee: $30 (seated/hybrid only)

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 requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

Code	Description	Lecture	Lab	Clinic	Credit
PHY 252	**General Physics II**	**3**	**3**	**0**	**4**

Prerequisites: MAT 272 and PHY 251
Corequisites: None
Fee: $30 (seated/hybrid only)

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 requirement in natural sciences.* This is a Universal General Education Transfer Component (UGETC) course for the Associate in Science degree. It satisfies other General Education hours for the Associate in Arts degree.

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.

POLITICAL SCIENCE (POL)

Code	Description	Lecture	Lab	Clinic	Credit
POL 120	**American Government**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097; ENG 002 P1; or satisfactory reading and math placement scores

This course is a study of the origins, development, structure, and functions of American 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 process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

Competencies
1. Demonstrate an understanding of the essential concepts and theories in the course materials.
2. Illustrate an understanding of the roles, duties, and structural characteristics of the executive, legislative, and judicial branches in the US government.
3. Analyze how American political institutions and individual behaviors interact to create political outcomes, with an awareness of the global context.
4. Define the function of political parties, interest groups, public opinion, and the media.
5. Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

PSYCHOLOGY (PSY)

Code	Description	Lecture	Lab	Clinic	Credit
PSY 150	**General Psychology**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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 is a Universal General Education Transfer Component (UGETC) course.

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 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 requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
PSY 241	**Developmental Psychology**	**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 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 requirement in social/behavioral sciences.*

PHYSICAL THERAPY (PTA)

Selective admission into A45620 (Associate in Applied Science, Physical Therapist Assistant) requires adherence to the program of study by successfully completing all courses as outlined for progression throughout the curriculum. Please refer to the PTA Program Handbook and Policy and Procedure Manual for admission, progression and graduation requirements.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 110	**Intro to Physical Therapy**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $15

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: None
Corequisites: PTA 140

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: None
Corequisites: PTA 110

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: None
Corequisites: PTA 120

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: None
Fee: $60

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: None

This course introduces treatment and measurement techniques and discusses treatment programs for selected neuromusculoskeletal dysfunction and injuries. Topics include soft tissue and joint dysfunction, selected assessment techniques, and various exercise programs. Upon completion, students should be able to demonstrate the application of selected data collection methods and functional interventions.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 170	**Pathophysiology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 180	**PTA Clinical Ed Intro**	**0**	**0**	**9**	**3**

Prerequisites: None
Corequisites: None

This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities and professional behaviors.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 212	**Health Care/Resources**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 222	**Professional Interactions**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.

Code	Description	Lecture	Lab	Clinic	Credit
PTA 240	**Physical Therapy Proc IV**	**3**	**6**	**0**	**5**

Prerequisites: None
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 260	**Adv PTA Clinical Ed**	**0**	**0**	**30**	**10**

Prerequisites: PTA 180
Corequisites: None

This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry level physical therapist assistant and as a member of the physical therapy team

Code	Description	Lecture	Lab	Clinic	Credit
PTA 270	**PTA Topics**	**1**	**0**	**0**	**1**

Prerequisites: PTA 180
Corequisites: None
Fee: $90

This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competence examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam.

RELIGION (REL)

Code	Description	Lecture	Lab	Clinic	Credit
REL 110	**World Religions**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1; ENG-111; or satisfactory reading placement scores
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 requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
REL 211	**Introduction to Old Testament**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1; ENG-111; or satisfactory reading placement scores
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 requirement in humanities/fine arts.

Code	Description	Lecture	Lab	Clinic	Credit
REL 212	**Introduction to New Testament**	**3**	**0**	**0**	**3**

Prerequisites: ENG-002; BSP-4002; ENG-111 or satisfactory reading placement 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 requirement in humanities/fine arts.*

INFORMATION SYSTEMS SECURITY (SEC)

Code	Description	Lecture	Lab	Clinic	Credit
SEC 110	**Security Concepts**	**2**	**2**	**0**	**3**

Prerequisites: None
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 151	**Intro to Protocol Analysis**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces protocol analysis. Topics include protocol analysis tools, TCP/IP concepts, Internet protocols, network traffic analysis, monitoring network traffic, network security protocol analysis, and understanding data flow through protocol analysis. Upon completion, students should be able to perform simple protocol analysis to determine baseline network performance and identify anomalies.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 160	**Secure Administration I**	**2**	**2**	**0**	**3**

Prerequisites: None
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 175	**Perimeter Defense**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 210	**Intrusion Detection**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

SOCIOLOGY (SOC)

Code	Description	Lecture	Lab	Clinic	Credit
SOC 210	**Introduction to Sociology**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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 requirement in social/behavioral sciences.* This is a Universal General Education Transfer Component (UGETC) course.

Code	Description	Lecture	Lab	Clinic	Credit
SOC 213	**Sociology of the Family**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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 requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 220	**Social Problems**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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 requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 225	**Social Diversity**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory reading placement scores
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 requirement in social/behavioral sciences.*

SPANISH (SPA)

Code	Description	Lecture	Lab	Clinic	Credit
SPA 111	**Elementary Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: ENG 002 P1 or satisfactory writing and reading placement 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 requirement in humanities/fine arts.*

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 requirement in humanities/fine arts.*

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 2**	**0**	**2**	**0**	**1**

Prerequisites: SPA 111
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 requirement in humanities/fine arts.*

SUSTAINABILITY (SST)

Code	Description	Lecture	Lab	Clinic	Credit
SST 110	**Intro to Sustainability**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $35

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.

TRANSPORTATION TECHNOLOGY (TRN)

Code	Description	Lecture	Lab	Clinic	Credit
TRN 110	**Intro to Transport Tech**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $45

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

Code	Description	Lecture	Lab	Clinic	Credit
TRN 120	**Basic Transport Electricity**	**4**	**3**	**0**	**5**

Prerequisites: None
Corequisites: None
Fee: $45

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
TRN 120A	**Basic Transport Electrical Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: TRN 120

This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

Code	Description	Lecture	Lab	Clinic	Credit
TRN 140	**Transport Climate Control**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $45

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

Code	Description	Lecture	Lab	Clinic	Credit
TRN 140A	**Transport Climate Control Lab**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: TRN 140
Fee: $45

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

Code	Description	Lecture	Lab	Clinic	Credit
TRN 170	**PC Skills for Transport**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

WORK-BASED LEARNING (WBL)

Code	Description	Lecture	Lab	Work	Credit
WBL 110	**World of Work**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

Code	Description	Lecture	Lab	Work	Credit
WBL 111	**Work-Based Learning I**	**0**	**0**	**10**	**1**

Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Code	Description	Lecture	Lab	Work	Credit
WBL 112	**Work-Based Learning I**	**0**	**0**	**20**	**2**

Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Code	Description	Lecture	Lab	Work	Credit
WBL 113	**Work-Based Learning I**	**0**	**0**	**30**	**3**

Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Code	Description	Lecture	Lab	Work	Credit
WBL 121	**Work-Based Learning II**	**0**	**0**	**10**	**1**

Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Code	Description	Lecture	Lab	Work	Credit
WBL 122	**Work-Based Learning II**	**0**	**0**	**20**	**2**

Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Code	Description	Lecture	Lab	Work	Credit
WBL 131	**Work-Based Learning III**	**0**	**0**	**10**	**1**

Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB TECHNOLOGIES (WEB)

Code	Description	Lecture	Lab	Clinic	Credit
WEB 210	**Web Design**	**2**	**2**	**0**	**3**

Prerequisites: CTI 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.

WELDING (WLD)

Code	Description	Lecture	Lab	Clinic	Credit
WLD 110	**Cutting Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $40

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: $40

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**

Prerequisites: None
Corequisites: None
Fee: $25 for WLD 115AB; $25 for WLD 115BB; $40 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**

Prerequisites: WLD 115
Corequisites: None
Fee: $25 for WLD 116AB; $25 for WLD 116BB; $40 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**

Prerequisites: None
Corequisites: None
Fee: $25 for WLD 121AB; $25 for WLD 121BB; $40 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 122	**GMAW (MIG) Plate/Pipe**	**1**	**6**	**0**	**3**

Prerequisites: WLD 121
Corequisites: None
Fee: $40

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process, making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 131	**GTAW (TIG) Plate**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $40

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 132	**GTAW (TIG) Plate/Pipe**	**1**	**6**	**0**	**3**

Prerequisites: WLD 131
Corequisites: None
Fee: $40

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 141	**Symbols and Specifications**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $40

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 151	**Fabrication I**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $85

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 221	**GMAW (MIG) Pipe**	**1**	**6**	**0**	**3**

Prerequisites: WLD 122
Corequisites: None
Fee: $40

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 231	**GTAW (TIG) Pipe**	**1**	**6**	**0**	**3**

Prerequisites: WLD 132
Corequisites: None
Fee: $40

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

Code	Description	Lecture	Lab	Clinic	Credit
WLD 251	**Fabrication II**	**1**	**6**	**0**	**3**

Prerequisites: WLD 151
Corequisites: None
Fee: $85

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

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: $40

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.

Course Information

Workforce Development offers a wide variety of non-credit courses and programs. Curriculum credit will not be awarded, but in most programs continuing education units (CEUs) are awarded. Additionally, many of the courses lead to state or nationally recognized credentials, licensing or certification. Programs are developed and offered based on the community's expressed needs in workforce/occupational training, upgrading of work skills and vocational improvement. 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 parental permission required unless married or emancipated or serving in the military.

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 Extension courses ranges from $70.00 to $180.00 depending on the number of class hours. There is no charge for job-related courses for law enforcement, fire fighters, and rescue personnel for those that qualify. The tuition charged for Workforce Development/ Occupational Extension Courses is determined by the North Carolina State Board Code. A charge/fee may be necessary in some courses for class supplies and liability or accident insurance. Workforce Development fees are subject to change for the duration of this catalog. Self-supporting registration fees vary, and there are no fee exemptions for self-supporting courses.

Class Locations

Workforce Development classes are offered at the New Bern and Havelock Campuses and the recently established Volt Center, located at 205 First Street in New Bern. Classes can be held at locations away from the Craven Community College campuses 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 platforms.

Attendance

Students are expected to attend class regularly. Attendance records are maintained by class instructors. Students must usually attend a minimum of 80% of class hours in Occupational/Workforce Courses in order to receive Continuing Education Units (CEUs). Some Occupational/Workforce courses require 100% student attendance in order to receive CEUs. Regular attendance helps maintain continuity in classroom work, justifies the existence of the class, and assures the student of accomplishment.

Schedules

Workforce Development classes are announced by published schedules and web pages during the year. In addition, Workforce Development classes are scheduled when a need for the class is established, space exists to teach the class, and an instructor is available. Tailored training courses can be scheduled by request. The programs do not begin and conclude on a semester schedule as curriculum programs do. Classes in most subjects 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 request a registration fee refund by filling out an official withdrawal/refund request form in the Workforce Development office at the New Bern Campus or Havelock Campus offices.

The student will be eligible for a 100% tuition refund if he/she officially withdraws from the class(es) prior to the first class meeting.

The student will be eligible for a 100% tuition refund if an applicable class is cancelled due to insufficient enrollment without completing the request form.

The student will be eligible for a 75% tuition 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% point of the scheduled hours of the class.

The student will be eligible for a 75% tuition refund if the student officially withdraws from a contact hour class prior to or on the 10th day from the first class meeting.

All registration fee(s) for the course may be refunded to the estate of the deceased if the student, having paid the required registration fee for a course, dies during that course (prior to or on the last scheduled class day). Additional provisions of the refund policy, including those regarding self-support classes and student fees, are available upon request.

Certificates

Completion certificates are awarded to students meeting requirements for most Workforce Development 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 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.

Official Withdrawal from a WFD/CE Course

To withdraw from a WFD/CE course, a student must complete the WFD/CE withdrawal form.

The coordinator of the course you are taking has access to the form. The student will have to discuss withdrawing with the coordinator. If the student is attending the WFD/CE course on a scholarship, it may impact you financially so be sure to speak with the coordinator of the course. Additionally, withdrawing may impact future scholarship offerings.

If you are a student using VA benefits, there may be penalties and you will need to let the campus VA Representative know that you have dropped the course.

Veterans Benefits and Workforce Development

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 State Approving Agency in assisting eligible veterans/dependents with their education benefits.

Students may contact our School Certifying Official's office at 252-638-7231 or visit Craven CC's Military Affairs Resource webpage for more information regarding all military benefits.

Not all courses in Workforce Development are approved for use with Veteran's Benefits. Workforce Development students interested in using their VA Benefits with a Workforce Development course must work with the Veteran's Affairs office at the number posted above, or in-person, to ensure that their Veteran Benefits are current and they have all necessary paperwork. Students using their VA Benefits will not be allowed to register to Workforce Development VA approved courses until they have been approved by the Veterans Affairs Office or the Military Affairs Resource Center Coordinator. Workforce Development has the following courses approved for use with Veterans Benefits:

1. Barbering Concepts
2. Commercial Driver's License (CDL) Class "A"
3. Federal Aviation Administration (FAA) Airframe and Power Plant Mechanics Course
4. National Center for Construction Education and Research (NCCER) Heating, Ventilation and Air Conditioning (HVAC) Levels 1-4
5. National Center for Construction Education and Research (NCCER) Welding Certification Levels 1-4

For a complete listing of these course schedules, refer to the college website's Workforce Development course page.

Note: The tuition rates for Workforce Development courses are determined by the North Carolina Legislation and the North Carolina Community College System Office. The rates are subject to change at the beginning of the North Carolina State government fiscal year which begins July 1.

Grade Descriptions

Many of the course grading schemes in WFD/CE are set by the certifying organization such as NCCER, NC DOJ Standards and Training, Office of the State Fire Marshall, Office of Emergency Medical Services, NC Real Estate Commission, Federal Aviation Administration, etc. In these courses, WFD/CE must abide by the grading scheme prescribed by the certifying body. In all other courses, the below grading scheme will be followed and may be the same in some certification courses:

Letter Grade	Letter Definition	Description	Quality Points/GPA
P	Pass	Successful mastery of all course requirements as specified by the instructor or certifying body.	N/A
S	Satisfactory	Successful completion of all course requirements as specified by the instructor or certifying body but student is waiting to take the certification exam.	N/A
U	Unsatisfactory	Student failed to successfully meet the course requirements as specified by the instructor or certifying body. Not qualified to take certification exam.	N/A
I*	Incomplete Grade	Temporary grade assigned at the discretion of the instructor. Student had extenuating circumstances and did not complete a written exam, performance module/lab or a requirement needed for certification.	N/A
F	Failing	Failure to successfully complete all course requirements as specified by the instructor. Only award this grade if certifying agency prescribes it.	N/A
W	Withdrawal	Official withdrawal from the course. Student must complete course withdrawal form with the coordinator. The Withdrawal grade is given to distinguish that the student voluntarily withdrew and did not just quit coming to class with no explanation.	N/A
SR	Audit	Seniors (65 and older) can "Audit" courses in WFD/CE. Seniors do not have to pay tuition but no certification can be awarded nor a grade. Those "Auditing" courses are required to pay any course fees if applicable.	N/A
AW	Automatic Withdrawal	Instructor withdrawal of the student from course for excessive absences. Typically awarded after the student has missed beyond 20% of the class scheduled hours with no communication with the instructor.	N/A
N/A	Never Attended	This would apply to courses where no refund is available once registered such as Motorcycle Safety: Basic Rider Course.	N/A

It is the student's responsibility to contact the coordinator regarding work to be completed for the removal of the "I" grade. The student must work with the coordinator of the course to determine a number of days the students has to complete course requirements to receive a grade of "P". If the student doesn't complete in the time specified by the coordinator or certifying body, the grade will be changed to a "U".

Students must attend 80% of scheduled class time in order to receive a passing grade. Once a student has missed more than 20% of scheduled class time, the student will receive a grade of "AW".

Career Courses

You can learn new job skills or upgrade your current knowledge and ability through Craven's Workforce Development training programs. We offer a wide variety of courses, whether it is traditional, online, or hybrid. 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 MCAS Cherry Point 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.

Business and Technology

Workforce Development 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 Community College 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.

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, plant 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 service 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.

Human Resources Development (HRD)

The Human Resources Development Employment Readiness Program provides short-term pre-vocational training and counseling for unemployed, underemployed, those laid off and those looking to make a career change, entering the workforce or beginning new careers. The content focuses on how to find and keep a job along with career explorations. Our instructors teach 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.

Health 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 healthcare field.

Workforce Development health care programs provide courses for those who need to train, retrain, and update themselves in a health care field or professional area. The Workforce Development programs offered are of the highest quality both in classroom/lab and clinical instruction.

Public Safety Programs

Through the Public Safety program, we deliver training in the areas of Emergency Medical Services, Fire Services, and Law Enforcement. Students are able to obtain certifications that lead to initial employment or advancement. Students in these courses qualify for tuition waiver based on affiliation with an authorized volunteer, municipal, county, or State organizations.

The Emergency Medical Service Program provides certification in CPR, First Aid, Medical Responder, EMT (Emergency Medical Technician), and Paramedic. Continuing Education is available to rescue squads, ambulance services, fire departments and law enforcement agencies. CPR and EMT re-certification classes are also offered. Fee-based classes in this program are available to interested citizens, business, industries and church groups. Classes are held on campus, online and throughout the county.

Our quality Fire and Rescue Training includes Fire Fighter I & II Certification Courses, NC Technical Rescuer, Rescue Specialties: Trench, Confined Space, Collapse, Ropes, and Water. We offer various other courses to help fire fighters fulfill the requirements and the needs of their respective departments (both volunteer and paid). Our skilled instructors ensure safe, innovative, and informative classes.

The Law Enforcement Training Programs are designed to train and upgrade personnel in basic law enforcement, detention officer, 911 Telecommunicators, and firearms. From a pool of state and local instructors, we work to meet the training needs and desires of law enforcement departments within Craven County.

Customized Training Program

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.

The Customized Training Program is designed to make a difference in an organization's bottom line, whether the organization is creating jobs, investing in new machinery and equipment or streamlining processes for efficiency.

Customized Training Program resources may support training needs assessment, instructional design, development and delivery. With our team of experts, we create customized media development, including process manuals, orientation and process DVDs, and interactive learning solutions. We offer a proven design process that is repeatable and ensures the development of high-quality learning solutions including classroom, lab and on-the-job training, and computer-based interactive programs and immersive 3-D simulation.

Small Business Center

The objective of Craven Community College's Small Business Center (SBC) is to increase the success rate and the number of viable small businesses in Craven County by providing high quality, readily accessible assistance at no cost (or very low cost) to perspective and existing small businesses in the form of workshops, counseling, networking and resource referral.

SBC's Resource Center provides workspace, free computer and Internet access, printer and access to resources.

For more information, visit the SBC website or call 252-638-1166.

The mission of the College & Career Readiness (CCR) program is to provide educational opportunities for adults who wish to improve their academic skills, complete their high school equivalency or diploma, and learn English language skills while also preparing for post-secondary education and/or employment. Students will be able to attend classes day or evening, on both campuses, and various locations in Craven County. All classes are free of charge and most materials are provided. For students aged 16 or 17 years old, special permission from a parent/guardian and the school district must be received before enrolling in any class in the CCR unit.

Programs

Adult Basic Education

This program is designed for students who function below the high school level based upon placement test scores. Instruction is developed by qualified instructors, using individual placement diagnostics that will help students meet their educational goals. Students must complete First Step class before enrolling to better determine needs.

First Step

The First Step class is required for all students enrolling in adult high school diploma or equivalency classes. The two-week class is packed with important information that will include placement testing, assessment of educational barriers, learning styles, and career interests. Students will be given one-on-one advising, and take their first step in completing their secondary education.

Adult High School

The Adult High School program helps individuals earn a diploma by offering classes to students with 14 or more qualifying high school credits. After the First Step class, students meet with qualified instructors to complete the specific classes needed. Additional hours may be earned online.

High School Equivalency

An alternate path to a high school diploma is the high school equivalency (GED, HiSET). After completing First Step or upon movement in the program, students are placed with qualified instructors for math/science and reading/language/social studies classes to prepare for the official exams. Online classes are available for those who qualify.

Transitions Academy

The Transitions Academy provides adults who have mild intellectual disabilities with the opportunity to continue their education by increasing skills in math, reading, and technology. This program also uses hands-on learning in career exploration to prepare students for work and other post-secondary programs.

English as a Second Language

ESL classes provide non-native speakers with instruction in speaking, listening, reading, and writing to improve English language proficiency in community, social, educational, and employment settings. Class information will also include citizenship preparation.

Family Literacy

The Family Literacy program is for parents who require childcare while attending classes to complete their high school equivalency or enroll in English as a Second Language classes. This program is in partnership with Craven County Schools and located at James W. Smith Elementary. It is tuition waived with childcare, transportation, breakfast, and lunch included. Students will also participate in parent/child classes as part of the program.

Lifetime Learning Center

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.

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Administrative Assistant- WFD

Sharon King
Student Services Coordinator
AA – Lenoir Community College
BS – University of Mount Olive

Sylvia J. King
Director of Student Services - Havelock
BS – Elizabeth City State University
MBA – Colorado Technical University

Lakissha Kludy
Testing Proctor

Meredith Laskovics
Marketing Specialist
BA – Meredith College

Brandy Leder
Data Analyst
AA – Craven Community College
BS – North Carolina Wesleyan College
MBA – North Carolina Wesleyan College

Ashley Lee
Re-Entry Job Placement Specialist
AAS, AGE – Craven Community College

Joseph Lee
Information Security Analyst
AAS, AGE – Craven Community College

Michelle Lepp
Senior Administrative Assistant – Health Programs
BA – Kent State University

Maurice Lewis
Accounting Assistant-Accounts Payable
AAS – Pamlico Community College

Margaret Liddell
Accounting Assistant-Cashier
AGE – Craven Community College

Fernanda Marinkovic
Accounting Assistant-Institutional Advancement
AAS – Northern Virginia Community College

Agape Marion
Custodian

Jenifer Marquis, PhD
Dean of Teaching and eLearning
AA – Cypress College
BA – University of Iowa
MA – University of Phoenix
MS – National University
PhD – Old Dominion University

Donna Marshall
Director of Admissions and Student Records
BS – Appalachian State University
MAEd – East Carolina University

Robin S. Matthews
Dean of Workforce Development
BA – Francis Marion University
MBA – TUI University

Samantha McDonald
Academic Advisor – Career and College Promise
BA, MA – University of North Carolina at Greensboro

Tanya McGhee
Dean, Havelock Campus
BS – Long Island University
MS – University of North Carolina at Chapel Hill

Sandra McKenzie
Director of Service Programs
AS - Craven Community College
BS – University of Mount Olive

Ricky L. Meadows
Dean of Career Programs
BSBE – East Carolina University

John M. Melville
Executive Director of Facilities

James R. “Jim” Millard
Vice President for Administration
BS – Park University
MS – East Carolina University

Tracy Minchin
LAUT Support Services Manager
BS – Dominican College

Hiram Todd Murphrey
Purchasing and Assets Coordinator
BSBA – East Carolina University

Randy Murphy
Groundskeeper

Marie Mynster
Human Resources Specialist
BA – Salisbury University

Gerard "Gerry" Nansteel
Telecommunications Analyst
AAS – Craven Community College

Joseph "Alec" Newton, DC
Dean of Health Programs
BS – University of Richmond
DC – Life University

Tammy Nyberg
Administrative Assistant - Facilities
AGE, AAS – Craven Community College

Doyle Owings
IT Technician – Havelock
AAS- Craven Community College
BS – Park University

Floyd Parker
Campus Security Officer

Bianca Partsch
Accounting Assistant - Accounts Receivable
BA – State University of New York at Geneseo

Cynthia A. Patterson
Executive Director of Financial Services
BS, MS – LaSalle University

Zomar Peter
Dean of Student Services
BBA – Siena Heights University
MA – Western Michigan University

Michelle Pierce
Manager, Academic Support Center/ADA Liaison – Havelock
BS – Appalachian State University

Sarah Pridgen
Admissions Specialist
BA – University of North Carolina at Greensboro

Craig Ramey
Director of Communications
BA - East Carolina University
MA – Queens University of Charlotte

Kristi Reed
Director of CTL and eLearning
BS – Western Carolina University

Sabrina Reels
Senior Administrative Assistant- WFD
AAS - Craven Community College
BS - Liberty University

Gregory Neal Register
Director of Management Information Systems
AAS – Craven Community College

Michael Richardson
Campus Security Officer
BS – Livingstone College

Jami Rodis
College and Career Readiness Coordinator
BA - Marymount University

Barbara Rowe
Custodian

Christopher Rowe
IT Technician
AA, AS – Craven Community College

Jerry Rowe
Custodian

Timothy Rowe
IT Technician
AAS – Craven Community College

Cindy L. Russo
Career Programs Support Services Manager
AAS – Craven Community College

Christine Sachs
Controller
BA – Trinity International University
MBA - Capella University

Denise Salerno
Executive Director of Human Resources
BA, MPA – East Carolina University

Matthew C. Salerno
Director of Information Technology
AAS – Craven Community College

Jeffrey Schulze
Director of Trade Programs – Volt Center
BSEd – Bloomsburg University of Pennsylvania

Susan Seeman
Academic Advisor
BS, Med – University of Pittsburgh

Eric Sexton
Student Services Coordinator
AAS – Craven Community College
BA – University of North Carolina at Chapel Hill

Rose Sexton
Administrative Assistant/Switchboard Operator
AAS – Craven Community College

Kisha B. Simpson
Director of Student Accounts
BS – Methodist University

Jimmy Singleton
Facilities Maintenance Specialist
BS – University of Mount Olive

Amber Smith
Executive Assistant to the President & Board of Trustees
AA – Pennsylvania State University

Carinna Smith
Custodial Supervisor
AA – Pamlico Community College
BSW – Liberty University

Sabra J. Smith
Payroll and Benefits Specialist
AAS – Craven Community College

Christina Sobrido
Office 365 Systems Administrator
AAS – Craven Community College

Raymond Staats, PhD
President
BA – Syracuse University
MS – Air Force Institute of Technology
PhD – Virginia Tech

Damonte Stancil
Admissions Specialist
AAS – Craven Community College

Jonathan W. Stephens
Workforce Development Coordinator II-EMS Programs

Rodnekia Stewart
Financial Aid Advisor I
BA - North Carolina Wesleyan College

Jessica Stimson
Senior Administrative Assistant - Havelock

Nathaniel Stout
Academic Advisor
AA – Central Texas College
BS, MA – Liberty University

Katie Swanson
Financial Aid Advisor II - Havelock
BA – North Carolina State University

Jimmie Swinson
Trades Instructor – VOLT Center

David Tallman
Custodian

Mickey Tillman
WFD Coordinator I, In-Service

Shawn Toderick
Associate Dean, Technology Services
BS, MS – East Carolina University

Elizabeth Tolson
Student Helpdesk Technician
AA – Peace College
BS – East Carolina University
MS – Capitol College

James Tyndall
Enrollment Services Specialist
BA – University of North Carolina at Charlotte

Jinky Villafuerte
Custodian

Patricia Voliva
Workforce Development Coordinator I – Health Programs
AAS - Craven Community College

Carolyn S. Ward
Financial Aid Advisor II
BS – Park University

Jonathan Weldin
IT Technician

Rachel Weldin
Senior Administrative Assistant – Human Resources
BS – East Carolina University

Katherine Weis
College and Career Readiness Coordinator
AAS – SUNY at Delhi
BA – Pace University

Charles Wethington
Executive Director of Institutional Advancement
AAS – Lenoir Community College

Kristin White
Accounting Assistant
BS, MBA - Johnson and Wales University

Terry White
Facilities Maintenance Specialist

Wendy White
Director of Library and Testing Services
BS, MLS – East Carolina University

Jeffrey Wilke
Director of the Small Business Center
BA, MBA – Saint Leo University
DBA – Argosy University

Antoinette Williams
Senior Administrative Assistant – Volt Center

Keith P. Williams
Director of Environmental Health and Safety
Bachelor of Ministry – Omega Bible Institute and Seminary

Angela Wilson-Ward
Re-Entry Coordinator

Colleen Wincentsen
Director of Medical Office Administration Program
MHA – University of Phoenix

Lawrence Wren
Custodian

Colleagues

Faculty and Staff Emeriti

Joyce Belfance
Nursing Faculty
BSN – East Carolina University
MSN – Duke University

Mark Best
Director of Workforce Readiness and Special Programs
BS – Fayetteville State University

Bambi Edwards
Business Faculty
AAS – Beaufort County Community College
BSA, MBA – East Carolina University

Philip S. Evancho
Maestro, Music Director/Faculty
BMusEd – Baldwin-Wallace Conservatory of Music
MMus – University of Akron

John Fonville
Registrar – Staff
AAS – Craven Community College
BS – University of North Carolina – Chapel Hill
MEd – East Carolina University

Diane Hartge - *deceased*
Business Faculty
BS – Shippensburg University

Robert J. Husson
Computer Tech Integration Faculty
BA-University of Notre Dame
MS – The Johns Hopkins University

Carolyn S. Jones
Nursing Faculty
BSN, MEd , MSN – East Carolina University

Suzanne Kaylor
English Faculty
BA – Agnes Scott College
MA – East Carolina University

Lealer R. King
English/Reading Faculty
BA – Bennett College

Murdina D. MacDonald, PhD
Social Sciences and Foreign Languages Faculty
BA – University of Hawaii
MDiv – Southeastern Baptist Theological Seminary
PhD – Oxford University

Millicent McLean
Academic Advisor
BA – University of North Carolina at Chapel Hill
MAEd – East Carolina University

Jonathan Pharr
Chemistry Faculty
BA, MEd – East Carolina University

Diane Tyndall
Business Faculty
AB – University of North Carolina at Chapel Hill
MAEd – East Carolina University

Public Radio East

Kelly Y. Batchelor
Program Director - PRE
AA – Lenoir Community College

Jared T. Brumbaugh
News Coordinator - PRE

Ben Donnelly
General Manager – PRE
BS – Miami University
MA – University of North Carolina at Chapel Hill

Anthony Noel
Business Account Executive - PRE

Breth Powers
Development Coordinator - PRE
AAS – Pitt Community College

Meredith Radford
News Reporter – PRE
BA – University of North Carolina at Chapel Hill

Ellen Wilkinson
Senior Administrative Assistant - PRE

Craven Early College

Erin Blalock
Counselor
BA – University of North Carolina at Wilmington
MS – East Carolina University

Todd Bradley
Dean of Craven Early College High School
BA – University of North Carolina at Chapel Hill
MA – East Carolina University

Ashley Decamp
Biology Educator
BS – Seton Hall University
MAEd – University of North Carolina at Charlotte
MA – East Carolina University

Allison Edwards
College Readiness Partnership Coordinator
BA – Meredith College

Tim Ellis
Mathematics Educator
BA – University of North Carolina at Wilmington

Jimmi Hobbs
Mathematics Educator

Andrea Midgette
Science Educator
BS, MS – East Carolina University

Justin Saulter
Social Studies Educator
BA – East Carolina University

Amanda Smith
English Educator
BA – University of North Carolina at Wilmington

Alison Strommer
English Educator
BA – East Carolina University

Nicholas Sunstrom
Social Studies Educator

Susan Whitfield
CTE Educator
BS – East Carolina University

Early College EAST

Carole Downing
Teacher Assistant
AAS – Craven Community College

Matthew Ipock
Science Educator
BS – North Carolina State University
MS – University of Hong Kong

Lucy Jackson
Bookkeeper and Data Manager
AAS – Carteret Community College
BA - Western Governor's University

Scarlett Lyon
Mathematics Educator
BA, BS – University of North Carolina at Asheville

Paul Miller
Mathematics Educator
BS – U.S. Naval Academy
MA – University of Maryland at College Park

John Nelson
Social Studies Educator
BS – East Carolina University

Rocky Patacsil
English Educator
BA – Berry College
MA – East Carolina University

Allan Quinn
Dean of Early College-EAST
BA – Hastings College
MA – East Carolina University

Logan Robles
Science Educator
BS, MA – University of North Carolina at Wilmington

Debbie Sabin
Counselor
BA – University of North Carolina at Wilmington
MS – East Carolina University

Crystal Sanders
College and Career Readiness Coordinator
BS - University of North Carolina at Wilmington
MA - Liberty University

Caroline Scales
English Educator
BA – University of North Carolina at Wilmington

Michelle Smith
CTE Educator
BS – North Carolina State University

FALL SEMESTER	**2022**
Final Registration for Fall Semester	August 16-18
Faculty Workdays	August 16-18
Class Begin (Regular & A-Term)	August 19
75% Refund/Last Day to Drop Classes without W (A-Term)	August 23
75% Refund/Last Day to Drop Classes without W (Regular-Term)	August 29
Last Day to Appeal Final Grade for Summer-Term	September 2
Attendance Verification Due (Regular & A-Term)	September 2
Labor Day Holiday (College Closed)	September 5
Last Day to Register for Flex-Term Classes	September 16
Classes Begin (Flex-Term)	September 19
Financial Aid Grant Disbursement (Regular & A-Term)	September 23
75% Refund/Last Day to Drop without W (Flex-Term)	September 26
Last Day to Withdraw from Class or Audit (A-Term)	September 27
Attendance Verification Due (Flex-Term)	September 28
Last Day to Apply for Fall Graduation	October 14
Last Day to Remove an Incomplete Grade for Spring/Summer-Terms	October 14
End of A-Term	October 17
Grades Posted/Attendance Rosters Due by 2:00 p.m. (A-Term)	October 18
Faculty Workday/Professional Development (No Classes) or Make-Up Day for Official	October 18
Last Day to Register for B-Term Classes	October 18
Classes Begin (B-Term)	October 19
Financial Aid Grant Disbursement (Flex-Term)	October 21
75% Refund/Last Day to Drop Classes without W (B-Term)	October 23
Attendance Verification Due (B-Term)	October 26
Last Day to Withdraw from Class or Audit (Regular-Term)	November 3
Spring Priority Registration	November 7-11
Financial Aid Grant Disbursement (B-Term)	November 10
Veteran Day Holiday (College Closed)	November 11
Open Registration Begins	November 14
Last Day to Withdraw from Class or Audit (Flex-Term)	November 15
Faculty Workday (No Classes) or Make-Up Day for Official Cancellation	November 23
Thanksgiving Holidays (College Closed)	November 24-26
Last Day to Withdraw from Class or Audit (B-Term)	November 28
End of Fall Semester (Regular-Term, Flex-Term & B-Term)	December 16
Faculty Workday	December 19
Grades Posted/Attendance Rosters Due by 2:00 p.m. (Regular-Term, Flex-Term & B-Term)	December 19
Holiday Break (College Closed)	December 22-31

Note: Dates are subject to change.

A-Term (8 Weeks):	August 19 - October 17
Regular-Term (16 Weeks):	August 19 - December 16
Flex-Term (12 Weeks):	September 19 - December 16
B-Term (8 Weeks):	October 19 - December 16

SPRING SEMESTER	**2023**
New Year's Day Observed Holiday (College Closed)	January 2
Staff Returns for Spring Semester	January 3
Final Registration for Spring Semester	January 3-7
Faculty Workdays	January 5-6
Class Begin (Regular & A-Term)	January 9
75% Refund/Last Day to Drop Classes without W (A-Term)	January 13
Martin Luther King Holiday (College Closed)	January 16
75% Refund/Last Day to Drop Classes without W (Regular-Term)	January 20
Last Day to Appeal Final Grade for Fall-Term	January 20
Attendance Verification Due (Regular & A-Term)	January 25
Last Day to Register for Flex-Term Classes	February 6
Classes Begin (Flex-Term)	February 7
75% Refund/Last Day to Drop Classes without W (Flex-Term)	February 14
Last Day to Withdraw from Class or Audit (A-Term)	February 15
Attendance Verification Due (Flex-Term)	February 16
Financial Aid Grant Disbursement (Regular & A-Term)	February 17
End of A-Term	March 6
Last Day to Remove an Incomplete Grade for Fall Terms	March 6
Grades Posted/Attendance Rosters Due by 2:00 pm (A-Term)	March 7
Last Day to Register for B-Term Classes	March 7
Faculty Workday/Professional Development (No Classes) or Make-Up Day for Official	March 7
Classes Begin (B-Term)	March 8
75% Refund/Last Day to Drop Classes without W (B-Term)	March 12
Last Day to Apply for Spring Graduation	March 15
Attendance Verification Due (B-Term)	March 15
Financial Aid Grant Disbursement (Flex-Term)	March 17
Last Day to Withdraw from Class or Audit (Regular-Term)	March 27
Summer/Fall Priority Registration	April 3-7
Last Day to Withdraw from Class or Audit (Flex-Term)	April 7
Financial Aid Grant Disbursement (B-Term)	April 7
Summer/Fall Open Registration Begins	April 10
Spring Holiday (College Closed)	April 10
Student/Faculty Semester Break (No Classes)	April 10-15
Last Day to Withdraw from Class or Audit (B-Term)	April 19
End of Spring Semester (Regular-Term, Flex-Term & B-Term)	May 9
Faculty Workday	May 10 & 12
Grades Posted/Attendance Rosters Due by 5:00 p.m. (Regular-Term, Flex-Term & B-Term)	May 10
Graduation/Faculty Workday	May 12

Note: Dates are subject to change.

A-Term (8 Weeks):	January 9 - March 6
Regular-Term (16 Weeks):	January 9 - May 9
Flex-Term (12 Weeks):	February 7 – May 9
B-Term (8 Weeks):	March 8 – May 9

SUMMER SEMESTER	**2023**
Final Registration for Summer Semester	May 15-18
Student/Faculty Break (No Classes)	May 15-20
Class Begin (Regular/A-Term)	May 22
75% Refund/Last Day to Drop Classes without W (A-Term)	May 26
75% Refund/Last Day to Drop Classes without W (Regular-Term)	May 28
Memorial Day Holiday (College Closed)	May 29
Attendance Verification Due (Regular/A-Term)	June 1
Last Day to Appeal Final Grade for Spring-Term	June 5
Last Day to Apply for Summer Graduation	June 15
Financial Aid Grant Disbursement	June 23
Last Day to Withdraw from Class or Audit (A-Term)	June 28
Independence Day Holiday (College Closed)	July 4
Last Day to Withdraw from Class or Audit (Regular-Term)	July 8
End of A-Term	July 18
Grades Posted/Attendance Rosters Due by 5:00 p.m. (A-Term)	July 19
End of Summer Semester (10-Week Term)	August 1
Grades Posted/Attendance Rosters Due by 5:00 p.m. (Regular-Term)	August 2

Note: Dates are subject to change.

A-Term:	May 22 - July 18
Regular-Term:	May 22 - August 1

Directions to New Bern Campus at 800 College Court, New Bern, 28562

Arriving from Washington, NC or Upstate NC

Take US 17 South to NC 43, which becomes Glenburnie Road, and turn right on College Court.

Arriving from Kinston, NC or Western NC

Take US 70 East to NC 43 intersection (Glenburnie Road), turn right at stop light, and then right again onto College Court.

Arriving from Havelock, NC or Eastern NC

Take US 70 West to NC 43 intersection (Glenburnie Road), turn left at stop light, and then right onto College Court.

Arriving from Jacksonville, NC or Southern NC:

Take US 17 North to NC 43 intersection (Glenburnie Road), turn left at stop light, and then left again onto College Court.

Brock Administration
Administrative Services
Campus Security
Craven CC Foundation
Executive Suite
Financial Services
Human Resources
Small Business Center
Student Records
Workforce Development

Barker Hall
Cashier
Career / Transfer Center
Godwin Memorial Library
Public Radio East
Student Services - First Stop
Admissions/Registration
Advising
Financial Aid
First Year Experience
General Information
Student Accounts
VA Assistance
Testing Center

Perdue Hall
Health Programs
Nursing Simulation Lab
Science Labs

Ward Hall
Automotive
Academic Support Center
Campus Life / Student Engagement
College & Career Readiness
Community Room
Fitness Lab
Student Lounge / Deli / Vending
TRIO

Mary Dale Bender Center
Craven Early College
Law Enforcement Training

Kelso Hall
Barbering
Cosmetology
Machining Center
Salon Services

Business & Information Technology (BIT)
Bookstore
Computer Labs
Technology Services
University Connections

Advanced Manufacturing Center (AMC)
Drafting and Design
Electronics
Manufacturing Technology / Composites
Welding

Orringer Hall
Fine Arts
Auditorium

Davis Maintenance Building
Facilities and Maintenance
Shipping and Receiving

Directions to New Bern Campus at 305 Cunningham Blvd, Havelock, 28532

Arriving from Washington, NC or Upstate NC

Take US 17 South to US 70 East (in New Bern). Follow 70 East to Havelock. Turn left on State Route 101, then right onto Cunningham Blvd. The campus is on the left.

Arriving from Kinston, NC or Western NC

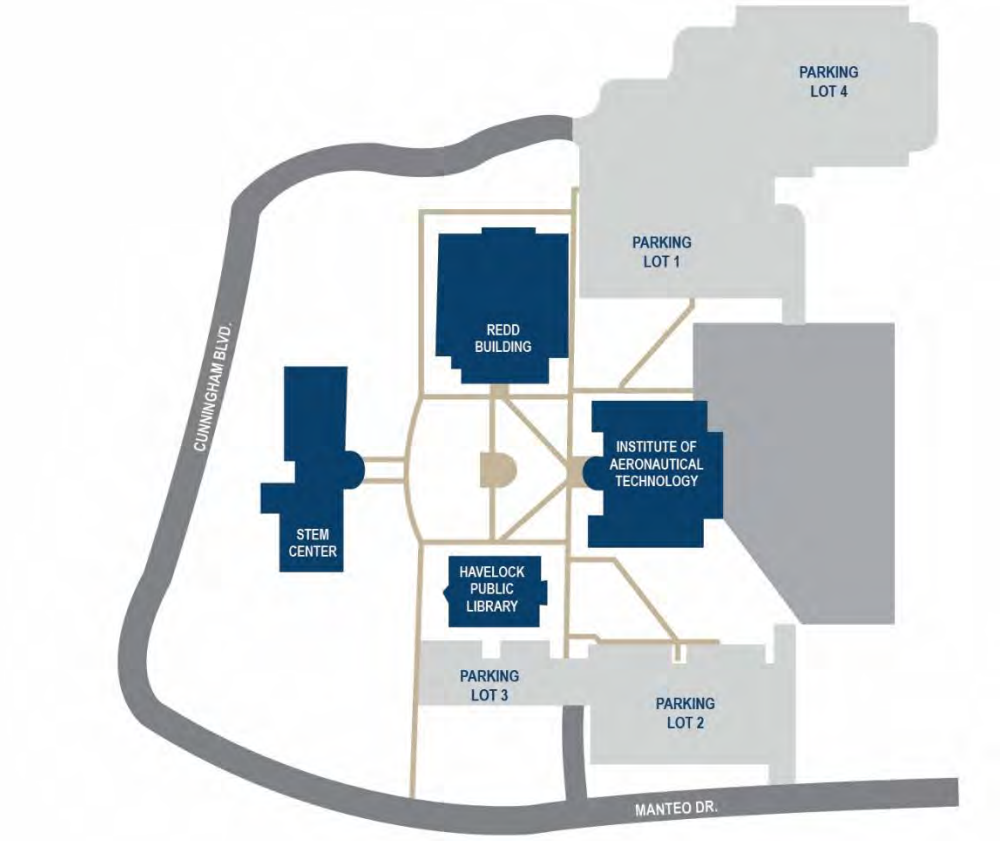
Take US 70 East through New Bern and follow 70 East to Havelock. Turn left on State Route 101, then right onto Cunningham Blvd. The campus is on the left.

Arriving from Eastern NC

Take US 70 West to Havelock, turning right onto Cunningham Blvd (at the airplane). The campus is on the right.

Arriving from Jacksonville, NC or Southern NC

Take US 17 North to US 70 East (in New Bern). Follow 70 East to Havelock. Turn left on State Route 101, then right onto Cunningham Blvd. The campus is on the left.



Redd Building
Academic Support Center
Business Office
Campus Security
First Stop
- Admissions
- Advising
- Financial Aid
- General Information
- Placement Testing

Military Affairs Center
Student Lounge

Institute of Aeronautical Technology
Aviation
Military Business Center
Military Outreach
University Connections
Workforce Development

STEM Center
NC State Engineering Partnership
Science Labs

In addition to the New Bern and Havelock locations, Craven Community College has a workforce training facility at the Volt Center near downtown New Bern, as well as a location aboard Marine Corps Air Station Cherry Point, where the office and classrooms are located in the Jerry Marvel Training and Educational Building. For additional information, visit our Campus Locations webpage.

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

2014 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 years	Completers of Programs 2 < 4 years	Total Completers Within 150%	Graduation Rate
231	17	45	62	27%

Cohort Students Who Transferred into Other Institutions

Student Cohort	Total Transfer-Out Students	Transfer-Out Rate
231	58	25%

Critical Success Factors

North Carolina Community Colleges measure their performance in seven 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, JULY 2017

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM AND CRAVEN COMMUNITY COLLEGE

Measure	System Goal	System Baseline	Average College %	Craven CC
Basic Skills Student Progress	68.3%	34.5%	59.1%	55.5%
Student Success Rate in College-level English Courses	55.9%	23.8%	50.9%	60.6%
Student Success Rate in College-level Math Courses	32.5%	10.1%	29.0%	26.7%
First-Year Progression	75.0%	54.1%	70.5%	74.6%
Curriculum Student Completion	51.9%	35.9%	43.7%	46.2%
Licensure and Certification Passing Rate	90.9%	69.9%	82.0%	80.2%
College Transfer Performance	87.6%	65.1%	82.5%	81.1%

CRAVEN
COMMUNITY COLLEGE

2022 – 2023 CATALOG

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